



## **THE ADMISSION OF PUPILS TO EXCELSIOR ACADEMY**

1. This document sets out the admission arrangements for the Excelsior Academy. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.
2. The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by Newcastle Local Authority (LA) and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Newcastle LA.
3. Notwithstanding these arrangements, the Secretary of State may direct Excelsior Academy to admit a named pupil to Excelsior Academy on application from a LA. Before doing so the Secretary of State will consult the Academy.

### **I: ADMISSION ARRANGEMENTS TO BE APPROVED BY SECRETARY OF STATE**

4. The admission arrangements for Excelsior Academy for the year 2008/2009 and, subject to any changes approved by the Secretary of State, for subsequent years are:
  - a) Excelsior Academy has an agreed admission number of 300 pupils. Excelsior Academy will accordingly admit at least 300 pupils in the relevant age group each year if sufficient applications are received.
  - b) Excelsior Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number Excelsior Academy will consult those listed at paragraphs 18-19 below. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

### **Process of application**

5. Applications for places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application

Form (CAF) provided and administered by Newcastle LA. Excelsior Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by Newcastle LA's Admissions Forum:

- a) September - Excelsior Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2008 for admission in September 2009). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy, although in the first year alternative arrangements will be made as the Academy building will not be completed by this time. Excelsior Academy will also provide information to the LA for inclusion in the composite prospectus, as required.
- b) September/October 2007 (for 2008) - Excelsior Academy will provide opportunities for parents to visit the Academy through the architect's DVD run-thru.
- c) November - CAF to be completed and returned to the LA to administer.
- d) February - LA applies agreed scheme for own schools and Excelsior Academy and informs other LAs of offers to be made to their residents.
- e) 1<sup>st</sup> March offers made to parents.

### **Consideration of applications**

6. Excelsior Academy will consider all applications for places. Where fewer than 300 applications are received, Excelsior will offer places to all those who have applied.

### **Procedures where Excelsior Academy is oversubscribed**

7. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the following criteria and applied in the order in which they are set out below:
  - a) Children in public care (looked-after children).
  - b) Where the child attends a designated 'feeder' school (See Appendix A for details).
  - c) Where the child who does not attend a designated 'feeder' school will have a brother or sister in attendance at the school at the date of admission.
  - d) Where the child has a special medical condition. A medical certificate is required if the application is to be considered on this basis and will be referred to the Health Authority for guidance – the Governing Body of the Academy must be satisfied that there is a specified medical reason which makes attendance at Excelsior Academy essential.

- e) The measure of the straight-line distance from the Academy to the home address of the child. Available places will be allocated to those applicants living nearest to the Academy.

If (b), (c or (d) is oversubscribed, places in those criteria will be allocated to those living nearest the Academy based upon the measure of the straight-line distance from the Academy to the home address of the child.

### **Operation of waiting lists**

8. 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 Excelsior Academy receives more applications for places than there are places available, a waiting list will operate until a month after the admission date. This will be maintained by Excelsior Academy 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.
9. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 7a - e of this policy. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **Arrangements for appeals panels**

10. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision with regards to Excelsior Academy. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education and Skills as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and it is binding on all parties. The Academy should prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process.

### **Arrangements for admission to Post 16 provision**

11. The maximum number of Post 16 places is 300. Excelsior Academy expects that over time these places will be taken up by pupils progressing from within the Academy. The Academy will publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment. However should there be vacancies, the admission limit for the number of pupils transferring to the academy from other institutions will be 50.
- 12) There will be a right of appeal to the Independent Appeals Panel for unsuccessful applicants.

### **Arrangements for admitting pupils to other year groups, including to replace any pupils who have left Excelsior Academy**

13. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.

### **Arrangements for admission of pupils as Excelsior Academy builds to its full capacity**

14. Excelsior Academy will open on 1 September 2008 with a Published Admission Number relating solely to pupils in Year 7 and, where relevant, Year 12. Pupils in subsequent years will have been transferred automatically from the predecessor school, West Gate Community College, which will close on 31 August 2008.
15. During the period from 1 September 2008 to July 2012 there will not be a Published Admission Number against which to consider applications for admission to all Year Groups. Initially there will be four such Year Groups reducing by one in each subsequent academic year.
16. Admission to Year Groups without a Published Admission Number will be based upon the size of teaching groups already existing in Excelsior Academy and the efficient use of resources.
17. There will be a right of appeal to the Independent Appeal Panel for unsuccessful applicants.

## **II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation**

18. Excelsior Academy shall consult each year on its proposed admission arrangements.
19. Excelsior Academy will consult with the following, by 1 March:
  - a) Newcastle 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 (b) located within the relevant area for consultation.

### **Determination and publication of admission arrangements**

20. Following consultation, Excelsior Academy will consider comments made by those consulted. Excelsior Academy will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

### **Publication of admission arrangements**

21. Excelsior Academy will publish its admission arrangements each year once these have been determined, by:
- a) Copies being sent to primary and secondary schools in Newcastle LA.
  - b) Copies being sent to the offices of Newcastle LA.
  - c) Copies being made available without charge on request from the Academy.
  - d) Copies being sent to public libraries in the area of Newcastle LA for the purposes of being made available at such libraries for reference by parents and other persons.
22. The published arrangements will set out:
- a) The name and address of the Academy and contact details.
  - b) A summary of the admissions policy, including oversubscription criteria.
  - c) A statement of any religious affiliation.
  - d) numbers of places and applications for those places in the previous year.
  - e) Arrangements for hearing appeals.

### **Representations about admission arrangements**

23. Where any of those bodies that were consulted, or that should have been consulted, make representations to Excelsior Academy about its admission arrangements, Excelsior Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and if any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult Excelsior Academy. Where he judges it appropriate, the Secretary of State may direct Excelsior Academy to amend its admission arrangements.
24. Those consulted have the right to ask Excelsior Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct Excelsior to increase its proposed Published Admissions Number. The Secretary of State will consult Excelsior and will then determine the Published Admission

Number.

25. In addition to the provisions at paragraphs 34 and 35 above, the Secretary of State may direct changes to Excelsior Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

**Proposed changes to admission arrangements by Excelsior Academy after arrangements have been published**

26. Once the admission arrangements have been determined for a particular year and published, Excelsior Academy will propose changes only if there is a major change of circumstances. In such cases, Excelsior Academy must notify those consulted under paragraph 18 – 19 above of the proposed variation and must then apply to the Secretary of State setting out:
- a) The proposed changes.
  - b) Reasons for wishing to make such changes.
  - c) Any comments or objections from those entitled to object.

**Need to secure Secretary of State's approval for changes to admission arrangements**

27. The Secretary of State will consider applications from Excelsior Academy to change its admission arrangements only when Excelsior Academy has notified and consulted the proposed changes as outlined at 19 - 20 above.
28. Where Excelsior Academy has consulted on proposed changes the Academy must secure the agreement of the Secretary of State before any such changes can be implemented. Excelsior Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.
29. The Secretary of State can approve, modify or reject proposals from the Excelsior Academy to change its admission arrangements.
30. Records of applications and admissions shall be kept by the Excelsior Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

## ***Appendix A***

### ***Feeder Primary Schools to Excelsior Academy***

- Atkinson Road Primary
- Broadwood Primary
- Canning Street Primary
- Bridgewater Primary (previously Delaval Primary)
- Hawthorn Primary
- Moorside Primary
- South Benwell Primary
- Westgate Hill Primary
- Wingrove Primary
- St Paul's C of E Primary