



Excalibur Academies Trust

Common Admission Policy for 2017/2018

November 2015

1. Introduction

Excalibur Academies Trust ('the Trust') is an all-through Multi-Academy Trust (MAT) that places high emphasis on developing a coherent and continuous learning journey from 3-19. The Trust is responsible for a number of Primary and Secondary Academies.

These Academies follow a Hub based model which typically consists of a secondary school partnered with surrounding primary schools. Hubs are geographically distinct and may well be in different Local Authorities.

The students of the Academies in the Trust and their communities are of paramount importance. Whilst we would like to accept every student who applies, this is not possible if we are to preserve the high educational standards and opportunities that are our hallmark. The Trust's Admission Authority therefore applies strict Oversubscription Criteria to all applications reflecting this.

Trust Hubs and their constituent Academies are listed in Appendix A.

2. Applications

The Trust is the Admission Authority for all Academies in the Trust and it participates in the Coordinated Admission Schemes of the relevant Local Authorities (LAs) such as [Wiltshire Council](#)¹ and [Bristol City Council](#)²; all Applications for Normal Entrance to an Academy (Infant or Reception class of a Primary and Year 7 for Secondary School) and all in-year admissions and transfers should be submitted via the relevant LA Coordinated Admissions Scheme³; applications for a Sixth Form should be submitted to the relevant Sixth Form College directly at admissions@excalibur.org.uk.

2.1 Applications for Normal Entrance to an Academy

Children should start Primary Education in the academic year (1st September to 31st August) in which they have their fifth birthday. Children reach compulsory school age at the beginning of the term following their fifth birthday, but most pupils are admitted from September in the academic year in which they turn 5. Parents can request that the date their child is admitted is deferred until later in the year or until the child reaches compulsory school age. Pupils will normally be admitted at the start of a school term. Parents can request that their child attends part-time until the child reaches compulsory school age.

Children will start Secondary Education in the academic year in which they have their twelfth birthday (they will be eleven on 1st September in the year of entry).

There are NO automatic entries from a nursery or Pre-school into a Primary School, nor from a Primary School into Secondary, nor from Secondary into Sixth Form and there is NO automatic offer of a Sibling place (a place for a brother or sister). Therefore an application must be made for a school place for each child.

Application forms are available from the Local Authority. The closing date for receipt of applications by the relevant Local Authority is midnight on the National Deadline date. For Primary Academies this is 15th January 2017 and for Secondary Academies it is 31st October 2016. Any application received after the National Deadline will be treated as a Late Application.

The Admission Authority will determine and publish how many children it will admit into Reception, Year 7 and the Sixth Form in September – this is the PAN (Published Admission Number) for that year group for each Academy. Should the Admission Authority decide it can offer more than the PAN in any one year, information will be posted on the website of the Academy and the Local Authority will be informed.

Parents/carers will be notified of the outcome of their application by the Local Authority for Primary and Secondary schools, which will be posted on the National Offer dates as given in Section 4. Offers for a place at an Academy will need to be accepted within 2 weeks of posting of the notification letter.

¹ <http://www.wiltshire.gov.uk/schoolseducationandlearning/schoolsandcolleges/schooladmissions.htm>

² <http://www.bristol.gov.uk/page/children-and-young-people/admission-arrangements>

³ Except for applicants outside the LA, who need to apply through their local council.
Excalibur Academies Trust's Common Admissions Policy 2017/2018

2.1.1 Admission of children outside their normal age group

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Such Applications will be considered on the basis of the circumstances of each case. Parents have a statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

2.1.2 Right of Appeal

If an Application is not successful, the applicants have the right to appeal against the decision to an independent panel. Appeals should be made within 20 school days and addressed to the Appeals Clerk % the Trust's Admission Authority at admissions@excalibur.org.uk.

2.1.3 Waiting Lists

When an Application has been unsuccessful, a child's name will be added to a Waiting List for the relevant Academy held by the Admission Authority. Children on the Waiting List are ranked in order with reference to the Oversubscription Criteria. The position on a list will be determined by applying the Oversubscription Criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the Oversubscription Criteria. Waiting lists for all year groups will close on 21st July 2017 - at which time they will be cleared. Parents who wish their child to remain on the waiting list will have to notify the Admission Authority. Places that become available will not be offered to children who are not on the relevant waiting list. Offers will be made when a place becomes available. If a place is offered from a waiting list then it must be accepted or declined within 10 working days of the date of the offer.

All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant. A fresh application can be made for a place for the next academic year group but this will not be considered before 1st May 2018.

2.2 Other Applications for a Primary or Secondary Academy (Reception and for Years 1 to 6, Years 7 and 8 to 11)

Applications for a school place which are not for Normal Entrance into the Academy or which are Late Applications (Applications which were submitted after the National Deadline) are determined as follows:-

2.2.1 Immediate Admission

Applications for an immediate start, e.g. moving into the Catchment Area of an Academy by transferring from another school. The Application should be made either to the Local Authority (who will pass the application onto the Admission Authority) or directly to the Admission Authority via the relevant Academy according to which Local Authority the Academy falls within (see hubs in Appendix A). The application will be considered by the Admission

Authority using the Oversubscription Criteria as specified in this Policy. Notification of the outcome will usually be made within 20 school days of the Admission Authority receiving the application from the Local Authority.

2.2.2 Future Admission

Applications for admission at a future date. The Application should be made either to the Local Authority (who will pass the application onto the Admission Authority) or directly to the Admission Authority via the relevant Academy according to which Local Authority the Academy falls within (see hubs in Appendix A). The application will be placed on the waiting list for the year group applied for if no space is available. They will be considered by the Admission Authority using the Oversubscription Criteria in this policy at the earliest date they are eligible for consideration which is two terms (6 per year) in advance of the requested admission date.

If admission is refused, parents have the right to appeal as detailed above in the 'Application for Normal Entrance to an Academy' section. The parent may also wish to put the child on the Academy's waiting list.

2.3 Applications to Sixth Form Colleges (Years 12 ,13)

Entry to Excalibur sixth form colleges is subject to specific academic requirements which may vary from college to college and are available from the college itself.

All candidates are likely to have an informal interview as part of the College's application process to discuss options and academic entry requirements for particular courses but this interview will not form part of the decision making process on whether to offer a place. References from candidates' previous schools will be sought and the child's past behaviour, attendance, attitude or achievement will be taken into account in making a decision to offer a place.

In the event of oversubscription by applicants meeting the academic requirements of the college the following priorities apply from high to low:

2.3.1 Applicants attending Linked Excalibur Academies

An applicant is considered under this criterion if the applicant is attending a Linked Excalibur Academy at the application deadline and continues to do so through to the end of the school year.

2.3.2 Straight line distance

Applications to individual courses will be ranked according to the straight line distance from the Academy to the home address, using the Ordnance Survey eastings and northings to four decimal places. Priority will be given to the shortest distances.

Oversubscription can be considered to be to both an individual course and/or to the college as a whole.

If admission is refused, parents have the right to appeal as detailed above.

3. Oversubscription Criteria for Primary and Secondary Academies

The Criteria are listed below in the priority order applied to Applications when there are more Applications than available places.

Applications will be considered by category and subcategory as listed below. Within each sub-category, applications will be ranked according to the straight line distance from the Academy to the home address, using the Ordnance Survey eastings and northings to four decimal places. Priority in each subcategory will be given to the shortest distance. In case of the distance being the same a Tie Breaker will be used (see below).

3.1 Looked after Children

[Priority 1]

This criterion applies to looked after children and all 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 (see the definition in 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 arrangements order or special guardianship order). Further references to previously looked after children in this Code means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

3.2 Vulnerable Children

[Priority 2]

Children from families registered with the National Asylum Support Service; children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer and the general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school (details of this must accompany the initial application); and children with particular educational needs where written evidence is available from Central SEN services to show that it would be detrimental to the child not to be admitted to the preferred Academy.

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of application and also living at the same address on a permanent basis. Proof will be required.

3.3 Children attending Linked Excalibur Academies

3.3.1 In-Area and attending a Linked Excalibur Academy

[Priority 3]

A child is considered under this criterion if the child lives within the Catchment Area and is attending a Linked Excalibur Academy at the application deadline and continues to do so through to the end of the school year.

3.3.2 Out-of-Area attending Linked Excalibur Academy

[Priority 4]

A child is considered under this criterion if the child lives outside the

Catchment Area and is attending a Linked Excalibur Academy at the time of the application deadline and continues to do so through to the end of the school year.

3.4 Children living inside the Catchment Area of the Academy but not attending a Linked Excalibur Academy

3.4.1 In-Area with Siblings **[Priority 5]**

A child is considered under this criterion if the child lives within the Academy's Catchment Area and has a Sibling living at the same address who is on the roll of the Academy as at the application deadline date for normal entry applications and actual date of application for in-year transfer applications, and continues to be so when the child is admitted.

3.4.2 In-Area and on Roll **[Priority 6]**

A child lives within the Academy's Catchment Area and is on the roll of one of the Academy's Feeder Schools (if defined) at the application deadline and continues to do so through to the end of the school year.

3.4.3 Other In-Area Applications **[Priority 7]**

A child is considered in this category if he/she lives within the Academy's Catchment Area.

3.5 Children of Excalibur Employees **[Priority 8]**

Children of Excalibur Employees on a permanent, minimum 40% Full Time Equivalent contract with the Trust for two or more years at the time at which the application for admission is made or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

3.6 Children living outside the Catchment Area of the Academy and not attending a Linked Excalibur Academy

3.6.1 Out-of-Area with Siblings **[Priority 9]**

A child is considered under this criterion if the child lives outside the Academy's Catchment Area and has a Sibling living at the same address who is on the roll of the Academy at the time of the Deadline Date for normal entry applications and actual date of application for in-year transfer applications, and continues to be so when the child is admitted.

3.6.2 Out-of-Area On-roll **[Priority 10]**

The child lives outside the Academy's Catchment Area and is on the roll of one of the Feeder Schools (if defined) at the application deadline and continues to do so through to the end of the school year.

3.6.3 Any Other Applications **[Priority 11]**

Children living outside the Academy's Catchment Area who do not qualify under one of the criteria above.

4. Academy Application and Admission Timelines

4.1 Primary

See the relevant Local Authority website.

- **National Primary Deadline** – applications must be received by the Local Authority by midnight. The Local Authority will issue a receipt for all applications received; if confirmation is not received; parents/carers must follow up with the Local Authority to ensure the Application has been received and will be processed. **[15th January 2017]**
- **National Offer Date** – the Council will post notification letters to the Applicants **[18th April 2017]**
- **Offer Acceptance Deadline** – the deadline for parents to accept the place offered. Parents will be asked to respond to the relevant Academy directly. If they do not respond by this date it will be assumed that the place offered has been declined. **[2nd May 2017]**
- **Normal Entrance Admission date** – on or after. **[1st September 2017]**

4.2 Secondary

See the relevant Local Authority website.

- **National Secondary Deadline** – applications must be received by the Local Authority by midnight. The Local Authority will issue a receipt for all applications received; if confirmation is not received; parents/carers must follow up with the Local Authority to ensure the Application has been received and will be processed. **[31st October 2016]**
- **National Secondary Offer date** – the Council will post notification letters to the Applicants. **[1st March 2017]**
- **Offer Acceptance Deadline** – the deadline for parents to accept the place offered. Parents will be asked to respond to the relevant Academy directly. If they do not respond by this date it will be assumed that the place offered has been declined. **[15th March 2017]**
- **Normal Entrance Admission date** – on or after. **[1st September 2017]**

4.3 Sixth Form

- **6th Form Open Evening** - Application Forms distributed **[November 2016]**
- **Application deadline** **[January 2017]**
- **Admission Interviews** **[February/March 2017]**
- **Conditional Offers made** **[End of Term 4]**
- **Registration** and commencement of course **[September 2017]**

5. Glossary and Definition of Terms

Adopted - This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

Application Deadline - This refers to the date by which applications for an academy must be received for normal entry. For primary academies this is the *National Primary Deadline*, for secondaries the *National Secondary Deadline* and for sixth forms it is just referred to as the *Application Deadline*.

Catchment Area - The address which determines whether a child lives in the Catchment Area of the School, is the place where he or she is ordinarily resident at the deadline for applications and will continue to do so when the child is admitted. The Catchment Areas of individual Academies are defined in Appendix A.

Feeder School - A school from which most of the children go to a specific secondary school or college in the same area

Final Year - The Final Year of a primary or junior school is year six and an infant school year two. The Final Year of a secondary school is year eleven and for a Sixth Form, year thirteen.

Linked Academy - Any Excalibur Academy can be considered to have one or more other Excalibur Academies that immediately precede it in terms of educational phases, these are to be regarded as 'Linked Academies'. For example a secondary Excalibur Academy will have as Linked Academies all primary and/or junior Excalibur Academies; any primary Excalibur Academy will have as Linked Academies all Excalibur pre-schools. All Linked Excalibur Academies must be part of Excalibur Academies Trust and are listed in Appendix A.

Schools that join the Trust to become an Excalibur Academy after this policy has been determined but before the relevant application deadline are to be considered as Linked Excalibur Academies for the purposes of Admissions.

Sibling - Siblings are defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. Note there is no guarantee that a younger Sibling will obtain a future place in the same school as his or her brother or sister.

Tie Breaker - When two or more children with the same priority for admission live exactly the same distance from the preferred School, the available places will be decided by random allocation (casting lots), except when the children are twins or from the same multiple birth, in which case their applications will be treated as a single application and the twin or other children of the same multiple birth will be admitted as supernumerary (above PAN without in effect increasing PAN).

Appendix A - Excalibur Hubs

Currently the Trust has two Hubs: Marlborough and Bristol, listed below with their member academies and respective catchment areas.

A.1 Marlborough Hub

All Academies within the Marlborough Hub participate in the [Wiltshire Council Coordinated Admissions Scheme](#). Applications made under section 2.2 above are made in the first instance to Wiltshire Council. The Academies comprise:

A.1.1 St John's Marlborough International Academy

A co-educational comprehensive Academy with Specialist College status for Technology (including Maths, Science, and ICT), the Arts and Languages, which provides Secondary Education for children of the local community (Secondary School). The Academy also has a Sixth Form College (Sixth Form).

A.1.1.2 Catchment Area

The Trust's Admission Authority has defined the Catchment Area of the Academy to consist of the following Civil Parishes and some additional areas which broadly cover the Wiltshire Council's Marlborough Community Area:

1. Aldbourne Civil Parish
2. Avebury Civil Parish
3. Baydon Civil Parish plus Russley Park, near Baydon which is neither in Baydon Civil nor Ecclesiastical Parish but the only access is via Baydon; see <http://www.achurchnearyou.com/parish.php?p=340556/>
4. Berwick Bassett Civil Parish
5. Buttermere Civil Parish
6. Chilton Foliat Civil Parish, plus until 2020, the area of the Chilton Foliat Ecclesiastical Parish in Berkshire, see <http://www.achurchnearyou.com/parish.php?p=340558/>
7. Froxfield Civil Parish
8. Fyfield Civil Parish
9. Grafton Civil Parish, plus Wolfe Hall and Suddene Park Farm, in Burbage Civil Parish, which are part of the Ecclesiastical Parish of East Grafton, St Nicholas see: <http://www.achurchnearyou.com/parish.php?p=340580/>
10. Great Bedwyn Civil Parish
11. Ham Civil Parish
12. Marlborough Civil Parish
13. Mildenhall Civil Parish
14. Ogbourne St Andrew Civil Parish
15. Ogbourne St George Civil Parish
16. Preshute Civil Parish
17. Ramsbury & Axford Civil Parish
18. Savernake Civil Parish plus part of Burbage Civil Parish roughly north of the Avon to Kennet Canal including the village of Durley and The Warren which is in the Eccl Parish of St Katharine's
19. Shalbourne Civil Parishes

20. Tidcombe and Fosbury Civil Parish
21. West Overton Civil Parish
22. Winterbourne Monkton Civil Parish - shared area with Ridgeway School, Wroughton

A.1.1.3 Feeder Schools

The Trust's Admission Authority has determined that the Feeder Schools of the Academy will consist the following schools. These used to be designated by Wiltshire Council as feeder schools of St John's Marlborough:

- Aldbourne, St Michael's CoE VA
- Avebury Community Primary (Closed)
- Baydon, St Nicholas CoE VA
- Chilton Foliat CoE VA
- Froxfield CoE (Closed)
- Great Bedwyn CoE VC
- Kennet Valley CoE VA
- Marlborough, St Peter's Junior School VC
- Preshute CoE VC
- Ramsbury Community Primary School
- Shalbourne CoE VC
- St Katharine's CoE VC

A.1.1.4 Sixth Form College

The Sixth Form currently offers courses at International Baccalaureate (IB), at AS/A2 and a small range of Level 3 Diploma courses. The minimum entry requirement to the Sixth Form is six grades A*-C including at least four grade B at GCSE. For admission to some A-level courses, additional GCSE requirements apply. Such course requirements are published in the College's Sixth Form Prospectus. IB candidates have to meet the same entry requirements. Diploma courses usually require 6 C grades. Application forms will be issued with the Sixth Form Prospectus.

A.1.2 Burbage Primary School

An Academy located in the village of Burbage, housed in a modern building and providing Primary Education (Reception and Years 1 through 6) for children in its local community.

Catchment Area

The Trust's Admission Authority has defined the Catchment Area of the Academy to consists of the following Civil Parish which used to be the LA Designated Area of the former Burbage Primary school:

- Burbage Civil Parish (*partial - excludes northernmost part that contains Durley, The Warren and New Barn Farm but includes Burbage Wharf*)

A.1.3 Easton Royal Academy

An Academy (previously known as Easton Royal Community Primary School) consisting of a small village school providing Primary Education (Reception and Years 1 through 6) for children of its local community.

Catchment Area

The Trust's Admission Authority has defined the Catchment Area of the Academy to consist of the following Civil Parishes which used to be the designated area of the former Easton Royal Community Primary school: -

- Easton Royal Civil Parish
- Milton Lilbourne Civil Parish
- Wootton Rivers Civil Parish

A.1.4 Oare Church of England Primary School

An Academy consisting of a village school providing Primary Education (Reception and Years 1 through 6) for children of its local community. It joined Excalibur Academies Trust during the 2014/15 academic year and Excalibur's Admissions policy applies from intake year 2017/18.

Catchment Area

The Trust's Admission Authority has defined the Catchment Area of the Academy to consists of the following Civil Parish(es) which used to be the LA Designated Area of the former Oare Primary school:

- Wilcot Civil Parish (*entire*)
- Huish Civil Parish (*entire*)
- Manningford Civil Parish (*partial - includes Little Abbots north of the Woodborough Road in the northernmost tip of the Civil Parish*)
- Pewsey Civil Parish (*partial - north of a boundary starting at the intersection of the Civil Parish boundary and the Woodborough Road, along the Woodborough Road then crossing Sharcott Drive to the north of and avoiding Sharcott Pennings, along Wilcot Road containing Nos 102-116, heading north to the Kennet & Avon Canal to the west of St Francis School, east along the canal to the intersection of the Civil Parish boundary and the Kennet & Avon Canal*).
- Savernake Civil Parish (*Partial - south west corner of the Civil Parish including Rainscombe Hill Farm, HazelWood Farm, Levetts Farm and Culley's Farm*).

A.1.5 Ogbourne St George & St Andrew C of E VC Primary School

An Academy consisting of a village school providing Primary Education (Reception and Years 1 through 6) for children of its local community. It joined Excalibur Academies Trust during the 2014/15 academic year and Excalibur's Admissions policy applies from intake year 2017/18.

Catchment Area

The Trust's Admission Authority has defined the Catchment Area of the Academy to consists of the following Civil Parish(es) which used to be the LA Designated Area of the former Ogbourne St George & St Andrew Primary school:

- Ogbourne St Andrew Civil Parish
- Ogbourne St George Civil Parish

A.2 Bristol Hub

Currently comprising a single Secondary School that participates in the [Bristol City Council Coordinated Admissions Scheme](#). Applications made under section 2.2 above are made in the first instance to the relevant Bristol Hub Academy.

A.2.1 Fairfield High School

A secondary school located in the Horfield suburb of Bristol City. It joined Excalibur Academies Trust during the 2014/15 academic year and Excalibur's Admissions policy applies from intake year 2017/18.

Catchment Area

The Catchment Area has been inherited from Bristol City Council and is intended to match Bristol City Council's definition of the Academy's Area of Prime Responsibility as of September 2015. The area consists of a contiguous region covering parts of the unitary authority wards of Lockleaze, Eastville, Easton, Lawrence Hill, Ashley, Cabot, Redland and Bishopston.