

The admission of pupils to Thomas Deacon Academy from September 2016

1 Introduction

1.1 These arrangements are established in accordance with Annex 2 of the Academy's Funding Agreement.

1.2 The Academy provides for pupils aged 7 -19 and has two Normal Points of Entry, at the start of the Year 3 and Year 7 school years. Applications for admission at the normal point of admission will be co-ordinated by Peterborough City Council in accordance with its common application procedures.

Arrangements for late admission into Year 7 and for admission to other year groups will be dealt with upon application directly to Thomas Deacon Academy.

2 Admission Numbers

2.1 The Academy's Published Admission Number is set at 90 for the Thomas Deacon Academy Junior College and 332 at Year 7 for Thomas Deacon Academy. At least 332 pupils will be admitted each year to Year 7 at the Normal Point of Entry and at least 90 to Year 3 at Normal Point of Entry provided sufficient eligible applications have been received. Where fewer than 90 applications for Year 3 have been received, all applicants will be admitted.

3 Ordinary Applications for the Normal Point of Entry

3.1 Application for admission to Year 7 should be made to the local authority in whose area the applicant is normally resident by the closing date of October 31st of the preceding year.

3.2 Application for admission to Year 3 should be made to the local authority in whose area the applicant is normally resident by the closing date of 15th January.

3.3 Applications will be co-ordinated by Peterborough City Council who will consult as required with the Academy's Governing Body.

3.4 Places will be offered to all successful applicants by Peterborough City Council. Where the Academy is oversubscribed, places will be awarded on the basis of the oversubscription criteria set out in Paragraph 6 below.

3.5 Queen's Drive Infants School will be deemed a feeder school.

4 Late Applications for the Normal Point of Entry

4.1 Applications received after the closing date and before the Normal Point of Entry will be dealt with by Peterborough City Council in accordance with its procedures for late applications, after places have been awarded to on-time

applications.

4.2 Where the Academy is oversubscribed as a result of late applications, these applications will be judged according to the oversubscription criteria.

4.3 Places will be offered to successful Year 7 applicants by March 1st or as soon as possible thereafter.

4.4 Places will be offered to successful Year 3 applicants by 16th April. or as soon as possible thereafter.

5 Acceptance of Offer of a Place

5.1 Where an offer is made, the applicant should be notified of the date by which they must accept the offer. Where an offer is not accepted by the applicant in writing by the due date, the Academy's Governing Body reserves the right to withdraw the offer and to offer the place to the next applicant on the waiting list.

6 Oversubscription Criteria

6.1 The Academy will admit children with a Statement of Special Educational Needs and Disability (SEND) or an Education, Health and Care Plan (EHCP) which names Thomas Deacon Academy as the appropriate school for the child and where we have agreed that we can meet the needs of the child.

6.2 Remaining places will be allocated according to the following criteria, in order of priority:

- i. Children in public care (CLA)
A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A CLA is a child who is a) in the care of the LA or b) being provided with accommodation by the LA.
- ii. Children attending the designated feeder school
- iii. Siblings of children attending the school at the time of application.
- iii Children of any member of staff employed by the Board of Directors of the Academy at the time of application:
 - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the Academy is made and/or
 - b) The member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.
- iv. Proximity measured as a straight line from the home address to the main gates of TDA.
(The TDA does not operate a catchment area)

7. Waiting List

7.1 If the Academy has more applications than places available children will automatically be placed onto a waiting list in accordance with the oversubscription criteria shown above and administered by the TDA. You will be notified if a place becomes available at the Academy at any time. The waiting list will be held from the allocation of places until the end of Term 2 in the year of entry (3 or 7).

7.2 Where the Academy's roll in Year 7 falls below 332 or 90 for Year 3, up to December 31st, an available place will be offered to the next applicant on the waiting list.

7.3 Parents of children remaining on the waiting list at December 31st in the case of Year 3 and Year 7 or August 31st in any case should contact TDA to clarify whether they wish to remain on the list.

8. In-Year Applications for Admission

8.1 In-Year applications should be made by completing the in-year transfer form and returning directly to TDA. For Year 3, Year 7 and all other year groups after December 31st, the Academy has no Published Admissions Number (PAN).

8.2 Throughout the period September to December inclusive, the Academy will continue to offer places to applicants until the roll reaches 90 in Year 3 and 332 in each other year group.

8.4 When a place is offered in-year or someone is added to the waiting list, the waiting list is re-ranked in accordance with the over-subscription criteria. This means that children can move up or down the waiting list.

9. Post-16 Admissions

Please see Annex 1.

10. Admission Appeals

Parents/carers have the right to express a preference for their child's school. If parents/carers are not allocated a place for their child at the school of their preference they may appeal to an independent body called the Appeals Panel.

Should I appeal?

Not all families appeal if their request for a school is unsuccessful. Those who appeal usually do so because they feel that they have a particularly strong case. Advice can be sought at an early stage from the Academy.

How do I appeal?

The process is quite simple. You need to contact Mrs Karen Taylor at Legal & Democratic Services at the Town Hall and advise her that you would like to appeal. She will send you the appropriate paper work. Her details are:

Mrs Karen Taylor
Appeals Administrator
Adult, Education, Health & Litigation Team
Legal & Democratic Services
Peterborough City Council
Town Hall
Peterborough PE1 1HG
Telephone: 01733 452589
Email:karen.taylor@peterborough.gov.uk

What will happen next?

You will be informed by letter when your Appeal will be heard and you will receive a statement from the Academy giving reasons why it is not possible to allocate a place at the school of your choice. This will be sent to you at least seven days before the Hearing.

You will be invited to attend the appeal hearing in order to discuss your case with the Appeals Panel. You may bring a friend or representative to help you present the case or simply sit with you to provide support. Your child(ren) may not accompany you at the appeal hearing.

Parents who have Special Needs and may need extra help, eg signing, different access to the building; should inform Mrs Taylor. If you cannot attend or do not wish to attend, the Panel will decide the appeal on the basis of the written information you have supplied.

Who is on the Appeals Panel?

Three people normally sit on the Panel and they will include:

- Lay person(s), who is not connected with the Academy and who has no personal experience in the management of a school.
- Person(s) 'experienced in education' (often a retired Headteacher), who is not a member of the Academy's staff or Governing Body.

The Panel is advised by an Independent Clerk whose role is only to provide legal advice for the Panel and to ensure that correct procedures are followed in the Appeal Hearing. Sometimes there is an observer who is being trained to be an Appeal Panel member.

Annex 1

Sixth Form Admissions Policy

The Academy's Published Admission Number is set at 150 for the Thomas Deacon Academy Sixth Form.

Thomas Deacon Academy Sixth Form runs a range of academic, level 3 courses (A levels and BTECs) and students are expected to embark upon four courses in Year 12. In order for students to be awarded a place and to show they stand a good chance of being successful, they need to meet our minimum entrance requirements* and forward us their results by 4.00pm on GCSE results day:

Entrance requirements

- A minimum of 6 C grades at GCSE (or their equivalent) to include GCSE English and GCSE maths
- Be recommended by their current school as suitable for successful AS/A2 study in at least three subjects of their choice, from the range offered by the Academy.

PLEASE NOTE: *this **will not** entitle a student to gain entry to all of our courses – many, such as maths and science, have additional requirements for instance a grade B in relevant subjects before a place can be offered*

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Remaining places will be allocated according to the following criteria, in order of priority:

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- ii. Siblings of children attending the school at the time of application.
- iii. Children of any member of staff employed by the Board of Directors of the Academy at the time of application:
 - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the Academy is made and/or
 - b) The member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.

- iv. Proximity measured as a straight line from the home address to the main gates of TDA.

(The TDA does not operate a catchment area)

How many subjects will a sixth former study?

The expectation is that a student will start with four subjects in Year 12. Starting with three rather than four subjects will be at the discretion of the academy. We look for evidence from previous academic performance alongside any other information which might support this course of action; examples include prolonged or very serious illness or bereavement.

In addition to their academic programme of study, there is an expectation that all Year 12 students participate in the enrichment programme and other activities such as tutor time, assemblies, mentoring and the guest speakers' programme.

Study programmes

We will direct students towards appropriate study programmes according to their aptitudes. If an applicant has been successful in coursework based subjects at Key Stage 4 (Yr11) e.g. BTEC science or BTEC business, then the Academy will offer a Post-16 pathway which meets the applicant's strengths i.e. a solely or predominantly BTEC/Applied A level programme of study. An example of this might be Double Award business BTEC alongside Single Award ICT.

Am I guaranteed a place on a course if given a conditional offer?

All conditional offers are subject to applicants attaining the required grades, there being sufficient numbers of qualified applicants to make the course viable and our ability to properly resource the course. We may not be able to confirm this until after GCSE results day in August.

What if English or maths is not at a grade C?

If a place is offered conditionally and then on results day an applicant fails to attain a grade C in English **OR** maths then heads of subject will be contacted to see whether they are willing to accept a student who has not met our minimum entry requirements. This is at their discretion.

We can offer a re-sit in English **OR** maths (not both) provided the applicant has attained a minimum of a D grade and they are considered likely to achieve the GCSE C grade with a further opportunity.

What if a student makes a late application?

Priority will be given to those students who apply by our deadline. We will consider applications at any time after the deadline. However, should spaces on courses be filled then those who apply on time will be given priority.

Results day for external candidates

To be assured of a place all external candidates will contact us with their full GCSE results by 4.00pm on results day. Please ring 01733 426040 or email tracey.elliott@thomasdeaconacademy.com