



---

# **Admissions Policy**



## THE ADMISSION OF PUPILS TO THE SIDNEY STRINGER ACADEMY

### GENERAL

1. This annex may be amended in writing at any time by agreement between the Secretary of State and Sidney Stringer Academy
2. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of the Academy Trust.
3. Notwithstanding the generality of paragraph 2 of this Annex B, the Academy will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may direct the Academy to admit a named pupil to the Sidney Stringer Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy.
5. The Academy shall ensure that parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the DfE as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties. Appellants should contact Denise Ryan on 02476251756 or [dryan.staff@sidneystringeracademy.org.uk](mailto:dryan.staff@sidneystringeracademy.org.uk) for information on how to appeal. Information on the timetable for the appeals process is on our website.

### ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

#### Consultation

6. The Academy shall consult the following parties on the Academy’s proposed admission arrangements by 31 January in the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements will be for e.g. January 2022 for admissions in September 2023 (“Determination Year”):
  - a) The LA.
  - b) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA.



- c) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation.
- d) Affected admission authorities in neighbouring local authority areas.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

## **Academy Trust Determination of Admission Arrangements**

- 7. The Academy will consider comments made by those consulted in accordance with paragraph 6, including any requests to amend the proposed admissions number, before determining the admissions arrangements for the Academy.
- 8. The Academy will determine the Academy's admission arrangements by 28 February of the Determination Year and notify those consulted in accordance with paragraph 6 what has been determined within 14 days of that decision being made.

## **Representations about admission arrangements**

- 9. Where the Academy has determined the Academy's admission arrangements and notified all those bodies that it has consulted in accordance with paragraph 6, if any of those bodies object to the Academy's admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 15 May in the Determination Year.

## **Secretary of State's Consent for Changes to Admissions Arrangements**

- 10. Where the admissions arrangements determined in a Determination Year in accordance with paragraph 8 are different to the admissions arrangements currently in existence for the Academy, the Academy shall by 15 May in the Determination Year apply to the Secretary of State for him to consent to such amended admissions arrangements.

## **Secretary of State's Power to Accept, Modify or Reject Admissions Arrangements**

- 11. Where the Secretary of State has received any representations made in accordance with paragraph 9, the Secretary of State must consult the Academy Trust on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Academy Trust amends the proposed admissions arrangements for the Academy. The Academy Trust shall comply with any such direction.
- 12. Where the Secretary of State has received an application made in accordance with paragraph 10 to consent to any amended admissions arrangements, the Secretary of



State must by 31 July in the Determination Year either approve the amended admissions arrangements or direct that the amended admissions arrangements are not implemented or must be modified. The Academy Trust must comply with any such direction.

## **Publication of Admission Arrangements**

13. Sidney Stringer Academy shall each Determination Year publish the Sidney Stringer Academy's agreed admission arrangements by:
  - a) Copies being sent to the persons consulted in paragraph 6;
  - b) Copies being sent to primary and secondary schools in the LA's area;
  - c) Copies being sent to the offices of the LA;
  - d) Copies being made available without charge on request from the Academy;
  - e) Copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents and other persons.
14. The published admissions arrangements will set out:
  - a) The name and address of the Sidney Stringer Academy and contact details;
  - b) A summary of the admissions policy, including oversubscription criteria and any arrangements for post-16 admission;
  - c) A statement of any religious affiliation if relevant;
  - d) Numbers of places and applications for those places in the previous year; and
  - e) Arrangements for hearing appeals.

## **Proposed Changes to Admission Arrangements by the Sidney Stringer Academy after Arrangements Have Been Published**

15. Subject to paragraph 16, once the Academy's admission arrangements have been determined for a particular year and published, the Academy Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:
  - a) The Academy Trust has consulted those who were consulted under paragraph 6 above on the proposed variation;
  - b) Following such consultation, the Academy Trust has applied to the Secretary of State to approve the change setting out:



- i) The proposed change;
  - ii) Reasons for wishing to make such change;
  - iii) Any comments or objections to the proposal from those consulted; and
- c) Following such application, the Secretary of State has provided his consent to the proposed variation.
16. Sidney Stringer Academy shall following the prior written agreement or direction of the Secretary of State vary the Academy's admissions arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.
17. Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 15 or 16 above must be published within the Academy's prospectus and website (if it has one) and be communicated within 7 days to those persons who must be consulted under paragraph 6.
18. Sidney Stringer Academy must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.
19. Where a representation is made in accordance with paragraph 18, the Secretary of State may, after consulting the Academy, direct that the Academy modify its arrangements for the admission of pupils to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools.
20. Records of applications and admissions to the Academy shall be kept by the LA on behalf of the Academy Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

## **PROCEDURE FOR ADMITTING PUPILS TO THE ACADEMY**

### **Admissions Number**

21. The Academy Trust has the following agreed admissions number for the Academy for the year 2023/2024 and, subject to any changes approved or required by the Secretary of State, for subsequent years:
- a) The Sidney Stringer Academy has an agreed admission number of 210 pupils, to be admitted into year 7 each year, if sufficient applications are received.
  - b) The Academy operates a sixth form for a total of 300 pupils. 150 places overall will



be available in Year 12. Whilst the admission number is 10, if fewer than 140 of the school's existing pupils transfer into year 12, additional external pupils will be admitted until Year 12 meets its capacity of 150.

22. In any specific year, the Academy Trust may set a higher admission number than the Sidney Stringer Academy's agreed admission number for an applicable year group. Pupils will not be admitted in any year group above the published admissions number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

## Process of Application

23. Arrangements for applications for places at the Sidney Stringer Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.
24. The Academy Trust will use the following timetable for applications to the Sidney Stringer Academy each year (exact dates within the months may vary from year to year):
  - a) By September - The Academy will publish in the Sidney Stringer Academy's prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2022 for admission in September 2023). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy will also provide information in relation to the Sidney Stringer Academy to the Coventry LA for inclusion in the composite prospectus, as required;
  - b) By 31 October - The Academy will provide opportunities for parents to visit the Sidney Stringer Academy;
  - c) October – Common Application Form to be completed and returned to the child's home LA to administer;
  - d) Late November - LA sends Sidney Stringer Academy applications to the Academy Trust;
  - e) Early/Mid December – The Academy Trust will consider all applications, apply the oversubscription criteria (if appropriate) and provide Coventry LA with a list of those applicants ranked according to the school's oversubscription criteria.
  - f) February - Coventry LA applies agreed scheme for own schools, informing other LAs of offers to be made to their residents.
  - g) 1<sup>st</sup> March each year or next working day - offers made to parents.



---

## Consideration of Applications

25. The Academy Trust will consider all applications for places at the Sidney Stringer Academy. Where fewer than the published admission number for the relevant year groups are received, the Academy Trust will offer places at the Sidney Stringer Academy to all those who have applied.

## Procedures where Sidney Stringer Academy is oversubscribed

26. Where the number of applications for admission is greater than the published admission number and after the admission of Children with an Educational Health Care Plan where the Sidney Stringer Academy is named on Education Health Care Plan, applications will be considered against the criteria set out below.
- a) Children who, at the time of admission, are in care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to child arrangements order or a special guardianship order and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked-after child is defined in Section 22 of the Children Act 1989
  - b) Children of staff working at the school and spend the majority of their time working at the school, with two years' service at the time of application. Staff refers to any person employed by the Governing body of the school, or if employed by another organisation who works wholly or mainly in the school. They must meet the following criteria
    - All full time teaching staff
    - All full time support staff – defined as those on 37 week and above contract
    - All part time teaching staff with a 45% and above timetable
    - All part time support staff who work at least 15 hours per week for 37 weeks or moreThe definition does not include contract or peripatetic staff
  - c) Children who have attended Sidney Stringer Primary school since the start of Year 5 and have remained at the school since then.
  - d) Children who live in the catchment area\* served by the school, who have a brother or sister at the school and who will continue to do so on the date of admission. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address.
  - e) Other children who live in the catchment area\* served by the school.



- f) Children living outside the catchment area\* served by the school with a brother or sister who currently attends the school and who will continue to do so on the date of admission. This criterion applies to all children who live outside the school catchment area but have a brother, sister, step-brother, step-sister, half-brother, half-sister, adopted brother or sister who already attend the school requested and who will continue to do so on the date of admission and live at the same permanent address.

If after the application of the above over-subscription criteria, there are still places available; applicants will be prioritised by reference to the straight line distance. The straight line distance will be measured from the centre of the child's residence to the centre of the school site, using a computerised mapping system. The shortest measurement will have the highest priority. This criterion will also be applied as a tie-break in criteria b, c and d if the academy is oversubscribed within these criteria. Where the final place can be taken by two or more applicants living an equal distance from the Academy, then the admissions number for that particular year only, will be raised accordingly to accommodate each of the applicants.

\*The catchment area served by a school is known as the catchment area and details of specific catchment areas are available from the Academy.

- 27. A pupil's home address is considered to be a residential property that is the child's only or main residence. Proof of permanent residence at the property concerned may be required. If an offer is made on the basis of an address that is subsequently found to be different from a child's normal and permanent address, then that place may be liable to withdrawal.
- 28. Whilst the Academy will give priority to brother and / or sister (see criteria 26d for definitions of brothers and sisters) connections in its policy for allocating places, in the case of over subscription there can be no guarantee that places will be available to all siblings.

## **Post 16 admission criteria**

- 29. The Academy operates a sixth form for a total of 300 pupils. 150 places overall will be available in Year 12. Whilst the admission number is 10, if fewer than 140 of the school's existing pupils transfer into year 12, additional external pupils will be admitted until Year 12 meets its capacity of 150.
- 30. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form. These requirements will form part of the admission arrangements and so will be consulted upon and published in the Academy's prospectus and in the LA's composite admissions prospectus. In order to pursue their preferred courses both internal and external pupils will also be expected to meet the requirements for the course(s) for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum requirements. These requirements will also be published annually in the Academy's





prospectus.

31. When there are more external applicants that satisfy any minimum course requirements, and once any Pupils with Education Health Care Plans where the Academy is named and which the Academy has agreed have been admitted, the oversubscription criteria outlined in paragraph 26 a-f will be applied.
32. Sidney Stringer Academy does not accept new applications from students aged 18+.
33. There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

## **Operation of waiting lists**

34. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Sidney Stringer Academy receives more applications for places than there are places available, a waiting list will operate until 31<sup>st</sup> December of the same year (e.g. for applications for entry in 2023 the waiting list will operate until 31<sup>st</sup> December 2023) . This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. At the 31<sup>st</sup> December, the Academy will contact the parents advising them that their child's name will be removed from the waiting list, unless they confirm directly with the Academy Trust that they wish for it to remain. This waiting list will then operate until the end of the school year.
35. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 26. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **Arrangements for Admitting Pupils to Other Year Groups, Including replacing any Pupils Who have Left the Sidney Stringer Academy**

36. The Parent(s)/Carer(s) of children seeking admission to Sidney Stringer should apply for a place by completing a standard admission form, available from the local authority.

<https://www.coventry.gov.uk/school-admissions/secondary-school-admissions/6>

Once completed, the form should be returned to the local authority which coordinates all such applications, and the local authority will notify applicants of the school's admission decisions. If a place is not available in the relevant year group, Parent(s)/Carer(s) are entitled to appeal against this decision and if an appeal is lodged it will be heard within 30 school days of the appeal being lodged. The applicant's name will also be placed on the school's waiting list for admission into the relevant year group.



## Admission of children outside their normal age group

37. If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Sidney Stringer Multi Academy Trust Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Principal.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>