



# **ADMISSIONS POLICY 2018-2019**

## **Admissions Policy**

### **TORQUAY ACADEMY ADMISSION ARRANGEMENTS FOR 2018/2019**

#### **BACKGROUND**

Torquay Academy is a Trust Academy and operates its own Admissions Policy as set out below. This policy is the responsibility of the Governing Body of the Academy.

Co-ordinated admissions schemes operate in Torbay for admissions to Year 7 and for in year admissions (see Appendix 1). Applications for places in Year 7 in the main admission round must be made through a student's home local authority.

#### **PURPOSE**

The purpose of this policy is to ensure that all prospective students are treated fairly and that Torquay Academy continues to provide an educational facility to serve its local community in which it resides. To achieve this, it will work in co-operation with other admitting Authorities within Torbay.

#### **PUBLISHED ADMISSION NUMBERS FOR YEAR 7 IN 2018-19**

The admission number for Year 7 is 240.

## **OVER-SUBSCRIPTION CRITERIA – MAIN ROUND ENTRY TO YEAR 7**

Children with statements of Special Educational Needs or an Education, Health and Care Plan which names the Academy on the Statement or Plan will have automatic entitlement to a place at the Academy.

Where there are fewer applications than places, no application will be refused. Where the school is oversubscribed the following criteria will be used to prioritise applications:

- 1) Looked after children or children who were previously looked after but immediately following being looked after became subject to an adoption, residence, child arrangement or special guardianship order.
- 2) Students qualifying for a place in
  - a) the Football Academy – up to 8 places
  - b) the Performing Arts Academy – up to 8 places
- 3) Children who will have a sibling on roll at the Academy at the time of application.
- 4) Children of staff at the school in either or both of the following circumstances:
  - a) where the member of staff has been directly employed by 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
- 5) Other children living in the designated area served by the Academy
- 6) Other children living outside the designated area

### **Football Academy**

No. of places available: 8 per year group

The Football Academy is for talented and committed players in Years 7-11. The programme aims to develop footballing potential as well as enabling players to gain academic qualifications in addition to high quality coaching.

In addition to completing a common application form, applicants must complete a supplementary application form that is available from Torquay Academy or Torbay Council's website. The applications must be received by the Academy on or before 22<sup>nd</sup> September 2017. If there are more applicants who have an aptitude for football than places available, priority will be given to those who score the highest in the trials.

Details of the selection process are available in Appendix 2.

### **Performing Arts Academy**

No. of places available: 8 per year group

The Performing Arts Academy is for talented and committed singers, dancers, actors and musicians in Years 7-11. The programme aims to develop potential as well as enabling students to gain academic qualifications in addition to high quality instruction.

In addition to completing a common application form, applicants must complete a supplementary application form that is available from Torquay Academy or Torbay Council's website. The

applications must be received by the Academy on or before 22<sup>nd</sup> September 2017. If there are more applicants who have an aptitude for the performing arts than places available, priority will be given to those who score the highest in the auditions.

Details of the selection process are available in Appendix 3.

If there are fewer than 16 applicants meeting criterion 2 above, any remaining places will be available to applicants in criteria 3-6.

Should it be necessary to further distinguish between applications within any of the above categories, priority will be given to those living closest to the Academy. Measurements will be taken by a straightline distance using the Council's electronic mapping system (GIS). Measurements will be made from the co-ordinates of the home address as pinpointed on the Council's system, to the co-ordinates of the school as pinpointed on the Council's system. The pinpoint will be within the boundary of the property and its precise location will be determined by Torbay Council. This is for admissions purposes only and is not used to determine eligibility for school transport. In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the school), the allocation of a place will be by random selection using a random number generator and in the presence of a senior manager.

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the Academy, including offering place(s) above the Published Admission Number (PAN) wherever possible.

Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criterion.

## **ACADEMY ADMISSIONS PANEL**

The Academy Admissions Panel for Torquay Academy will consist of the Principal, the Academy's Admissions Officer, plus 3 members of the Governing Body of the Academy. This Panel will be responsible for the allocation of places for Torquay Academy, and it is not possible for any individual member to allocate a place.

## **RESIDENTIAL ADDRESS**

The child's home address is taken to be the address of the persons with parental responsibility with whom the child lives for the majority of the Academy week. The Academy may seek proof of residence. Evidence such as a utility bill, Council Tax demand or solicitor's letter confirming a signed contract for a house purchase would be deemed appropriate. A deliberate attempt to mislead the Academy will lead to the withdrawal of the place if it has been offered.

## **ADMISSIONS OUTSIDE A CHILD'S NORMAL AGE GROUP**

You can request a place in a different Year Group to the one your child would normally enter according to his or her age. This may happen where, for example, a child is particularly gifted or talented or has missed a significant period of education through ill health.

Where a parent requests a delayed transfer to secondary school for a child who has a Statement of Special Educational Needs or Education, Health and Care Plan and the delay in transfer is the means of meeting the child's specific educational needs as agreed at the Annual Review Meeting, a child will be admitted outside the normal age cohort. Other requests will be considered on their individual merits.

Where a parent requests that their child transfers early to secondary school, evidence will be required to show that the primary school is unable to provide a curriculum appropriate to the child's needs. The Governing Body will need to be satisfied that an appropriate curriculum cannot be offered at the primary school. A report from the Primary school Headteacher will be required.

Where this occurs it will be necessary for schools to accept children outside the normal age cohort, but within the over-subscription criteria.

Where a child has been attending an independent school, and admission to a maintained school has been requested, there will be an expectation that that child will be admitted to a school appropriate to the child's age range.

## **IN YEAR ADMISSIONS (MID-PHASE ADMISSIONS)**

This section refers to admissions to years 7-11 of the school outside of the normal admission round, i.e. after the start of the autumn term for Year 7 students and at any time for students in Years 8 – 11. In year admissions are progressed by staff in the Student Services Team at the LA in conjunction with the Academy.

## **OVER-SUBSCRIPTION CRITERIA**

Children with statements of Special Educational Needs or an Education, Health and Care Plan which names the Academy on the Statement or Plan will have automatic entitlement to a place at the Academy.

Where there are fewer applications than places, all students will be given a place. Where the school is oversubscribed the following criteria will be used to prioritise applications:

- 1) Looked after children or children who were previously looked after but immediately following being looked after became subject to an adoption, residence, child arrangement or special guardianship order.
- 2) Children who will have a sibling on roll at the Academy at the time of application.
- 3) Children of staff at the school in either or both of the following circumstances:

- c) where the member of staff has been directly employed by 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
- 4) Other children living in the designated area served by the Academy
  - 5) Other children living outside the designated area

Should it be necessary to further distinguish between applications within any of the above categories, priority will be given to those living closest to the Academy. Measurements are taken by a straightline distance using the Council's electronic mapping system (GIS). Measurements will be made from the co-ordinates of the home address as pinpointed on the Council's system, to the co-ordinates of the school as pinpointed on the Council's system. The pinpoint will be within the boundary of the property and its precise location will be determined by Torbay Council. This is for admissions purposes only and is not used to determine eligibility for school transport. In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the school), the allocation of a place will be by random selection using a random number generator and in the presence of a senior manager.

## **WAITING LISTS**

A waiting list will be maintained after the Allocation Day (March 2018) until **31 December 2018**. Children will be ranked in the same order as the oversubscription criteria.

## **DEFINITIONS**

**Sibling:** brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

**Designated area:** a designated area /catchment area is a distinct geographical area that is served by a school. A map showing our designated area can be found on Torbay Council's website.

**Home address:** address of the person with parental responsibility for the child and with whom the child lives for the majority of the week, at the time of application.

**Looked after Children:** a child or young person looked after or provided with accommodation by Torbay Council or any other local authority which has informed Torbay LA of its wish to place a child.

**Demonstrable skill shortage:** a range of situations in which an employer finds it hard to find an employee with the right skills. Positions that are determined to have a demonstrable skill shortage will be decided by the Principal and either the Chair or Vice Chair of Governors.

## **APPEALS**

Parents who have been refused a place at an Academy can appeal to an independent appeal panel. Information about the appeals procedure can be obtained from the Academy office 01803 329351 and from Torbay LA Student Services, telephone 01803 208908.

## **ADMISSIONS AFTER THE START OF THE INITIAL YEAR OF ENTRY (YEAR 7)**

These are defined as applications received after the start of the initial year of entry (Year 7). At this point the Admissions Round is deemed to have ended and applications are considered to be “mid phase”.

Applicants will be dealt with in accordance with the admissions arrangements for the Academy, the Co-ordinated Scheme for in year admissions and the Academy Admissions Code. Mid phase admissions should be completed within 20 days.

The admission number for Years 8 – 11 is 240.

The admission number for Year 12 is 150.

## **FAIR ACCESS PROTOCOL**

The LA and other Admission Authorities in Torbay have agreed a Fair Access Protocol which governs the admission of children who have no Academy place and those with challenging behaviour. A copy of the Protocol is available from Torbay LA Admissions and Student Services, telephone 01803 208908.

## **DISCRETIONARY CLOTHING GRANT**

All students in Years 7 to 11 inclusive are expected to conform to the Academy’s uniform policy, which is published in the Academy Prospectus. For families in severe hardship, a discretionary clothing grant is available for exceptional cases, and further information should be sought from the Academy.

## **APPENDIX 1**

### **Co-ordinated Admissions Scheme for Secondary Schools in Torbay in September 2018**

The current version can be found on Torbay Council's website:

[www.torbay.gov.uk/schooladmissions](http://www.torbay.gov.uk/schooladmissions)



## APPENDIX 2

### TORQUAY ACADEMY

#### Selection Process for students based on 'Aptitude in Football'

Torquay Academy will allocate up to 8 places for students qualifying for the Football Academy based on their aptitude in football. Applications are welcomed from football players from within as well as outside our designated area.

A student with aptitude is one who is identified as being able to benefit from elite football coaching or who demonstrates a particular capacity to succeed in football. Through a selection process the Academy will assess whether the applicants have an aptitude for football by determining whether they demonstrate a particular capacity to learn or to develop skills, and can benefit from the particular expertise and facilities at the school.

There will be a sporting aptitude assessment based on physical tests. Each applicant will be awarded a standardised score with the highest scores being allocated places based on football aptitude. The assessment will be objective, have a distinctive subject focus and will not discriminate against applicants in any way, including on the grounds of gender, ethnic origin, disability or family background. The assessment will only assess aptitude in football and not ability or aptitude in any other subject.

Up to a maximum of 8 students will be selected on their aptitude in football.

Students will be required to attend a physical assessment session at the school. This will be held on Saturday 7<sup>th</sup> October 2017.

The applicants will be assessed in:

- Technique test
- Games-based performance
- Endurance/speed
- Games-based intelligence test

Assessment criteria have been written but these and the tasks will be given on the day and not in advance, to prevent prior training or coaching of applicants.

Quality and fairness will be assured with a specialist teacher from the school leading the assessment whilst another specialist teacher observes and assesses.

If you feel that the assessment has been conducted unfairly in any way, you may address your complaint in the first instance to:

The Chair of the Admissions Committee, c/o Torquay Academy, Cricketfield Road, Torquay, TQ2 7NU.

Please complete the separate application form for the Football Academy and send it to Torquay Academy by **22<sup>nd</sup> September 2017**. Any applications received after this date will not be accepted.

## APPENDIX 3

### TORQUAY ACADEMY

#### Selection Process for students based on 'Aptitude in the Performing Arts'

Torquay Academy will allocate up to 8 places for students qualifying for the Performing Arts Academy based on their aptitude in one or more of the three Performing Arts disciplines: Dance, Drama and Music. Applications are welcomed from students from within as well as outside our designated area.

A student with aptitude is one who is identified as being able to benefit from teaching in the Performing Arts subjects of Drama, Dance or Music or who demonstrates a particular capacity to succeed in one or more of these subjects. Through a workshop selection process the Academy will assess whether the applicants have an aptitude for a subject by determining whether they demonstrate a particular capacity to learn or to develop skills in the Performing Arts, and can benefit from the particular expertise and facilities at the school.

There will be workshop assessments in all three disciplines; students can apply to take part in one or more of these. The assessment will be objective, have a distinctive subject focus and will not discriminate against applicants in any way, including on the grounds of gender, ethnic origin, disability or family background. The assessment will only assess aptitude in the three disciplines of Music, Dance and Drama and not ability or aptitude in any other subject.

Up to a maximum of 8 students will be selected on their aptitude in any one discipline or a combination of the three disciplines.

Students will be required to attend a practical workshop-based session at the school. This will be held on Saturday 7<sup>th</sup> October 2017.

The subject areas will be assessed in four common ways:

- Performance
- Composition
- Appreciation
- Personal Skills

Assessment criteria have been written for each subject area but these and the tasks will be given on the day and not in advance, to prevent prior training or coaching of applicants. Students applying for musical aptitude should prepare a short piece to perform on any instrument (including voice).

Quality and fairness will be assured with a specialist teacher from the school leading the workshop assessment whilst another specialist teacher observes and assesses.

If you feel that the assessment has been conducted unfairly in any way, you may address your complaint in the first instance to:

The Chair of the Admissions Committee, c/o Torquay Academy, Cricketfield Road, Torquay, TQ2 7NU.

Please complete the separate application form for the Performing Arts Academy and send it to Torquay Academy by **22<sup>nd</sup> September 2017**. Any applications received after this date will not be accepted.