



2023/24 ADMISSIONS POLICY

Admission Arrangements

Year 7 Admissions (September 2023)

Year 8 – 11 Admissions (during 2023/2024)

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Introduction

The admissions authority for John Port Spencer Academy is The Spencer Academies Trust. The Spencer Academies Trust determines admission arrangements for each academy within the Trust. The arrangements are implemented by the local governing body of each academy including matters relating to local Fair Access arrangements.

This policy applies to John Port Spencer Academy. It applies to applications within the secondary admissions round and to 'In-Year' applications for a place at secondary school. The normal admissions round is when applying for a place in Year 7 as the normal year of entry to start secondary school for the first time. In-Year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry.

This policy operates within the Derbyshire County Council Coordinated Admissions Scheme for Secondary Schools.

The John Port Spencer Academy policy for allocating secondary school places is designed to be as fair as possible. Under the secondary school admission arrangements, the allocation of places is based on where the student lives and the preferences of parents/carers.

Advice and information for parents/carers on school admissions, including key information that applies to all applications as well as some frequently asked questions are available in the [Secondary Admissions Guide for Parents](#) on the Derbyshire County Council website.

The admission of students with an Education, Health and Care Plan (EHCP) is covered by different admission regulations. Following negotiation, once a school setting has been named, a place will be allocated for these students before considering other applications.

Admissions into Year 7

Students will normally be admitted into the year group relevant to the student's age.

Applications should be made by the closing date for applications which is 31 October 2022. Applications must be made through the child's home local authority (i.e. the area where the child lives).

For Derbyshire residents, applications can be made online at www.derbyshire.gov.uk/schooladmissions or by calling 01629 533190. Derbyshire County Council coordinate admissions for John Port Spencer Academy.

When making an application, parents/carers are advised to supply any additional information that may be required to their local authority with the student's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school setting. Further guidance on additional information can be found in the [Secondary Admissions Guide for Parents](#) on the Derbyshire County Council website.



Parents/carers will be notified of the outcome of applications on National Offer Day which is on the 1st March 2023.

Any school’s resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit was set for the number of students that can go to a school each year, these standards could not be maintained. For this reason, each school has a Published Admission Number (the number of places available that will be offered in the year of entry). The Published Admission Number for John Port Spencer Academy will be 360, which takes account of the Net Capacity Assessment for the academy, as established by Derbyshire County Council.

Students will be admitted at the age of 11 without reference to ability or aptitude.

Catchment area

The normal (defined) area is taken to mean the historic catchment area of the academy, which includes the parishes of:

Ash	Findern	Radbourne
Barton Blount	Foremark	Repton
Bearwardcote	Foston & Scropton	Rolleston on Dove
Boylestone	Hatton	Stretton
Burnaston	Hilton	Sutton on the Hill
Church Broughton	Hoon	Trusley
Dalbury Lees	Marston on Dove	Twyford & Stenson
Egginton	Newton Solney	Tutbury
Etwall	Osleston & Thurvaston	Willington

The area of Mickleover to the west of Station Road and north of Etwall Road (including the new Hackwood Farm estate), and the area west of Stenson Road currently named Newton Village fall within the John Port Spencer Academy normal area and also in the normal area of another school.

The Bladon House development at Newton Solney, the New House Farm development in Mickleover and the Highfields Farm estate in Littleover fall within the John Port Spencer Academy normal area and not in the normal area of another school.

Residence in any of the parishes listed does not guarantee admission to the academy, because tie-breaking criteria may have to be applied.

Admission criteria

In accordance with the School Admissions Code, John Port Spencer Academy operates within the Derbyshire County Council Coordinated Admissions Scheme.

We do not currently require additional information to consider your application fully.



In the event of oversubscription, the following criteria will be applied, in priority order, to decide which applications will be granted:

1. All children whose Education, Health and Care Plan (EHCP) names John Port Spencer Academy must be admitted. Looked after children and children who were looked after but ceased to be because they were adopted (or became subject to a residence order or special guardianship order) will be given top priority in admission criteria, above children who have siblings already in the academy and those who reside in the normal area served by the academy.
2. Children who are siblings of students already in the academy at the time of admission who reside within the normal area served by the academy.
3. Children living within the John Port Spencer Academy normal area and do not reside in the normal area of another school.
4. Children living within the John Port Spencer Academy normal area and reside in the normal area of another school
5. Children who are siblings of students already in the academy at the time of admission, but who are not residing within the normal area served by the academy.
6. All other children not eligible under the above criteria.

Where one child of a multiple birth can be admitted under the normal admissions process, the other child/children will also be admitted.

In the event of a tie-breaker being required to reach a decision, the governors will use the straight-line distance from home to the academy (as plotted on the Derbyshire County Council's children's services department Geographic Information System).

Late applications

Any applications received after the closing date of 31st October 2022 (including changes of preference) are considered as late applications.

These will be processed after all on-time applications unless there are exceptional circumstances which must be made clear at the point of application, with supporting evidence, and before places are allocated.

Admission into Years 8 – 11 (In-Year applications)

John Port Spencer Academy participates in Derbyshire County Council's In-Year Admissions Scheme.

Applications can be made online at www.derbyshire.gov.uk/schooladmissions or by calling 01629 533190. Derbyshire County Council coordinate admissions for John Port Spencer Academy. The Spencer Academies Trust has regard to the DfE Admissions Code in respect of In-Year application requests.

The same admission criteria are applied in the same order of priority to those who apply in Year 7; the decision is determined by the child's situation which prevails at the time the application is made.



It is not always possible to accommodate an increase in the total number of students in Years 10 and 11 because of the smaller size of GCSE option groups. In such cases the Admissions Panel will have to consider the size of particular subject groups so may only be able to offer a restricted choice of GCSE courses to those who apply.

Due to an increase from 348 to 360 from September 2020, the PAN for each year group for 2023/24 is:

Year 7 – 360

Year 8 – 360

Year 9 – 360

Year 10 – 360

Year 11 – 348

Waiting list

Where an application has been refused because the number of applications received has exceeded the number of places available, waiting lists will be maintained from National Offer Day (for admission to the intake year) or, for In-Year applications, the date when the application was refused.

Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated.

Priority on the waiting list will be determined by reference to the admission criteria and not by the date an application was received.

Waiting lists are maintained in partnership with Derbyshire County Council until the end of the academic year to which the application applies. Inclusion on a waiting list does not mean that a place will eventually become available.

Appeals

Applicants refused a place at the academy have a statutory right of appeal.

Appeals are heard by an independent appeals panel and their decisions are legally binding. Details about how to appeal can be found in the letter refusing your application.

Applicants will only be able to appeal once for a place at a given school in any one school year, unless any significant new information is available which was not available at the original hearing.

Repeat applications

Repeat applications on behalf of the same child, for admission in the same academic year, will not be considered unless the applicant can provide evidence that there has been a significant change in the particular circumstances of that child.



False information

The academy reserves the right to verify information. Where the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.

Where a child has started attending the school on the basis of fraudulent or intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.

Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

Special consideration for all year groups

In exceptional circumstances, special consideration may be given to children with particular medical needs, mobility support needs, special educational needs or other social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional giving reasons why the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application. The governing body will consider the written evidence provided to decide whether the application may be processed as 'special circumstances'.

Admission under 'special circumstances' will have priority over all but looked after children and children whose Education, Health and Care Plan (EHCP) names John Port Spencer Academy.

Admission of children outside the normal age group

Parents may request a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Children should only be educated out of the normal age group in very limited circumstances.

Parents/carers should submit a request in writing to the Principal as early as possible for consideration by the Admissions Authority. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Principal will also be considered during the decision-making process.

Where we agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school, the application will be processed as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of our determined admission arrangements only, including the application of oversubscription criteria where applicable.



Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Definitions

- **Attending school** is taken to be on roll at a school for the purposes of admissions.
- **Looked after and previously looked after children.** A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- **Home Address.** The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought by the governing body. The evidence should prove that a child lived at the address at the time of the application with the exception of applications from families of Service and Crown personnel where the address at which the child will live will be used when applying criteria, as long as parents have provided robust evidence of their intended address. Informal arrangements between parents will not be taken into consideration
- **Parents.** For admissions, the school will consider the following as parents:
 - the mother of the child
 - an adoptive parent
 - the father of the child where he was married to the mother either when the child was born or at a later date
 - the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
 - any other person who has acquired 'parental responsibility through the courts
- **Siblings:** For admissions, the school will consider the following as sibling:
 - a brother or sister who share the same parents
 - a half-brother or half-sister or legally adopted child living at the same address as the child
 - a child looked after by a local authority placed in a foster family with other school age children



- stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child [this definition also includes adopted or fostered children living at the same address].
- **NOTE:** Because John Port Spencer Academy has a Sixth Form, sibling claims for students already in the academy who are in Year 11 will be accepted, even if the Year 11 student moves onto an alternative post-16 placement. Sibling claims for students in Year 13 will not be accepted apart from for In-Year applications where they would still be attending John Port Spencer Academy at the start date of their sibling.
- **Catchment Area:** The defined catchment area (which is also known as the 'Normal Area') is the historic area that the academy serves. Children living within this area are 'in catchment' and will have priority over those who do not live within the catchment area.

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