



Policy Title:	Admission Policy for entry September 2023 (Years 7-11)
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Member of Staff Responsible:	Principal
Status:	Statutory
Date adopted by Governing Body	8 th February 2022 (No change)
Date for review:	November 2022
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Change Record

Version:	Date	Description
1.1	20.12.12 (Admissions Committee under delegated authority)	Deletion of reference to catchment area definition Deletion of reference to priority admission areas
1.2	24.4.13 (Comm Cttee & 29.4.13 (Admissions Committee under delegated authority) 3.7.13 (full Governors)	Tie breaker title deleted and paragraph integrated into oversubscription criteria as paragraph 3
1.3	19.3.15 (full Governors)	New section added: Admission outside normal age group and reference to EHPCs added in Oversubscription criteria
1.4	26.01.16	Removal of Governors' Committee Responsible. Pupils changed to students. PAN increased to 185. Section 3, item 3 rewritten
1.5	16/05/17	Change to the distance postcode calculator. Additional paragraph to Late Applications
1.6	22/03/18	Deletion of second paragraph to Late Applications
1.7	09/04/19	Amendment to Late Applications
1.8	08/12/2020	Amendment to subscription criteria
1.9	05/07/21	Amendment to oversubscription criteria

“Erasmus Darwin Academy promotes the safeguarding and welfare of children in its care; all policies support the “Safeguarding Policy”.

SECTION 1 – GENERAL PRINCIPLES

Erasmus Darwin Academy is an 11-18 mixed comprehensive school situated in Burntwood, Staffordshire.

The main principle of admission to Erasmus Darwin Academy is to maintain the character of the Academy as an inclusive comprehensive school, providing for the needs of young persons within the 11 - 18 age range, who live in Burntwood and the surrounding areas.

We have a separate admission policy for the Sixth Form.

Admission to our Academy is not dependent on any 'voluntary' contribution.

The Academy will endeavour to provide places for students whose parents wish them to attend Erasmus Darwin Academy provided that they can be accommodated within the admission limits.

Students will be admitted at the age of 11+ without reference to ability or aptitude using the criteria below. The admission number (PAN) will be 185.

The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Admission Outside of the Normal Age Group

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child has experienced problems such as ill health.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Principal who will take into account the circumstances of the case and views of the Governing Body. Parents do not have the right to insist that their child is admitted to a particular Year group.

SECTION 2 – DEFINITIONS AND DETAILS

Sibling

By sibling we mean:

- Children living at the same address who have one or both natural parents in common;
- Children living at the same address who are related by a parent's marriage;
- Children living at the same address whose parents are living as partners at this address;
- Siblings include: a brother or sister sharing the same parents; step-brother or step-sister;
- A half-brother/half-sister where two children share one common parent; adopted or fostered children;
- We do not include: 'cousins' within our definition of sibling.

Home Address

Where a child lives part of the week with one parent and part with another member of the family the '**home address**' will be considered to be the residence where the child spends at least three nights of the school week each week.

If a place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address then that place is likely to be withdrawn.

Date of Birth

Once a place has been offered, the Academy may ask for proof of birth date ('short' birth certificate only).

Children in Care or Children Previously in Care

A 'child in care' or a 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

In the case of children previously in care/previously looked after children, the Academy may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

SECTION 3 OVERSUBSCRIPTION CRITERIA

Children with a Statement of Special Educational Needs or an Education, Health & Care Plan (EHCP) where Erasmus Darwin Academy is named in the Statement or EHCP must be admitted and will count towards the PAN if the information is available before the offer date. This will reduce the number of places available.

If the Academy is oversubscribed, priority for admission will be given to those who meet the criteria set out below, in order:

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), 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.
2. Children with a brother or sister (sibling) attending the Academy at the time of application.
3. The admission of other children is to be determined by the proximity of the child's residential postcode to Erasmus Darwin Academy's postcode. The system used to establish proximity would be the Free Map Tools distance postcode calculator, which uses a straight-line system to calculate the distance, measured in metres, between two postcodes.

Should two residences produce an equal ranking e.g. same postcode or same distance in metres, and be either side of a borderline offer of admission, then the child or children offered the available spaces will be random. This process will be independently verified.

Late Application

Late applications will be considered alongside those applicants who applied on time using the same criteria on the waiting list.

Waiting Lists

Waiting lists for admission will remain open until the end of the autumn term of the year of admission and will then be discarded. The waiting list will be kept in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Repeat Applications

Unless there are significant and material changes in the circumstances of a parent's application for their child or the Academy, the Governors will not consider a repeat application in the same academic year.

Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the Academy may apply in writing to the Chair of Governors. Appeals will be heard by an independent panel.

In-Year Applications

Parents who wish to make applications to Erasmus Darwin Academy outside the normal admissions round for secondary transfer at 11 years of age should contact the Academy directly to request a copy of the Academy Admissions Form.