



# **ACET ADMISSIONS POLICY**

<b>PHASE</b>	<b>JUNIOR &amp; SECONDARY</b>
<b>POLICY LEAD</b>	<b>MARGARET CATLING (SENIOR FINANCE OFFICER)</b> <b>REBECCA HIBBERD (PRINCIPAL, SWINTON ACADEMY)</b>
<b>DATE OF APPROVAL BY TRUSTEES</b>	<b>9<sup>TH</sup> APRIL 2018</b>
<b>DATE OF RECEIPT BY LOCAL GOVERNING BODY</b>	<b>MAY 2018</b>
<b>FREQUENCY DATE</b>	<b>ANNUALLY</b>
<b>REVIEW DATE</b>	<b>MARCH 2019</b>

Aston Community Education Trust currently comprises of nine academies:

- Aston Academy
- Aughton Junior Academy
- Listerdale Junior Academy
- Lowedges Junior Academy
- Shirebrook Academy
- Springwood Junior Academy
- Swinton Academy
- Temple Normanton Junior Academy
- Thurcroft Junior Academy

ACET operates within the statutory Admissions Code of Practice, this being to ensure that all school places for maintained schools (excluding maintained special schools<sup>6</sup>) and Academies are allocated and offered in an open and fair way. The Code has the force of law, and where the words 'must' or 'must not' are used, these represent a mandatory requirement.

All nine academies follow their Local Authority's process for school admissions. The admission arrangements follow a four-step process :

**STEP ONE** A parent/carer expresses preferences for up to three schools and ranks their preferences in order.

**STEP TWO** The appropriate admission authority will determine whether or not the child is eligible for admission to each school. If the governing body of a voluntary aided school, an Academy, a Trust School or any other Local Authority (for schools outside this Authority) is responsible for admissions, they will determine who is eligible for a place and inform the Authority.

**STEP THREE** A child could be eligible for admission to more than one school. For each school where the child is eligible for admission there is a potential offer of a place. The school at which a place will be offered will depend upon the order the schools are named on the Common Application Form.

**STEP FOUR** The parent of a child resident in Rotherham/Sheffield/Derbyshire who has completed a Common Application Form receives a written offer of a school place.

For further information regarding the process please contact Rotherham Admissions Team 01709 823777 or access online the following documents - Rotherham Borough Council – Admissions to Secondary School 2018 – 2019 and Admissions to Primary School 2018 – 2019.

If you wish to apply for Lowedges Junior Academy then please contact Sheffield Admissions Team 0114 2735766 or read the following document - Sheffield City Council – A Guide for Parents – Entry into Primary School 2018 – 2019. Further information relating Sheffield admissions is also available via the following link - <http://www.sheffield.gov.uk/pupiladmissions>

If you are applying to Shirebrook/TempleNormanton please contact Derbyshire Admissions Team 0300 500 8080 or access online the Admissions to Secondary / Primary School 2018/2019

Prior to starting at all our academies an extensive transition programme is planned to ensure that all our pupils and students make the best possible start to the next stage in their education.

NB: For information about ACET Post 16 admissions at Aston and Swinton Academy please consult the prospectus available on the academy website.

Should you not receive a place at one of our academies you have the right to appeal.

Such appeals against non-admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants.

### Process for in Year Applications

Applications made after a school year has started should also be submitted via the local authority. Such applications are then processed and distributed to the appropriate academy, there being a 15 day period in which a response from the academy should be given. If the particular year group is full or over-subscribed the application will automatically be declined.

All new pupils/students who make an in-year application to year groups carrying spaces will be invited, along with their parents/carers, for a meeting in the academy with the Principal and any other staff relevant to the pupils/students age, individual needs and ability. A tour of the academy may also be offered. At this initial meeting relevant information will be shared. A further meeting may be necessary.

At this point a place will either be offered or the academy will decline the application providing the local authority with the reasons for this. An appeal can be made against this decision. Should an offer be made the academy will ensure that the pupil/student starts as soon as possible. Supporting documentation will be required by at least the start date. Weekly, then fortnightly review meetings will be held with all new starters to ensure that the transition has been successful.

Should you require any further information about the admissions process then please do not hesitate to contact us.

**In September 2017 our intake was calculated as below:**

September 2017	Pupil Admission Number (PAN)	Numbers admitted from catchment applications	Numbers from applications out of area	Total number of students admitted
Aston Academy (Y7)	300	190	108	298
Aughton Junior Academy (FS2)	30	26	1	27
Listerdale Junior Academy (FS2)	45	19	26	45
Lowedges Junior Academy (FS2)	60	35	0	35
Shirebrook Academy (Y7)	170	170	30	187
Springwood Junior Academy (FS2)	30	16	1	20
Swinton Academy (Y7)	226	144	33	177
Temple Normanton Junior Academy (FS2)	20	1	0	1
Thurcroft Junior Academy (Y3)	70	59	0	59

**Rotherham Admissions: 01709 823777**

**Sheffield Admissions: 0114 2735766**

**Derbyshire Admissions: 0300 500 8080**

**Admissions Code of Practice – <https://www.gov.uk/government/publications/school-admissions-code-2>**