



Alde Valley Academy

Admission Arrangements 2025/26

Approved by Interim Headteacher (J Harris)	February 2024
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ALDE VALLEY ACADEMY

ADMISSION ARRANGEMENTS

1. Rationale

The Trust Board of the Kingfisher Schools Trust are required by the law to agree and publish their admissions criteria for their schools.

2. Purpose

The admissions policy is to enable the School Committee (SC) to have criteria to determine admission in the event of applications exceeding the published admission number for Alde Valley Academy.

3. Introduction

Alde Valley Academy (the Academy) is a mixed, 11 to 16, fully inclusive Academy in Leiston, Suffolk. Our aim is to provide the best education for our students; one that recognises their individual needs and supports them to achieve the very best from their education; praising and challenging; building confidence, self-worth and life skills and enabling them to achieve the highest academic and vocational standards. The Academy is part of the co-ordinated admissions arrangements operated by Suffolk County Council (the Local Authority) and the Local Fair Access Protocol. The Academy will comply with School Admissions Code (DfE Dec 2014) and the School Admission Appeal Code (the Codes). This policy is based on the current codes but will be reviewed in the light of any future changes in the law.

4. Admission Numbers

The academy's admission number for entry to Year 7 will be 150.

6. Admissions Procedure for Year 7 (Local Authority Coordinated Admission Scheme)

Admissions to Alde Valley Academy Year 7 will be administered by the Local Authority according to its coordinated admissions scheme. Parents and carers should apply for their child's place at the Academy using the Local Authority's Common Application Form. These are available from the School Admissions Team at Suffolk County Council or online: <https://www.suffolk.gov.uk/admissions> Parents' and carers' whose children resident in other authorities must submit an application to their home authority on the application form provided by that authority.

Allocation of pupil places will be admitted without reference to ability or aptitude. Children who have an Education, Health and Care Plan, which names Alde Valley Academy, will be

allocated a place. If the number of applications does not exceed the number of places available all applicants will be granted a place at the Academy.

7. Allocation of Places

Applications will be considered against the following criteria (please see the explanatory notes at Appendix 1 of this policy) in the order set out below. Where Alde Valley Academy is named on a pupil's Education, Health and Care Plan that child will be admitted by the Academy.

Criterion 1 Looked after children (children in care) and previously looked after children (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, immediately following having been looked after). Please see Appendix 1 Note 1.

Criterion 2 If Alde Valley Academy is named on and EHCP

Criterion 3 Sibling: Where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

Criterion 4 Children who are ordinarily resident in the catchment area and who attend a feeder school. Distance will be measured by a straight line ('as the crow flies') as calculated electronically by Suffolk County Council. Please see Appendix 1 Notes 3 and 4.

Criterion 5 Children who live in the school's catchment area and who don't attend a feeder school. Distance will be measured by a straight line ('as the crow flies') as calculated electronically by Suffolk County Council. Please see Appendix 1 Notes 3 and 4.

Distance Tie-breaker

Decisions will be made about the offer of places in accordance with above priorities. If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. Priority will be given to the applicants who live nearest to the school as measured by a straight line. See Appendix 1 Note 3.

Ultimate Tie Breaker

In the unlikely event that two applicants competing for a single place at the school live the same distance from the school, there will be a random allocation, supervised by someone independent to the school. Such process would be undertaken by the Local Authority

Criterion 6 Sibling: Where the child has a sibling in the school but does not live in catchment – ranked by distance. Distance will be measured by a straight line ('as the crow flies') as calculated electronically by Suffolk County Council. Please see Appendix 1 Notes 3 and 4.

Criterion 7 Attend a feeder primary school but don't live in catchment – ranked by distance. Distance will be measured by a straight line ('as the crow flies') as calculated electronically by Suffolk County Council. Please see Appendix 1 Notes 3 and 4.

Criterion 8 Employee child – ranked by distance. Distance will be measured by a straight line ('as the crow flies') as calculated electronically by Suffolk County Council. Please see Appendix 1 Notes 3 and 4.

Criterion 9 Not in catchment ranked by distance - Distance will be measured by a straight line ('as the crow flies') as calculated electronically by Suffolk County Council. Please see Appendix 1 Notes 3 and 4.

8. Waiting Lists

Waiting lists will be maintained for the Academy for the normal year of entry where necessary for children not offered an Academy place. Position on the list will be determined by applying the oversubscription criteria. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications or revised applications and precedence is given to those subjects to a direction or an admission in accordance with the In-Year Fair Access Protocol. The waiting list will be adjusted to take account of late, or in-year, applications.

9. Late Applications

Late applications are considered as detailed in the Local Authority's co-ordinated admissions scheme <https://www.suffolk.gov.uk/admissions>.

10. In-year Applications

There will be cases where parents wish to make an application outside the normal point of entry (referred to as 'in-year' applications) because for example:

- During the school year (because, for example, they are moving house or moving to Suffolk from outside the area or if a parent feels their child would benefit by moving school)
- For the start of the school year but in a different age group from the school's normal year of entry
- For the school's normal year of entry on or after 1 September in the school year in which the child is to be admitted to the school.

How to apply for In-year Admissions

As the Local Authority no longer manages 'in-year' applications on behalf of Academies in Suffolk, parents must apply directly to Alde Valley Academy.

Contact the School Office to make an appointment with Headteacher for a tour and complete an in-year application form which can be found on the Alde Valley Academy website or can be collected from the School Office.

In-year admissions will be subject to the same allocation criteria as normal year of entry applications.

11. Admissions outside a Normal Age Group

Requests from parents for an Academy place outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc. Such applications should be made as part of the normal admissions round (i.e. the age group to which pupils are normally admitted to the school). Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests between the parents, the previous school, the Headteacher and any relevant professionals asked for their opinion by Alde Academy Admissions Committee. In accordance with the Schools Admission Code paragraph 2.17A, the views of the Headteacher (Alde Valley Academy) must be taken into account. Those refused places outside the normal age group will be informed of their right to complain.

12. Appeals Procedure

Any parent/carer whose child is not offered a place at Alde Valley Academy has the right of appeal to an Independent Appeals Panel. Information on how to appeal will be provided in the refusal letter. Parents need to log any appeal at least 20 school days from a refusal notification. Parents will be given 10 days' notice of any appeal hearing. All application decisions letters will be sent within 5 school days from the hearing

13. Management of Applications

Year 7 Applications

Applications will align to the Local Authority's timetable for applications each year. Arrangements will include:

- Publication of a prospectus which contains information for applicants wishing to join the Academy and an open evening and opportunities to visit the Academy.
- These details will also be made available for inclusion in the combined information published by Suffolk County Council
- Application forms need to be completed by 31st October with Suffolk County Council
- Decisions on applications made to the Local Authority for Year 7 entry will be made during February and notified to parents, and applicants' home local authorities, on or around 1st March.

The application and notification dates may vary in line with any timetable variations to application processes made by the Local Authority. All applications received after the deadline will be considered late applications and will be considered after those received on time.

14. Applications from pupils previously living outside of the UK

Where applications have been received for children previously living outside of the United Kingdom, proof of identity e.g. passport will be required to ensure legal status and entitlement to reside in the U.K.

Appendices

Appendix 1 – Explanatory Notes

These notes form part of this policy.

Note 1 - 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).

Previously looked after children Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (section 46 adoption orders). 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.

Note 2 - Twins, triplets and other multiple births If the final place available at the Academy is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, the Academy will offer places to the remaining sibling/s.

Note 3 - Ordinarily Resident

By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at that school; we consider this to be a fraudulent application. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application. In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the ordinarily resident address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference. If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

Note 4 – Catchment areas

Every community and voluntary controlled school serve an area of streets or villages. Catchment area maps are available online at: www.suffolk.gov.uk/catchmentmaps. If you live near to a boundary line on the map please check your address against the catchment area and/or street lists at: www.suffolk.gov.uk/admissions.

You can also obtain a copy of the map or list from the Suffolk County Council Admissions Team.

Note 5 - Distance All straight-line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight-line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) the Council will measure to a single point within that building irrespective of where those homes are located.