



Morton Academy

The best in everyone™

Part of United Learning



Admissions Policy 2023/2024

October 2021



DOCUMENT CONTROL

Author/Contact	Karen Reay	
Version	07	
Status	Approved	
Publication Date	October 2021	
Review Date	Annually	
Approved/Ratified by:	Local Governing Body	Date: October 2021
Distribution: Morton Academy staff PLEASE NOTE, this version of the document contained within the Policy Folder on the 'V' drive in the Policy Folder is the only version that is maintained. Any printed copies should therefore be viewed as "uncontrolled" and as such, may not necessarily contain the latest updates and amendments.		

Version	Date	Comments	Author
02	Nov 2016	Annual review	K Reay
03	Dec 2017	Annual review	K Reay
04	Nov 2018	Annual review	K Reay
05	October 2019	Annual review – changes to oversubscription criteria	K Reay
06	October 2020	Annual review – no changes	K Reay
07	October 2021	Annual review	K Reay

1. POLICY STATEMENT

- 1.1 The Academy adheres to the admission arrangements for the Morton Academy outlined in the United Learning Funding Agreement. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named student to the Academy on application from the Local Authority. Before doing so the Secretary of State will consult the Academy.
- 1.2 The Academy believes that all students should have equal right to education.
- 1.3 The Academy believes that students new to the establishment should have a detailed personalised induction programme which helps students to settle quickly, reducing unauthorised absence and impact on students overall learning.

2. WHO DOES THE POLICY APPLY TO

- 2.1 Students, employees, parents/carers and the community.
- 2.2 Applications for entry at the Year 7 intake, and for any applications for in-year admissions from Year 7 – Year 11.

3. WHO IS RESPONSIBLE FOR CARRYING OUT THIS POLICY

- 3.1 Governors, Headteacher and delegated officers.

4. WHAT ARE THE PRINCIPLES BEHIND THIS POLICY

- 4.1 To comply with the Admissions Code.
- 4.2 To comply with the Funding Agreement conditions.
- 4.3 To ensure that all students are given fair access to education.
- 4.4 To ensure that students are inducted effectively into their new establishment.

5. PROCEDURES

5.1 Arrangements for Admission to 11-16 Provision

The admission arrangements for the Richard Rose Morton Academy for the academic year 2021/2022 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

- a) Morton Academy has an agreed admission number of 180 students. The Academy will accordingly admit 180 students in the relevant age group each year if sufficient applications are received, and no more than 180 students.
- b) Morton Academy can decide to admit above its Published Admission Number (PAN) in any specific year, if it is able to do and in order to meet local demand. Any admissions above PAN will not constitute an increase to the PAN. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraphs 5.9 below. Students will not be admitted above the PAN unless exceptional circumstances apply, and such circumstances will be reported to the Secretary of State, such as an application in respect of a child with an Educational Healthcare and Care Plan which names the Academy, a child who is looked after or was previously looked after or a child admitted through the Fair Access Protocol.

5.2 Process of Applications

Applications for places at Morton Academy for the main intake, ie September Year 7, will be made in accordance with the LA's co-ordinated admissions arrangements and will be made on the Common Application Form (CAF) which, for Cumbrian Secondary Schools is form SA3. Parents/Carers can download the form or make an online application at www.cumbria.gov.uk/schooladmissions. Further information regarding the application process can also be found on the website.

- a) Before 1 September - Morton Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September. This will include details of open evenings and other opportunities for prospective students and their parents/carers to visit the Academy. The Academy will also provide information to the LA by 24 April for inclusion in the composite prospectus, as required;
- b) September/October – the Academy will provide opportunities for parents/carers to visit the Academy;
- c) September/October – CAF to be completed and returned to the LA by the published date;
- d) November/December - LA sends details of applications to the Academy;
- e) December/January - The Academy sends list of students to be offered places to the LA;
- f) January/February – LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents;
- g) 1st March – or first working day in March, offers are made to parents/carers by the LA on behalf of the Academy.

5.3 Consideration of Applications

Morton Academy will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, the Academy will offer places to all those who have applied.

5.4 Procedures where the Morton Academy is Oversubscribed

Oversubscription Criteria:

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below.

After the admission of students with statements of Special Educational Needs and/or Education, Health and Care Plans where the Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- a) Looked after children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989 and children who were previously looked after, but ceased to be because they were adopted (or became subject to a child arrangement order or special guardianship order), including those previously looked after outside of England. (A letter from the responsible local authority confirming the young person's status must be provided).
- b) Children who have a serious medical or social need, or physical or psychological condition which makes it essential that they attend the Academy rather than any other school. Documented social, medical or psychological evidence must be provided in support from an appropriate independent registered professional such as a social worker, hospital consultant (not the young person's own GP) or health visitor at the time of the original application, and must set out why the Academy is the only school that can meet the child's needs or circumstances.
- c) Children of staff:
 - I. Where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made; or
 - II. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d) Children living in the catchment area of the Academy. If more children from within the catchment area apply than there are places available, places will be allocated in the following order:
 - I. Children who at the time of application have a brother or sister (including adopted siblings, step-siblings and those living as siblings in the same family unit) on the roll of the Academy and who will still be on roll at the time of the sibling's admissions.
 - II. Other children living in the catchment area of the Academy as defined by the LA catchment map. These applications will be prioritised by those who live closest to the Academy measured by a straight line from the child's permanent home address to the main entrance on Wigton Road. The distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measure between the centre of the student's home address and the main entrance to the school building as determined by the LA.
- e) Children who attends one of the Primary Schools whose students usually transfer to Morton Academy for their secondary education. These schools are Newlaithes, Belle Vue, Yewdale, Newtown and Caldew Lea. These applications will be prioritised by those who live closest to the Academy. The distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measure

between the centre of the student's home address and the main entrance to the school building as determined by the LA.

- f) Children living outside the catchment who at the time have a brother or sister (including adopted siblings, step-siblings and those living as siblings in the same family unit) on the roll of the Academy and who will still be on the roll at the time of the sibling's admission. These applications will be prioritised by those who live closest to the Academy. The distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measure between the centre of the student's home address and the main entrance to the school building as determined by the LA.
- g) Other children from outside the catchment area whose parent/carer wants a place for them. These applications will be prioritised by those who live closest to the Academy. The distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measure between the centre of the student's home address and the main entrance to the school building as determined by the LA.

In the event of a tie break under criteria C, D, E and F, when all other factors are equal, random allocation will apply.

If the last student to be offered a place within the Academy's published admission number (PAN) is a multiple birth or same cohort sibling (including adopted siblings, step-siblings, and those living as siblings in the same family unit) any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the Academy's PAN. The PAN will remain unchanged so that no other students will be admitted until a place becomes available within the PAN.

These criteria apply for Year 7 entry. Applications will be considered by the Academy for years other than the normal year of entry. If the year-group applied for has a place available, this will be offered to the applicant unless one of the exceptional circumstances apply for a child with challenging behaviour as set out in the School Admissions Code. If more applications are received than there are places available, the oversubscription criteria in paragraph 5.4 shall apply.

The annual allocation of places will be supervised by at least two persons being Governors or a Committee of the Governing Body that has delegated power to undertake this responsibility, and who are not teacher or parent governors or otherwise involved in meeting and briefing prospective parents and students, who have not otherwise been involved in discussing individual cases during the admissions process.

- h) There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants. All timescales regarding appeals are detailed on the Academy's website.

5.5 Operation of Waiting Lists

- a) Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Morton Academy will operate a waiting list. Where in any year the Academy receives

more applications for places than there are places available, a waiting list will operate until one academic term after the admission date. This will be maintained by the Academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Names will be removed from any waiting list at the end of each term. Those applications wishing to remain on the waiting list must notify the Academy in writing.

- b) Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 5.4 above. Where places become vacant they will be allocated to young persons on the waiting list in accordance with the oversubscription criteria.

5.6 Late Applications

- a) Late applications will be considered within the terms of the co-ordinated admissions scheme. The LA will co-ordinate late applications to ensure consistency.
- b) In the case of oversubscription, the procedure outlined in 5.4 will apply.

5.7 Arrangements for Admitting students to other year groups, including to replace any students who have left Morton Academy

- a) Subject to any provisions in Cumbria County Council's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. All applications will be considered in strict chronological order. If more applications are received than there are places available, the oversubscription criteria in paragraph 5.4 shall apply. Parents/carers whose application is turned down have the right of appeal to an independent appeal panel.
- b) The Academy will participate in Cumbria County Council's In-Year Fair Access Protocol.

5.8 Annual Procedures for Determining Admission Arrangements

Morton Academy will consult by 1st March each year on its proposed admission arrangements with:

- a) Cumbria County Council;
- b) The Admission Forum for Cumbria County Council (The Cumbria Schools Admissions Forum);
- c) All other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- d) Any other Governing Body for Primary and Secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation;
- e) Affected admission authorities in neighbouring LA areas.

This is not an exhaustive list. Should there be no changes to the Admissions Policy, Morton Academy will consult on its admission arrangements at least once every 7 years.

5.9 Publication of Admission Arrangements

Morton Academy will publish its admission arrangements each year once these have been determined by:

- a) copies being sent to primary and secondary schools in Cumbria;
- b) copies being sent to the offices of Cumbria County Council;
- c) copies being made available without charge on request from the Academy;
- d) copies being sent to public libraries in Cumbria for the purposes of being made available at such libraries for reference by parents and other persons.

