



LYDIARD PARK ACADEMY

# Admissions Arrangements

**Lydiard Park Academy**

**Determined Admissions Arrangements 2019 - 2020**

Lydiard Park Academy is an academy within The Park Academies Trust. This means that the Trustees are responsible for their own admission policy and arrangements. Swindon Local Authority administers all admissions for the academy, on behalf of the Trust Board.

Lydiard Park Academy is a school focused on achieving the highest possible results with each child, regardless of ability. The school has a flexible curriculum offering a range of courses in each curriculum area, thereby allowing each child to follow a course commensurate with their ability in that subject. As well as offering challenging courses in each curriculum area, the school has special programmes for pupils who are academically gifted and/or have particular talents relating to sport. The school's published admission number (PAN) is set at a level that allows the school to maintain a favourably low average class size.

Students are admitted to Lydiard Park Academy at age 11 without reference to ability or aptitude. Students are admitted to Lydiard Park Academy Sixth Form according to our entry requirements (listed below).

**Part 1 - Admissions into Year 7, September 2019**

## **Admissions Procedure**

Applications must be made through the Local Authority's Coordinated Scheme and all instructions and deadlines in the scheme should be adhered to by applicants. Late applications are dealt with in accordance to the scheme procedures.

Full details of the scheme can be found on their website at [www.swindon.gov.uk](http://www.swindon.gov.uk)

## **Published Admissions Number (PAN)**

The published admission number of children aged 11 for the academic year commencing on 1<sup>st</sup> September 2019 will be 221.

## **Oversubscription Criteria**

When applications for admission exceed the number of places available in any year group the following oversubscription criteria will be applied in the order set out below, to decide which students to admit:

*A child who has a Statement of Special Educational Needs will be admitted to the school named on the child's statement.*

1. A 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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 function defined by Section 22 (1) of the Children Act 1989.
2. Any child who has a sibling attending the school at the time of admission.
3. Children that live within the catchment area for Lydiard Park Academy.
4. Children that do not live within the catchment area for Lydiard Park Academy.

## **Decider**

In all cases where the school is oversubscribed, distance measured as a straight line will be used to prioritise applications within the over-subscription criteria. If the direct distance does not separate applicants, places will be offered by random allocation. The random process will be repeated and any previous random order will be discarded. In the case of multiple births the Trust Board of Lydiard Park Academy may decide to admit all children.

This oversubscription criteria listed above will continue to be used to allocate any places that become available for in year admissions.

## **Definitions and Details**

### **Sibling**

Sibling refers to a child who has a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling who is attending Lydiard Park Academy at the time of admission.

### **Catchment Area:**

A catchment area is a geographical area set around the school from which children are admitted. A map of this area is available for inspection by parents at the school and on the school website. It is also attached below as Appendix 1. Priority is given to those living in the catchment area closest to Lydiard Park Academy. This distance is measured as a straight line from the centre point of the School site to the centre point of the child's home address.

(If there is a joint address please see the Home Address section below to determine which address will be used.)

### **Looked After Child**

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 function defined by Section 22 (1) of the Children Act 1989. This also applies to a 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. If children have ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided.

### **Home Address**

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. The school will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the school will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address.

### **Waiting List**

If your child has been refused a place at Lydiard Park Academy, he or she will automatically be placed on the school's waiting list. Names can only be removed from the list if a parent has requested that we do so or if a place has been offered. Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application. Please note that waiting lists are created according to the over-subscription criteria and no preference is given to the amount of time spent on the list. Your child could move down the list as a result, as well as up. Lydiard Park Academy will keep a waiting list for each year group for one academic year.

### **Late Applications**

The closing date for applications is the 31<sup>st</sup> October 2018. Applications may be submitted after this date but they will be considered as late application, which means they will not be considered until all the on time applications have been considered. The LA will endeavour to deal with late applications before the offer date, but it may not be possible to do this in every circumstance.

### **Children with Special Educational Needs (SEN)**

Pupils with a statement of special educational needs at the time of allocation are required to be admitted to the school named on their statement. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Special Educational Needs Assessment Team (SENAT) at which point this policy ceases to apply.

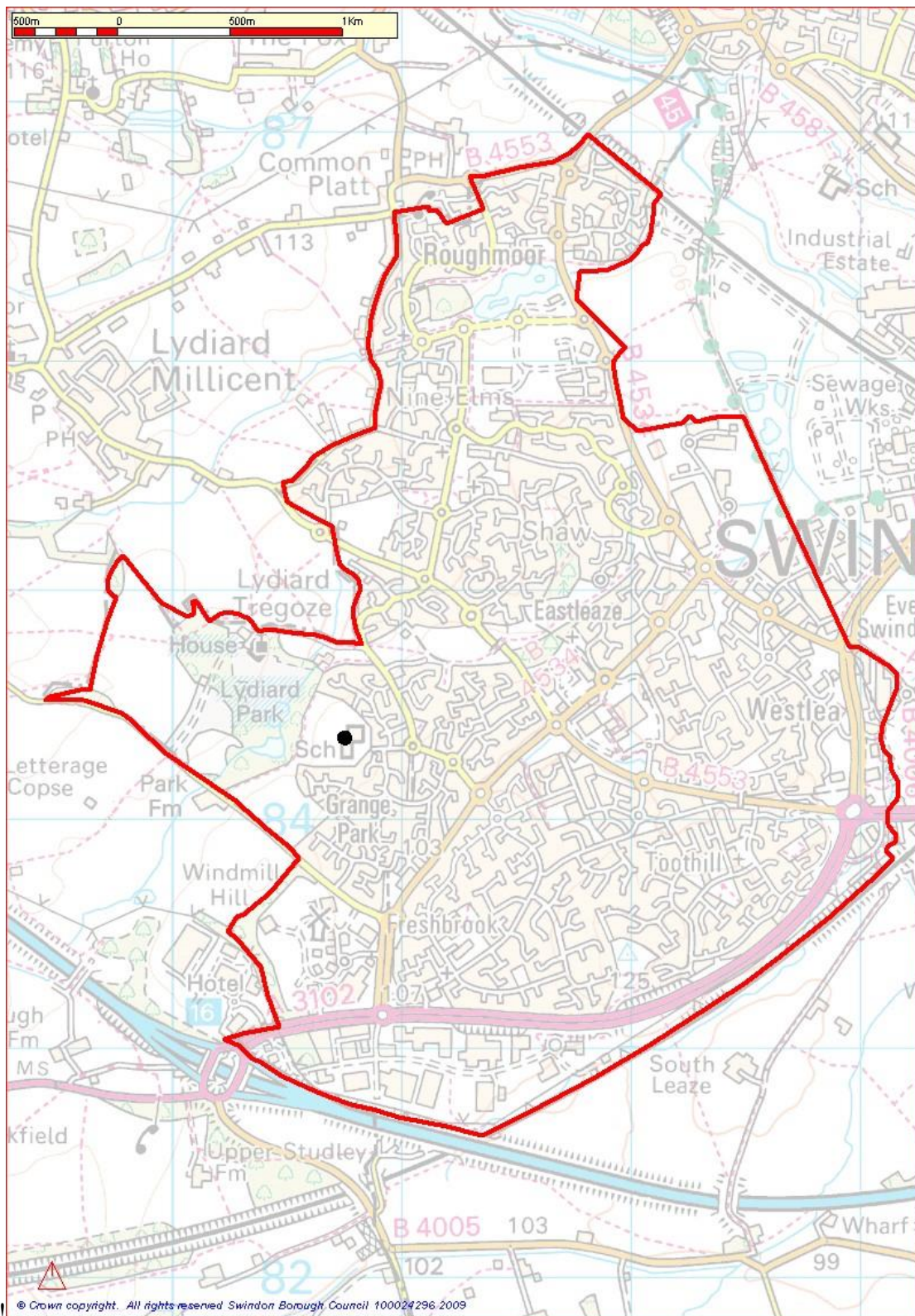
### **Appeals Procedure**

Any child who is refused a place at the school has the right to appeal against this decision to an independent panel. Parents would need to complete an appeal form, available from the school and this would need to be submitted to the school to be arranged by the clerk of the independent appeals panel. Please contact the school for further information.

### **Fair Access Protocol**

Lydiard Park Academy recognises the Local Authority's Fair Access Protocols and will adhere to these.

Appendix 1: Lydiard Park Academy Catchment Area  
September 2019



## Part 2 - Sixth Form Admissions to Lydiard Park Academy, September 2019

The Park Academies Trust Board is the admission authority for the Academy and is therefore responsible for the admission of students into the sixth form. The administration for admissions to the sixth form is the responsibility of the Head of Sixth Form and the Operational Principal. Any queries regarding sixth form admissions should be directed to the academy at the usual contact address.

The capacity for the sixth form will be set at 250 places.

Year 11 students already on roll at the academy (internal applicants) who decide to stay for sixth form level studies and meet both the general and minimum entry requirements (below) will remain on roll. This will leave a variable number of places for students from outside of the academy (external applicants) according to how many spaces are left unfilled. These students will also need to meet both the general and minimum entry requirements below.

External applicants will be admitted into the academy sixth form at the start of the autumn term in each academic year although there may be some occasions when the students transfer during the academic year.

### **The Application process**

Application for admission to Lydiard Park Academy sixth form must be made via the application process which will be detailed in the 2019/20 prospectus available from the end of October 2018.

A student will only be admitted to the sixth form of the academy provided they meet the general admission criteria as well as the minimum entry requirements for their choice of courses.

### **Minimum entry requirements**

Places in Year 12 will be offered on the basis of students obtaining the appropriate grades, as predicted in Year 11. Offers made are provisional on students attaining the entry requirements, and subject to availability of places in the appropriate pathway, courses and classes.

Our minimum entry requirements for level 3 ('A' level or equivalent) courses are that students hold at least four band 4 results at GCSE (or equivalent) in at least 3 different subjects. Certain subjects may only accept students who have achieved a GCSE band 5 or above in their subject. Details of the minimum entry requirements for each course will be clearly published in the Sixth Form Prospectus. All those seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen.

### **General admission criteria**

Students must be able to demonstrate appropriate nationality or residency entitlements to be eligible for funded education in a UK maintained school.

Students are only eligible to study at Lydiard Park Academy Sixth Form if they are on a full-time course, as defined in the Sixth Form Prospectus.

Lydiard Park Academy is unable to admit external students into the Sixth Form if they are Year 14 students or have already completed two years of Sixth Form education at other institutions.

Applicants must be under 19 years of age at the start of their programme of study.

### **Offer of places**

An offer of a place at Lydiard Park Academy is not a guarantee that a student will be admitted into the Sixth Form or that courses selected on the application form will definitely be available.

### **Oversubscription criteria**

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

- i. students looked after by the authority;
- ii. students who have siblings at Lydiard Park Academy. Siblings are defined as brothers or sisters (including step brothers and sisters) living at the same address as their primary place of residence; and
- iii. students who live closest to the respective academy in a straight line distance.

### Waiting List

Applications that meet the entry criteria will be placed on the Waiting List. Each child added to the list will result in the list being re-ordered in line with the above oversubscription criteria.

### **Appeals**

Any student refused a place at the academy sixth form has the right of appeal to an independent appeals panel.

### **False information**

Any place offered on the basis of a fraudulent or intentionally misleading application, e.g. giving a false address, will be withdrawn. It is for the parents or carer to satisfy the Lydiard Park Academy Trust Board of their circumstances, as they apply to the admission criteria at the time of application.

### **Timetable for admissions**

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|--|---|
| • Open Evening                             | November 2018                                 |
| • Student to complete application form     | December 2018                                 |
| • Interview and conditional places offered | January 2019                                  |
| • Sixth form induction                     | 27 <sup>th</sup> , 28 <sup>th</sup> June 2019 |
| • Publication of GCSE results              | 22 <sup>rd</sup> August 2019                  |
| • Academy agrees/refuses the admission     | August/September 2019                         |
| • Decision communicated to parents/carers  | September 2019                                |
| • Independent appeals                      | September 2019                                |

### **Late Applications and Transfers**

Late applications will be considered up to the end of the fourth week of the autumn term.

Where an application is received on behalf of a student who has moved into the area during the academy year it will be considered in accordance with the minimum entry requirements and oversubscription criteria.

The right of appeal will also apply to late applications and transfers.

### **Induction Period**

Students entering the sixth form are not considered to be fully on-roll until they have completed an induction period of the first term. This is to ensure that students are on suitable courses and that their approach suggests they will be successful.

## **Changing courses**

Whilst the school aims to be flexible where possible, changing courses inevitably means missed learning and some disruption to teaching. Consequently courses can only be changed if:

- \* the course change is completed within the first six weeks of the school year *and*
- \* a student is recommended to change by a department because they are unlikely to be successful on their original course choice *or*
- \* it becomes evident that a change in career aspirations necessitates a change in course, and this change is agreed in meetings with the student's parent/s or guardian.