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Admissions Policy

Q3
ACADEMY

Q3 Academy
Admissions Policy

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Audience

1. Governors/Board of Trustees
2. Executive Team
3. Strategic Directors
4. Personalising Learning Directors
5. Parents

Statement of Criteria

The admission NUMBER for Q3 Academy set by the DCSF is 180 (September 2008)
Annex 2 is attached for specific details

Policy Statement and Procedures

The aims of this policy are

- That the students who move from Key Stage 2 into Key Stage 3 do so in a way that eliminates the worries and concerns that this process may contain.
- That the curriculum between the Key Stages is bridged in such a way that learning is continuous.
- That the pastoral system supports the needs of the transferring children as appropriate including those who experience difficulties.
- That parents feel confident that they are entrusting their children into a caring and stimulating learning environment.
- To make the students feel welcome in their new environment.

The practices that underpin the policy are

Pre-transfer

- Pre transfer visits by mentors and staff.
- High profile of Q3 staff in cluster schools.
- Direct links to out of district primaries by a Strategic Director.
- The Inclusion Director included in annual review of statemented students before transfer.
- Open door policy.
- Taster Days.

At transfer period

- Pre transfer visits by mentors and staff both pastoral and curriculum.
- High profile of Q3 staff in cluster schools.
- Direct links to out of district primaries by a Strategic Director.
- Establishment of 'nurture' groups.
- Bridge curriculum activities to ensure continuity of expectations and work.
- Primary school packs of useful information and data for parents and forms to be completed pre-transfer sent to students homes
- CD of school to be distributed to students before transfer
- Personalised visits for individual students as appropriate by Personalising Learning Directors and members of the Inclusion team.
- Pre transfer meetings with students and parents.
- Transition Week
- Welcome guide to support students and their parents.
- Summer schools.
- Open door policy.

Post transfer

- Tutorial groups based on friendship and support.
- Bonding events in the first weeks at secondary school.
- Mentors provide buddy system as required.

Post transfer coffee meetings for parents.

- Bonding activities
- Survey of parents perceptions of transfer at target setting day in November.
- Open door policy.

This procedure will be overseen by the assigned Strategic Director.

Admission to Years Twelve and Thirteen

Admissions to Years 12 and 13 will normally be undertaken by the Personalising Learning Director with the responsibility of Post 16 students.

All other admissions will be undertaken by the assigned Strategic Director.

Admission Arrangements for Sandwell comply with the law that became statutory in September 2004 and the admission number for Q3 Academy is 180 – years 7 - 11

Procedure for out of year admissions to the school:

1. Strategic Director receives the offer of a school place form from Sandwell Access Service or is approached by a parent who has moved house. In the case of a student who has moved house the Strategic Director will proceed with the admission in line with normal procedures, as long as there are at least three spaces in the specific year group, and forward a copy of the application form to Sandwell's Access Service for their information.
2. The Strategic Director will decide which company to allocate the student to and inform the relevant Personalising Learning Director (PLD)
3. Form A passed to Admin for sending to the last school, where appropriate.
4. In the case of asylum seekers and refugees consultation the EMAG Team will be undertaken, if appropriate.
5. In the case of LACE children the appropriate assistance will be sought.
6. PLD makes contact with the home, by telephone or letter (Form B) and will arrange an assessment for the student.

The Assessment

- The Inclusion Director assesses the student.
- The Inclusion Director completes the student assessment sheet and passes it to the PLD
- Within a reasonable time, normally less than three days, the parent/carer is contacted with an appropriate interview date with the relevant PLD

The Integration Meeting

- To take place between the PLD, one or both parents/carers and the student. In the case of students who have been placed by the reintegration panel, a member of the executive team will also be involved.

Carers will receive:

- A Welcome booklet
- Two copies of the statement of the Home - Academy Agreement signed one for the family and one for the school.
- A data protection letter.

At the Integration meeting the following will be discussed

- Student data sheet (Form C) filled in and signed.
 - Options discussed if appropriate this should then be referred to the Learning Solutions Manager for timetabling.
 - Admission period confirmed.
7. The PLD will receive a copy of the reference from the previous school, the student data and information sheets and admission period. The assessment will be copied to the Strategic directors for distribution to their teams.
 8. Admin will receive a copy of the student data sheet from the PLD and details of the assigned Tutorial Group.
 9. At start date or interview the HPLD will:
 - Inform Admin of allocated tutor group.
 - Give student their timetable, homework timetable, student planner.
 10. The PLD will ensure the student has a personal timetable, Independent Learning Schedule and Planner.
 11. The PLD will send for student files from the previous school and maintain contact with parents/carers during the settling in process and invite the parents/carers into the Academy if necessary.
 12. If the student does not register within 5 working days of the agreed start date then Sandwell Education and Children's Services, Access Department will be contacted for advice by the PLD.
 13. The PLD will endeavour to resolve any outstanding issues with outside agencies or schools before a student is given a start date.
 14. Any student who has had a temporary period of exclusion from a previous school will be interviewed with the Strategic Director as well as the PLD prior to the admissions procedure being implemented.

Annex One: Forms for Completion



Form A

LETTER OF REFERENCE

Name: _____ Date of Birth: _____

Address: _____

_____ Post Code: _____

UPN No: _____

The above student has been offered a place at Q3 Academy by Sandwell Authority Access Service. Prior to an appointment to discuss the application, I would be grateful for the following information:

Estimated academic ability: Above Average Average Below Average

English: KS2 KS3 Set ____ of ____

Mathematics: KS2 KS3 Set ____ of ____

Science: KS2 KS3 Set ____ of ____

Language(s) studied: _____

Does the student represent the school in team games: Yes No

If yes, what activity? _____

KS4 only

GCSE Options and Examination Boards

Option 1 _____

Option 2 _____

Option 3 _____

Option 4 _____

Option 5 _____

Option 6 _____

Option 7 _____

Special Education Needs: Yes No

If yes, please state assistance given: _____

Punctuality/Attendance: Excellent Good Satisfactory Poor

Behaviour towards peers: Excellent Good Satisfactory Poor

Behaviour towards adults: Excellent Good Satisfactory Poor

Has she/he ever been temporarily excluded from your school?

Yes

No

If so, which category, for how long and for what reason? _____

Has she/he ever been permanently excluded from your school?

Yes

No

If so, for what reason? _____

Has she/he ever been internally isolated in your school?

Yes

No

If so, which category, for how long and for what reason? _____

Does the student make friends easily?

Yes

No

Interests / Responsibilities _____

Are there any other concerns with this student?

Yes

No

If so, what are they? _____

Are the parents / carers supportive?

Yes

No

Any additional information? _____

Thank you for your assistance we would hope to have your reply prior to processing this application

Yours sincerely

Personalising Learning Director for the

Company

,

FORM B

Dear Parent(s)/Carer(s),

Thank you for requesting a place at Q3 Academy for your child.

I have today _____ received notification from Shaftesbury House that you have been offered a place at Q3 Academy.

As part of our induction process we receive records/references from previous schools. I have contacted _____ to obtain a reference for _____

If you wish to speed up this process then please contact your child's previous school and ask them to complete the reference as soon as possible as this will enable us to make decisions about which would be the most appropriate class for your child before they enrol with us.

Yours sincerely,

Personalising Learning Director

FORM C

DATA COLLECTION SHEET/STUDENT ADMISSION FORM

Surname: _____ Legal Surname: _____

Forename(s) _____ Chosen Name: _____

Date of Birth: _____ Gender: Male Female

Address: _____ Post Code: _____

Tutorial Group: _____ Student Start Date: _____

**Please give details below of all persons who have parental responsibility and anyone else you wish the Academy to contact in an emergency.
It is important that you place names in the order you wish them to be contacted in an emergency.**

Name and address of Parents/Carers

1. Name: Relationship: Address: Home Telephone Number: Mobile Number: Work Number:	2. Name: Relationship: Address: Home Telephone Number: Mobile Number: Work Number:
3. Name: Relationship: Address: Home Telephone Number: Mobile Number: Work Number:	4. Name: Relationship: Address: Home Telephone Number: Mobile Number: Work Number:

Doctors Name and Address _____

_____ Telephone: _____

Medical History/Conditions the Academy should know about:

Any other information the Academy should need to know:

Medical Card Number: _____

Ethnicity:

White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Romany

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian Background

Black or Black British

- Caribbean
- African
- Any other Black background

Chinese

Any Other Ethnic Background

I do not wish an ethnic background category to be recorded:

This information has been provided by: **Parent** **Student**

Home Language: _____ Religion: _____

School Meal Arrangement:

Sandwiches	Free School Meals	Paid School Meals	Home	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please name any siblings at the school _____

Lives with:

Mother	Father	Stepmother	Stepfather	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

It other, please specify: _____

Previous School(s): _____

This is a true and accurate record of my son/daughter _____
(name)

I understand that I will advise the Academy as soon as possible if there are any changes in the above information in order for them to update my child's data.

Data Protection Act:

The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF.

Signed: _____ Name in full: _____
Parent/Carer

Date: _____ UPN No: _____

ANNEX 2

THE ADMISSION OF STUDENTS TO THE Q3 Academy

1. This document sets out the admission arrangements for the Q3 Academy. These arrangements are without prejudice to the provisions of Annex 3 to this agreement. The document forms an Annex to the Funding Agreement between the Q3 Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.
2. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance 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 Sandwell Metropolitan Borough Council LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Sandwell Metropolitan Borough Council LA.
3. Notwithstanding these arrangements, the Secretary of State may direct the Q3 Academy to admit a named student to the Q3 Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

4. The admission arrangements for the Q3 Academy for the year 2008/2009 and, subject to any changes approved by the Secretary of State, for subsequent years are:
 - a) The Q3 Academy has an agreed admission number of 1150 students including 6th form of 250 students. The Q3 Academy will accordingly admit at least 180 students in the relevant age group each year if sufficient applications are received;
 - b) The Q3 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, the Q3 Academy will consult those listed at paragraphs 18-19 below. Students 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 Sandwell Metropolitan Borough Council's co-ordinated admission arrangements. and will be made on the Common Application Form provided and administered by the LA Sandwell Metropolitan Borough Council. The Q3 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 the Sandwell Metropolitan Borough Council Admissions Forum or LA:
 - a) September - The Q3 Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (eg in September 2007 for admission in September 2008). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. The Q3 Academy will also provide information to the LA for inclusion in the composite prospectus, as required;

- b) September/October - The Q3 Academy will provide opportunities for parents to visit the Academy;
- c) October - CAF to be completed and returned to the LA to administer
- d) LA sends applications to Academy
- e) Academy sends list of students to be offered places to the LA
- f) February - LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.
- g) 1st March offers made to parents.

Consideration of applications

- 6. The Q3 Academy will consider all applications for places. Where fewer than 180 applications are received, the Q3 Academy will offer places to all those who have applied.

Procedures where the Q3 Academy is oversubscribed

- 7. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs where the Q3 Academy is named on the statement, the criteria will be applied in the order in which they are set out below:
 - a) children in public care;
 - b) admission of students whose siblings (brother, sister, stepbrother and stepsister) currently attend the school and who will continue to do so on the date of admission;
 - c) admission of students on the basis of proximity to the school using straight line measurement from the main entrance of the Academy to the main entrance to the child's home.

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 the Q3 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 the Q3 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 Annex. 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 of the Q3 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 of Children, Schools and Families 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 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 Q3 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.
12. There will be a right of appeal to the an Independent Appeals Panel for unsuccessful applicants.

Arrangements for admitting students to other year groups, including to replace any students who have left the Q3 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 students as the Q3 Academy builds to its full capacity

14. The Q3 Academy will open on 1 September 2008 with a Published Admission Number relating solely to students in Year 7 and, where relevant, Year 12. Students in subsequent Years will have been transferred automatically from the predecessor school, Dartmouth High School, which will close on 31 August 2008.
15. During the period from 1 September 2008 to 1 September 2009 there will be a Published Admission Number of 180 against which to consider applications for admission to all Year groups.
16. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Q3 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. The Q3 Academy shall consult each year on its proposed admission arrangements.
19. The Q3 Academy will consult by 1 March:
 - a) Sandwell Metropolitan Borough Council 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, the Q3 Academy will consider comments made by those consulted. The Q3 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. The Q3 Academy will publish its admission arrangements each year once these have been determined, by:
- a) copies being sent to primary and secondary schools in Sandwell Metropolitan Borough Council LA;
 - b) copies being sent to the offices of Sandwell Metropolitan Borough Council LA;
 - c) copies being made available without charge on request from the Academy;
 - d) copies being sent to public libraries in the area of Sandwell Metropolitan Borough Council 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; and
 - 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 the Q3 Academy about its admission arrangements, the Q3 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 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 the Q3 Academy. Where he judges it appropriate, the Secretary of State may direct the Q3 Academy to amend its admission arrangements.
24. Those consulted have the right to ask the Q3 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 the Q3 Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Q3 Academy 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 the Q3 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 the Q3 Academy after arrangements have been published

26. Once the admission arrangements have been determined for a particular year and published, the Q3 Academy will propose changes only if there is a major change of circumstances. In such cases, the Q3 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 the Q3 Academy to change its admission arrangements only when the Q3 Academy has notified and consulted the proposed changes as outlined at 19 - 20 above.
28. Where the Q3 Academy has consulted on proposed changes the Q3 Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The Q3 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 Q3 Academy to change its admission arrangements.
30. Records of applications and admissions shall be kept by the Q3 Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.