



# ADMISSIONS POLICY Proposal 2019

Date Approved by Governors	
Next Review Date	
On behalf of Governors signed	
Print name	
On behalf of Governors signed	
Print name	
Principal's signature	

**All One In A Million Free School Policies have been devised to ensure that:**

- Students from all backgrounds and all abilities and welcome
- Each student has the opportunity to flourish and achieve their potential
- We value the individuality of each student within the context of membership of our community
- We are committed to raising educational attainment and improving our students' life chances
- We provide an environment in which all students will be self aware, self disciplined and confident
- All students will understand how to make a positive contribution to our extended community
- We support academic, creative and personal achievement through our focus on Sport, the Arts and Enterprise.



## Admissions Policy

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### **1. Introduction**

The One In A Million Free School Admissions Policy is written in accordance with the School Admissions Code and School Admission Appeals Code. The school will work with the Local Authority and with parents and carers to ensure they understand the system and are able to make informed decisions about applying to our school.

The intake for the school will be drawn from the district wide Bradford population.

### **2. Equity and Fair Access in the One In A Million Free School Admission Arrangements**

- 2.1 OIAMFS is committed to and has policies and procedures in place as part of its day to day operations that meet with the legislative requirements relating to admissions. Notably this includes its Equality and Diversity Policy and procedures.
- 2.2 To ensure that parents are able to make an informed decision when considering applying for a school place for their children, One In A Million Free School will:-
- Ensure the oversubscription criteria are objective and are based on facts.
  - Ensure that the procedure is fair to all groups of children including those with special education needs.
  - Provide parents with easy access to helpful admissions information in addition to that produced by the local authority.
  - Comply with all relevant legislation.

### **3. Application Procedure**

- 3.1 The school's Published Admission Number (PAN) is 75 for entry into Year 7 and Year 8 and 63 for all other year groups. All applicants will be admitted into Year 7 if 75 or fewer apply. This was agreed with the local authority in January 2017.
- 3.2 Since September 2013, applications for places at the school have been made in accordance with the 'Co-ordinated Admission Arrangements'. Applications will be made on the common application form. If applying for one of the seven 'Arts or Sports places' then in addition to listing the school on the common application form, applicants must provide supporting evidence from a relevant professional by the deadline date for applications, i.e. 31 October 2017.



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### 3.3 Timetable for applications

1<sup>st</sup> March - Bradford LA writes with offers made to parents who have applied on the common application form.

June/July – Additional places allocated from the waiting list if any of the initial offers are not accepted – parents attend to sign up for places

### 3.4 Children with an Education Health and Care Plan (EHCP)

The admission of students with an EHCP, which names the school, is dealt with by a separate procedure. Such children will be admitted after consultation and once OIAMFS is convinced it can meet the needs of the student. It should be noted that the smallness of the school or the close proximity would not be in themselves be a strong enough argument.

## 4. Oversubscription Criteria

### 4.1 'Looked after children' or 'previously looked after children' (see note 1)

- a) **Children with an exceptional medical, behaviour or social need**, supported by a written recommendation from an independent professional such as a hospital consultant/pediatrician or social worker. The letter must explain why it is essential that the child attend OIAMFS and why no other school could provide the appropriate support." It is likely that this letter would initiate a meeting between all the appropriate parties to discuss the needs of the child and for the school to decide if it is able to meet the needs of the child. It should be noted that the smallness of the school or the close proximity would not be in themselves be a strong enough argument.
- b) **Children who clearly show an aptitude in Arts or Sports (up to 10% places)**. This will be assessed by clear written evidence from a relevant professional(s) and/or previous teachers (see note 3) of competence at a high level.

**If more than 7 applications are received with support from a relevant professional or teacher the places will be determined by using a random selection.**



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After these places have been allocated the applications will be split into 3 geographical areas.

The number of places from each of the three areas is specified below. If one or two areas are undersubscribed the remaining places will be redistributed equally to the other areas.

- a) **Children whose home address is within the following three priority areas (see note 4):**
  1. Less than one mile straight line distance from the school (up to 20% places)
  2. Between one and two miles straight line distance from the school (up to 40% places)
  3. Over two miles straight line distance from the school (up to 40% places)
  - 4.
- b) **Children with a sibling attending the school at the time of application will have the priority claim on places (see note 2). After which the tie break rule will come into force.**

### **Tie Break**

When demand exceeds places in any of the above criteria, places will be offered by random selection that will be independently adjudicated.

### **Notes**

1. *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). A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted or became subject to a residence order.*
2. *Sibling is defined in these arrangements as children who are brothers or sisters living in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.*
3. *Letters to support the application for one of the Arts or Sports places must be sent directly to One In A Million Free School by the deadline date for applications (31 October for the following year admission in September).*
4. *'Home address' refers to the child's permanent home at the date of admission. Where the child lives with separated parents with shared responsibility, it is for the parents to determine which address to use when applying for a secondary school. Proof of residency may be required at any time during or after the allocation process.*



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*The straight line distance is taken from the Ordnance Survey address point of the home address to the main entrance of the school building.*

5. *Multiple births – where a family of twins or triplets request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.*

### **5. Refused and late applications**

Unsuccessful applicants may request that their child be placed on a waiting list, which will be maintained by the school for two terms. Should any places become available, they will be filled in accordance with the oversubscription criteria and not how long the child's name has been on the list.

### **6. Appeals**

One In A Million Free School's appeals process will be in accordance with the School Admission Appeals Code and is documented separately as the 'Admissions Appeals Procedure'. The procedure and appeal forms will be available on the school's website or on request from the school. The appeal panel will be independent of the school and the process will be managed by the LA Admissions Team.

### **7. In-Year Admissions**

Applications to the school should be made using the Local Authority's 'In Year Application Form' which can be obtained from the Admissions Team, telephone 01274 385967 or from the Bradford Council website [www.bradford.gov.uk](http://www.bradford.gov.uk)

### **8. Fair Access**

NB

The governing body is the admissions authority of the school and it decides, in conjunction with the Principal, whom it should admit – including whether it admits a student where a place is available. A representative of the school will attend the Fair Access Panel meeting.

The governing body is committed to the school being open to all, but equally recognises that we cannot meet the needs of all students. What is more, because the proportion of students with educational, emotional, physical and behavioural issues has an impact on the safe and effective running of the school it has set a limit on the number of students it will admit. This amounts to 3 students in each year group – 5% of the school population.