



## Daubeney Academy Admissions Criteria for 2019

### General Principles

Daubeney Academy is an 11-16 mixed comprehensive school in the town of Kempston. The academy is sponsored by The Challenger Multi Academy Trust (CMAT) whose mission is to create a federation of outstanding schools where every young person has the opportunity to participate in engaging and active learning experiences and achieve excellent education outcomes in an inclusive and high performing school system.

CMAT academies will be places of educational excellence. We want to do what is best for all of our pupils, teachers, staff and parents. Our aim is to see them achieve their full potential within a framework of challenge and support with strong governance and teaching excellence.

Our vision is to build a collaborative partnership of schools that will provide outstanding educational provision both in and outside the classroom through challenge and the promotion of excellence. We welcome pupils from all backgrounds and do not have any specific aptitude requirements. We will work to provide all our pupils with a comprehensive range of learning opportunities that will be personalised and draw on the principles and practice of 'Learning Outside the Classroom' (LOtC) and models of Engaging Schools'. Our key foci are on progress and partnership.

The main principle of admission to Daubeney Academy is to maintain the character of the school as a comprehensive school, providing for the needs of young persons within the 11-16 age range, who live in Kempston (urban and rural), Bedford and surrounding areas. There is no guarantee of a place for pupils living close to the school, but we aspire to be the school of choice for all Kempston residents. Places are allocated through the normal application procedure.

Daubeney Academy and Kempston Challenger Academy will work jointly together.

Admission to our academy is free.

The academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Students are admitted to the academy at the age of 11+ (Year 7) without reference to ability or aptitude.

### **The published admission number for September 2019 is 120 pupils into Year 7**

If the number of applications for places exceeds the number of places available, the following criteria will be applied, in the order set out below, to decide which students to admit.

1. All "Looked after" children or children who were previously "looked after" (see definitions)
2. Children who have siblings at Daubeney Academy.
3. Children of staff at Daubeney Academy
  - a. where the member of staff has been employed at 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

4. Other students who currently attend any of the following schools in Kempston:, Bedford Road Primary, Balliol Primary, Kempston Rural Primary, Camestone Primary and Springfield Primary
5. Other students.

### **Tiebreaker**

If applying these criteria results in there being more children within any of the above categories than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distances will be measured from the address point of the pupil's home to the main entrance of the academy. Priority will not be given within each criterion to children who meet other criteria. Where there is one remaining place available but the next measured distance is shared equally by more than one applicant, the place will be allocated by lot supervised by an independent person. Where there is one remaining place available and the next child to be considered for admission is one of a multiple birth group, all multiple birth siblings will be admitted even if this exceeds the PAN.

### **Special Educational Needs/Fair Access Protocol**

Students who either have a statement of Special Educational Needs/Education Health and Care Plan that names the academy or are identified through the Fair Access protocol will be admitted even if it is full.

### **Procedure**

Information about the application process will be given to all students in Bedford Borough schools in September 2018 by their current school. Parents can also apply using the on-line application procedure for the Local Authority in which they live (see details in the booklet). When completed, the form must be returned by the date specified on the application form.

The allocation of places will take place after this deadline. Places are allocated by the academy on an equal preference basis as explained in the Bedford Borough Council school transfer booklet. Parents will be notified on the National Offer day in March 2019, by the Local Authority in which they live, of whether their application has been successful.

### **Appeals**

If you are not offered a place at our academy you have the right to appeal to an independent panel. The decision of the Appeals Panel will be binding. Details of how to exercise this right will be included in the notification letter from the local authority following either the coordinated admissions process or applications for casual admission.

### **In Year Admissions**

Whilst admission will normally be into Year 7, students may be admitted to Years 8 and 9 and then onwards in future years as the school grows where there are vacancies. The above criteria will apply in these circumstances. Requests for admission into other year groups should be made to the school on the In-Year application form. The form is available from the school or [Local Authority](#) and can also be downloaded from the [Local Authority](#) website.

### **Waiting list**

Parents not offered a place are kept on a waiting list to be re-allocated if places become available. The waiting list for places in Years 7 will be maintained until the end of the Autumn term following the normal admission date of Years 7 students; parents wishing to remain on the waiting list beyond this point need to notify the Local Authority in writing not later than December 31st. Waiting lists for other year groups will be kept until the end of the term in which the place has been requested.

If your child is attending an independent school or a school outside Bedford Borough, please contact the school for further information.

### **Admission Outside Normal Age Group**

In exceptional circumstances the Academy will consider agreeing to the admission of a child to a year group other than is applicable to their chronological age. This may be appropriate, for example, where premature birth has led to children falling into a year group other than would have been the case had they been carried to full term. Similarly, where decisions to allow out of age group education have been taken by previous schools it will normally be appropriate for children to remain with their established year group. Other circumstances will be considered on their merits and in all cases decisions will be taken in the best interests of the child.

All such requests should be made directly to the academy at the time of application including any supporting evidence. If they are made as part of the coordinated admissions process the application form should also be completed and submitted to the local authority. If the request is approved the application will be processed in the normal way. Applications outside that process will be considered as casual admissions.

If a request is denied a place may be offered in the age-appropriate year group.

### **Definitions**

#### **“Looked after” children**

A “looked after” child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

#### **Previously “looked after” children**

A previously “looked after” child is one who immediately after being “looked after” became subject to an adoption, residence, or special guardianship order. An “adoption order” is an order under section 46 of the Adoption and Children Act 2002. A “residence order” is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).

#### **A pupil’s home address**

A pupil’s home address will be regarded as the address of the parents/carers with parental responsibility with whom the child normally lives. This will not normally include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the student is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. Proof of the home address can be required - this will be checked against original official documentation, e.g. council tax

bill, a recent utility bill (gas, electricity or water), child benefit annual statement or family tax credit information. If any of these documents cannot be supplied because of a house move then one of the following must be provided:

- Confirmation that the house purchase is legally binding (a solicitor's letter to confirm completion will be sufficient)
- Formal tenancy agreement showing that parent will be resident at the proposed address for at least 12 months.

### **Sibling**

A sibling refers to 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, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

**Agreed by CMAT Trustees:**