ARK ALEXANDRA ACADEMY  
PARKSTONE ROAD, HASTINGS, EAST SUSSEX, TN34 2NT

Admissions Policy relating to admissions to the academy in the academic year 2019/20

GENERAL

1. This document sets out the admission arrangements for Ark Alexandra Academy. The academy is a co-education secondary school with a sixth form.

2. The academy has Published Admission Numbers (PAN) for the following year groups:

   Secondary (Year 7): 360  
   Sixth Form (external Year 12): 10

a) Secondary

   The academy has an agreed PAN of 360 pupils in Year 7.

b) Post-16 provision

   i. Those students already attending the academy and achieving the minimum academic entrance requirements will transfer to the sixth form.

   ii. The PAN for external Year 12 applicants is ten. This is a minimum number and the sixth form is likely to offer more places than this.

   iii. The minimum academic entrance requirements for admission to the post-16 provision are published in the academy sixth-form prospectus, available on request, and published on the academy’s website. These requirements will relate to both internal and external applicants.

   iv. Young people may apply on their own.

   v. Students will be informed in writing whether or not they have been allocated a place.

3. Where fewer applications are received than places available, the academy will offer places to all those who have applied. For sixth form places, all applicants must meet the published minimum academic entrance requirements.

Consideration of applications

4. Arrangements for applications for places at the academy will be made in accordance with the relevant Local Authority’s (LA) co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant LA.

5. The Academy Trust will use the LA’s timetable for applications to the academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements agreed following consultation, within the LA.

6. Admission to the sixth form will be administered by the academy in accordance with the published arrangements (see paragraph 2b) above).
7. **For secondary applications:**

   a) September – The academy will publish information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2016 for admission in September 2017). This will include details of open evenings and other opportunities for prospective pupils and their parents/carers to visit the academy.

   b) September/October – The academy will provide opportunities for parents/carers to visit the academy.

   c) October – Common Application Form to be completed and returned to the relevant LA to administer.

   d) December – The LA sends applications to the academy.

   e) January – The academy sends list of pupils to be offered places to the LA; the academy or Ark Central will advise the LA of applicants who meet required admissions criteria where it has been necessary to verify this for them, e.g. distance measurement.

   f) February – The LA applies the agreed scheme for its own schools, informing other LAs of offers to be made to their residents.

   g) February – Determination of the next academic year’s admissions policy. This will be published on the academy’s website and sent to the LA by for inclusion in the composite prospectus.

   h) March – Offers made to parents/carers by the LA.

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**PROCEDURES WHERE THE ACADEMY IS OVERSUBSCRIBED**

**Oversubscription criteria**

8. Where the academy is named on a pupil’s Education and Health Care Plan or Statement of Special Educational Needs, that child will be admitted by the academy before the application of these criteria.

9. If the number of applications for admission to the secondary school or sixth form is greater than the PAN, applications will be considered against the criteria and order set out below:

   a) Looked After Children and children who have been previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order¹.

   b) Children of staff who at the time of application or at the point of admission are employed by the Academy where there is a demonstrable skill shortage – Children of members of staff will have priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. Ark Schools is required to approve the Principal’s designation of such posts and confirm the assessment that a

¹ “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.” (footnote 16 of the School Admissions Code 2014). A previously looked after child “includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Childrens Act 2002.”
member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.

c) Children who at the time of the admission have a sibling who attends the Academy. For this purpose, “sibling” means a whole, half or step-sibling or an adopted child resident at the same address.

d) Children of staff who at the time of application are employed at the Academy - where there is no demonstrable skill shortage, priority may be given where the academy is oversubscribed to a child of a person who will have been employed in the academy for two or more years at the time the application for admission is made. Priority will be limited to one place for each form of entry in any year.

e) Children living within a pre-defined community area. Each home address in the East Sussex county falls within a community area (see map at appendix 1).

f) Children living outside the pre-defined community area. This covers children who do not fit into any other criteria.

For categories e) and f) above; if more applications are received than places available, places will be offered to applicants living closest to the main entrance of the school [Parkstone Road, Hastings, East Sussex, Tn34 2nt]. East Sussex County Council measure distance on behalf of Ark Schools and use straight line distance measurement.

Please Note: A child’s home will be the address at which the child normally resides and which has been notified to the academy and other relevant agencies as being the child’s normal place of residence. Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

Tie breaker: If Ark Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy.

Please Note: In the case of multiple births or brothers and sisters in the same year group, where there is only one place available in the academy, all will be considered together as one application.

Post-16 oversubscription criteria

10. Where the sixth form is oversubscribed, priority will be given to those qualifying applicants following the oversubscription criteria as described above.

OPERATION OF WAITING LISTS

11. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the academy will operate a waiting list for year 7. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the summer term. Thereafter, parents/carers will be written to asking if they wish for their child to remain on the waiting list for the subsequent school year. 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.
12. A child’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

**ARRANGEMENTS FOR APPEAL PANELS**

13. Parents/carers will have the right of appeal to an Independent Appeal Panel (“Appeal Panel”) if they are dissatisfied with an admission decision of the academy.

14. The Appeal Panel will be independent of the academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The academy will provide written guidance for parents/carers about how the appeals process works and will provide parents/carers with a named contact who can answer any queries parents/carers may have about the process.

**APPLICATIONS FOR ADMISSION TO THE ACADEMY OUTSIDE THE NORMAL ADMISSIONS ROUND – IN-YEAR APPLICATIONS**

15. In-year applications should be submitted to the academy, unless other arrangements have been made and published on the academy website.

16. Subject to any provisions in the LA’s published and agreed protocol on 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.

17. If more applications are received than there are places available, a waiting list will be determined solely in accordance with the oversubscription criteria set out above. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

**Appeals against refusal of an in-year application**

18. Parents/carers will have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy.

**ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP**

19. Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the academy as described regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case. Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified in writing of the decision. Unsuccessful applicants will be given the right to appeal.
Community areas for secondary schools

Each East Sussex address falls into a ‘community area’. Where you live can make a difference to the outcome of your application as geography normally forms part of a school’s selection criteria.

Types of school: A (Academy)  C (Community)  F (Free)  T (Trust)  UTC (University technical college)  VA (Voluntary Aided)

Area number

1  Rye College A
2  Hastings and St Leonards secondary schools
3  Robertsbridge Community College C
4  Claverham Community College, Battle C
5/5a  Bexhill secondary schools
6  Uplands Community College, Wadhurst C
7  Heathfield Community College C
8  Hailsham Community College Academy Trust A
5a/9  Eastbourne secondary schools (see the additional map on page 46)
10  Beacon Academy, Crowborough A
11  Uckfield Community Technology College C
12  King’s Academy Ringmer A (formerly Ringmer CC)
13  Seaford Head School A
14  Chailey School C
15  Priory School, Lewes T
16  Seahaven Academy, Newhaven A and UTC@Harbourside*
17  Peacehaven Community School T & Seahaven Academy A

The map on page 45 represents the community areas served by the secondary schools. Each area has been given a number and this links that area to a particular school or group of schools.

If you are unclear as to which area your address is in, you can phone the Admissions Team on 0300 33 09 472. More detailed maps are available upon request.

Area 2
- ARK Helenswood Academy (Girls only) A
- ARK William Parker Academy (Boys only) A
- The Hastings Academy A
- The St Leonards Academy A

Area 5/5a
- Bexhill Academy A
- St Richard’s Catholic College VA*

Area 5a/9
- Gildredge House F*
- Ratton School Academy Trust A
- St Catherine’s College A
- The Causeway School C
- The Cavendish School A
- The Eastbourne Academy A
- Willingdon Community School C

Please note that schools marked with (A), (F), (T) (UTC) or (VA) are schools where the governors are responsible for admissions.

You can study the admissions criteria for all schools from page 52 onwards.

*These schools do not use community areas. If you are in any doubt, please enquire at the individual school.
See page 46 for a map of the Eastbourne schools community areas