



# Admissions Policy

August 2022

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<b>Approved by:</b>	Thornhill Academy
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The Trust Board of Thornhill Academy will be the Admission Authority for this academy. The governing body intends to admit up to 210 pupils to Year 7 in September 2022.

## 1. Application Process:

Applications must be made online via the City of Sunderland website or, alternatively on the Local Authority Application Form and returned to the Local Authority.

Children with a Statement of Special Educational Need or with an Education Health Care Plan (EHCP) which names the academy, must be admitted before the oversubscription criteria applies.

If the academy is oversubscribed, the Trust Board of Thornhill Academy, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

1.1. A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order – a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted – a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society

1.2. Attendance in Key Stage 2 (age 7-10+) at a designated cluster junior or primary school

1.3. A sibling link - an older brother/sister or older child (including adoptive, foster or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school at the time of admission.

1.4. Exceptional medical or psychological reasons (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form.

(Eligibility under this category will be considered by a meeting of Senior LA Officers).

1.5. Pupils for whom preferences are expressed on grounds other than those outlined above.

## 2. Tie Breaker

We reserve the right to use an effective tie-breaker when dealing with over subscription. Children will be allocated a place based upon the shortest safest walking route from the centre of the parental home residence to the main entrance of the school, with priority being given to those children living closest to the school. Distance will be measured using the Local Authority's Geographical Information System (GIS).

The Trust Board will adopt the equal preference system, whereby all applications are considered at the same time, irrespective of the order of preference.

### 3. Waiting Lists

The academy maintains waiting lists for those children who are not offered a place in year 7, and the parents ask for their child's name to be added to the waiting list. The waiting list will be maintained until 31 December of the admission year.

Admissions will be deferred if:

- a) The child is in receipt of a statement of Special Educational Needs which recommends placement in a special educational setting outside of mainstream education.
- b) The child has a medical condition which prevents him/her from safely attending Thornhill Academy.
- c) The student has been permanently excluded from another school.
- d) The student has been temporarily excluded from another school, the background to that exclusion being unresolved.
- e) A Managed Move is requested as an alternative to a direct transfer.

### 4. Secondary School Transfer Process & Procedures:

- 4.1. Parents or carers seeking admission on normal transfer from the primary sector do so by means of the Local Authority's arrangements for transfer.
- 4.2. All other cases of admission are dealt with by the Deputy Headteacher (Inclusion). An interview with the Deputy Headteacher or Head of Year will be organised before a student is admitted. A tour of the Academy by prospective parents/carers and students is available if requested.
- 4.3. On initial application by parents/carers to the Academy, an appointment will be made for the parents/carers to meet the Deputy Headteacher (Inclusion) or Head of Year/Assistant Headteacher. This appointment will be arranged as soon as possible following the initial enquiry, thereby giving the Deputy Headteacher (Inclusion) time to complete preliminary enquiries, by telephone, with the student's previous school and/or other agencies involved.
- 4.4. The Deputy Headteacher (Inclusion) will arrange for contact to be made by telephone, with the child's previous school to receive background information and confirm the reason for application/transfer.
- 4.5. On completion of enquiries, when every effort will be made to comply with the previous school's wishes, the Deputy Headteacher (Inclusion) will advise the parents that their child can or cannot be admitted.
- 4.6. The Deputy Headteacher (Inclusion) will advise parents/carers that they must inform the School Admissions Team for Sunderland City Council of the school transfer, clearly stating their reasons.
- 4.7. The Deputy Headteacher (Inclusion) will ensure that Heads of Year, Directors of Learning and the Data Assistant are given at least two days' notice of a new starter.
- 4.8. The Deputy Headteacher (Inclusion) will pass on all relevant details to the new students Head of Year who, along with the Data Assistant will ensure the smooth admission and placement of the student.

4.9. The Deputy Headteacher (Inclusion) will apply to the previous school for past records (including SEND) and any completed coursework, where appropriate. Information will be shared with the Head of Year, Director of Learning, SENDCO, and Operational Designated Safeguarding Lead where applicable.

## **5. Fair Access:**

The academy participates in the Local Authority Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group

and also take priority for admission over any other child on the waiting list.

## **6. Admission Outside of Normal Age Group**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a

consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The Trust may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

## **7. Notes**

i. Where an application is found to contain false information, the Trust reserve the right to withdraw their offer of a place.

RIGHT OF APPEAL: if you are not successful in obtaining a place for your child at our school, you have a statutory right of appeal. Further details are available from the School Admissions Team, telephone 0191 5239745