



LYNCH HILL ENTERPRISE ACADEMY ADMISSIONS POLICY 2017/18

Lynch Hill Enterprise Academy is a learning environment at the heart of its community. We promote care and respect, and expect high standards in all aspects of Academy life. Our Admissions Policy reflects these aspirations.

Lynch Hill Enterprise Academy is an all ability school which provides secondary school places for young people aged 11 – 19 (Years 7 – 9 currently) and the Admissions Policy for the Year 7 and future Year 12 intakes is set out below.

Lynch Hill Enterprise Academy is committed to straightforward, open, fair and transparent practices and policy in relation to Admissions. The school will act in accordance with the Schools Admissions Code (as revised February 2012), the School Admissions Appeals Code and admissions law as they apply to Academies.

How to apply

Lynch Hill Enterprise Academy will be part of the Local Authority's coordinated arrangements which requires all parents to complete a Common Application Form (CAF) provided by the Local Authority.

Copies of the form are available from the Admissions Teams at Slough Borough Council or online at: www.slough.gov.uk/admissions where full details of the application process are available.

In completing the Common Application Form, Lynch Hill Enterprise Academy must be listed as one of the preferences on the LA form. Inaccurate or false information on the form could result in the place being withdrawn.

Applications must be submitted by 31st October. We will operate in keeping with the local Fair Access Protocol.

Late applications

Late applications will be dealt with according to the Local Authority coordinated scheme.

Appeals

Those who are offered a place at Lynch Hill Enterprise Academy will be informed during the first week of March by the Local Authority. Parents who are not offered a place through this process have a right to appeal against the decision. Lynch Hill

Enterprise Academy will use an independent appeals panel. Independent Appeals Panels are appointed in accordance with the Code of Practice for School Admissions Appeals and training is given to all who sit on these panels.

Waiting List

After 1 March, if the school has more applicants than places available, a waiting list will be administered. A child's position on the waiting list is determined by applying the over-subscription criteria as described below. Positions on the waiting list may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on the waiting list.

Waiting lists will be maintained until such time as the policy is changed, to fill places that may become available during the school year. Parents will receive periodic requests to see if they wish to remain on the list. Children who are the subject of a direction by the local authority to admit, or who are allocated to Lynch Hill Enterprise Academy in accordance with an in-year fair access protocol will take precedence over those on the waiting list.

Administration and Verification of Information

Applications are processed on the basis of the child's single permanent home address, the definition of which is included below. Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted. Evidence is required of a single address. Where this is changing, evidence regarding the new address, and disposal of the previous address through a contract for sale or otherwise, will be required. Parents will be asked to declare that the address used will be their place of residence beyond the date of the pupil starting school. The school will reserve its right to carry out further investigation and require additional evidence, and to reject applications or withdraw offers of places, if it believes it has grounds to do so. In such cases parents have recourse to putting their application through the independent appeals process.

If an applicant is moving house and wishes to use the new address for the allocation of places, evidence will be required that the parent and child has moved and are living in the new home by 1 January 2018. If the move takes place later or information is provided later, the school will only be able to treat the new address for waiting list purposes and consider this information after the initial allocation of places has taken place.

False information, or the omission of material information, may result in disqualification, or the loss of a place even after it has been offered, accepted or taken up.

ADMISSION TO YEAR 7

Lynch Hill Enterprise Academy is an independent, state funded school which has an agreed Published Admissions Number of 180 per year for admission into Year 7 and shall admit up to this number each year. All applicants will be admitted if fewer than 180 applications are received.

Oversubscription Criteria

Where the school receives more applications for year 7 than it has places available the criteria listed below will apply.

Children with a statement of Special Educational Need (SEN), or Education, Health and Care Plan where Lynch Hill Enterprise Academy is named on the statement must, by law, be admitted to Lynch Hill Enterprise Academy.

After this requirement has been met, places will be allocated in line with the following objective over-subscription criteria in this order:

- Any request for the allocation of a place for children looked after or formerly looked after, by the Local Authority and adopted children who were formerly looked after by the Local Authority will be admitted next.
- Children with a strong social or medical reason. This must be supported by written evidence from a professional such as a doctor or social worker involved in the case and must demonstrate why the school is the only one which the child can attend as a result of the social and/or medical need.
- Children who attend Lynch Hill School Primary Academy or another primary school within the Learning Alliance Academy Trust.
- Siblings of children who will be attending the school in the year of admission i.e brothers or sisters including step, adopted or foster brothers or sisters living in the same family unit at the time when the child would be due to start at Lynch Hill Enterprise Academy.
- Children of staff
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- Distance from the nodal point closest to their home, using the GPS co-ordinates for their home and the nodal point.
The nodal points are:
Node 1: Lynch Hill Primary School Academy – main entrance
Node 2: Lynch Hill Enterprise Academy – main entrance

The final criteria (distance) will always be utilised in the event of a tie-break. In the case of flats or multiple occupancy measurement will be taken from the main entrance of the building. If this results in a tie, places will be allocated randomly and this process overseen by an independent body other than Lynch Hill Enterprise Academy and The Learning Alliance Academy Trust.

Where the application of oversubscription criteria would result in splitting children with either the same birth dates or children born in the same academic year from the same family, then places will be offered even if this will result in the school going above its admission number.

ADMISSION TO YEAR 12

It should be noted that students will not be admitted to Year 12 until such time as students from Lynch Hill Enterprise Academy reach the end of Year 11. There will therefore be no admissions into Year 12 until 2019.

This Admissions Policy will be the subject of consultation and review prior to the first year of admission for Year 12 students to ensure that the minimum criteria set for access to Post 16 courses are appropriate, fair and equitable.

The proposed number of Year 12 places will be 120.

Capacity and admission number

Lynch Hill Enterprise Academy will operate a sixth form for a maximum total of 240 students. 120 places overall will be available in Year 12 (the year 12 'capacity'), with pupils being admitted to Year 12 in 2019.

If fewer than 120 Lynch Hill Enterprise Academy of the school's own Year 11 pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 120.

There are a variety of Sixth Form courses on offer each with different entry requirements. Full details of these will be published annually in the Sixth Form prospectus and applicants should contact the school for information.

Year 12 Admissions Criteria

Lynch Hill Enterprise Academy will admit any pupils with a statement of Special Educational Needs whose statement names Lynch Hill Enterprise Academy and who meet the minimum entry requirements.

To be eligible for entry into the sixth form both internal and external pupils will be expected to have met the minimum academic entry requirements for the sixth form course and its level of qualification. These will be determined and published well in advance of the year of admittance.

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses 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 the school offers for which they do meet the minimum academic requirements, providing these courses are not already full and oversubscribed. Course requirements are published annually on the school's website in the Sixth Form prospectus.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants that satisfy any academic entry requirements, priority, will be given in the following order:

- Any request for the allocation of a place for children looked after or formerly looked after¹ by the Local Authority and adopted children who were formerly looked after by the Local Authority will be admitted next.
- Children with a strong social or medical reason. This must be supported by written evidence from a professional such as a doctor or social worker involved in the case and must demonstrate why the school is the only one which the child can attend as a result of the social and/or medical need.
- Siblings of children who will be attending the school in the year of admission i.e. brothers or sisters including step, adopted or foster brothers or sisters living in the same family unit at the time when the child would be due to start at Lynch Hill Enterprise Academy.
- Children of staff
 - c) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - d) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- Distance from the nodal point closest to their home, using the GPS co-ordinates for their home and the nodal point.
The nodal points are:
Node 1: Lynch Hill Primary School Academy – main entrance
Node 2: Lynch Hill Enterprise Academy – main entrance

The final criteria (distance) will always be utilised in the event of a tie-break. In the case of flats or multiple occupancy measurement will be taken from the main entrance of the building. If this results in a tie, places will be allocated randomly and this process overseen by an independent body other than Lynch Hill Enterprise Academy and The Learning Alliance Academy Trust.

In Year admissions

This applies to admissions in all other year groups and to Reception after the normal admissions round. Lynch Hill has 120 places per year group, year R to year 6. An application for an 'in year' admission is made using the school admission form and is accepted at any time through the year. Alternatively, an application via Slough Borough Council is equally acceptable. These applications are processed by the school. All matters relating to entry admissions apply equally to in year admissions.

Withdrawing an offer or a place

The school may withdraw an offer if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where an offer

is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if an offer is refused.

Waiting lists

The school maintains a clear, fair and objective waiting list. Each added child will require the list to be ranked again in line with the published oversubscription criteria. The waiting list is held for one academic year. The list is closed on 31st August and fresh applications are required for the new school year. Priority is not given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Right to appeal

In all cases, where a decision has been made to refuse a place at the school parents have the right of appeal. Appeals information is available from the school office and on the website. All appeals need to be made in writing to the Appeals Clerk and will be considered by an independent panel.

DEFINITIONS USED IN THIS DOCUMENT

Distance from School

Distance will be measured by a straight line on a map from the front door of the child's home address to the front door of the school using an electronic mapping system for example Geographic Information Systems (GIS). In the case of the home address being a building of multiple occupancy, priority will be given to the dwelling which has the lowest identifying number or letter (A being considered lowest).

Permanent home address

The address at which the child is normally resident. Where a child lives at more than one address, the address will be where the child lives for the majority of the time. Where the child lives at more than one address and spends equal time at both, the home address will be counted as that at which the child is registered with their General Practitioner (doctor).

Looked After Children

Looked-after children and previously Looked-after children are those who have been adopted, or have become subject to a residence order or special guardianship order. A Looked-after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in their exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Siblings

Children are siblings if they are step-siblings, adopted or foster brothers or sisters living in the same family unit at the time when the child is due to start in the school.