



# **John Madejski Academy Admission Policy**

**July 2017**

# Contents

## John Madejski Admission Policy

	<b>Page</b>
<b>1.0 Introduction</b>	<b>3</b>
<b>2.0 Admissions Arrangements</b>	<b>3</b>
<b>3.0 Process of Applications</b>	<b>3</b>
<b>4.0 Arrangements for Appeals Panel</b>	<b>5</b>
<b>5.0 Arrangements for Admission to Post 16</b>	<b>5</b>
<b>6.0 Arrangements for Admitting Students to Year 7 to Year 9 during the academic year, including replacing any students who left the Academy</b>	<b>6</b>
<b>7.0 Annual Procedure for Determining Admission Arrangements</b>	<b>6</b>
<b>8.0 Representation about Admissions Arrangements</b>	<b>7</b>
<b>9.0 Proposed Changed to Admission Arrangements By JMA after Arrangements have been published</b>	<b>7</b>
<b>10.0 Need to Secure Approval from the Secretary of State for Changes to Admissions Arrangements</b>	<b>7</b>
<b>Appendix 1</b>	
<b>Outline Arrangements for Aptitude Testing for Sport</b>	<b>9</b>
<b>Appendix 2</b>	
<b>Conduct of Admission Appeals</b>	<b>10</b>

# John Madejski Academy Admission Arrangements for entry to the Academy

## 1.0 Introduction

This document sets out the admission arrangements for John Madejski Academy for 2017/18. The document forms an Annex to the Funding Agreement between John Madejski Academy and the Secretary of State.

The Academy will comply with all relevant provisions of the statutory codes of the School Admissions Code 2014. John Madejski Academy will take part in the Admissions Forum set up by Reading Local Authority and have regard to its advice, alongside of the Fair Access Protocol Policy.

Notwithstanding these arrangements, the Secretary of State may direct John Madejski Academy to admit a named student to John Madejski Academy on application from Reading Local Authority. Before doing so the Secretary of State will consult the Academy.

## 2.0 Admissions Arrangements

The admission arrangements for John Madejski Academy for the year 2017/2018 are:

- John Madejski Academy has an agreed admission number of 180 students. Madejski Academy will accordingly admit 180 students if sufficient applications are:
- John Madejski Academy will admit up to 10% of 180 students by reference to aptitude in its chosen specialism - sport. Arrangements for selecting those students will be fair and transparent building upon expertise gained in applying such tests in other establishments with a sports specialism. The outline arrangements for aptitude testing appear as Appendix 1 to this document. Where appropriate, provided they qualify for selection by aptitude, priority will be given in the allocation of these places to siblings of students in Years 7 to Years 11 when the student would be admitted and who were previously selected by aptitude. Any applicant unsuccessful in the selection process will be considered against the oversubscription criteria set out below. The selection process will be carried out in November/December each year (after the receipt of applications). Parent/carers who wish to apply to the Academy for its chosen specialism should complete the Academy's supplementary form to register for the tests.

## 3.0 Process of Application

Applications for places at the Academy will be made in accordance with Reading Local Authority's co-ordinated admission arrangements, and will be made on the Academy's application form.

- **September** - John Madejski Academy will publish in its prospectus information about the arrangements for admission, including over subscription criteria, the following September. This will include details of open evenings and other opportunities for prospective students and their parents to visit the Academy. John Madejski Academy will also provide information to Reading Local Authority for inclusion in the composite prospectus, as required.
- **September/October** - John Madejski Academy will advertise to prospective students in line with local protocols and the School Admissions Code 2014, providing opportunities for parents to visit the Academy.
- **24 October 2017** - closing date for receipt of supplementary application form.

- **November**– Details of applications (regardless of order of preference) forwarded by home authorities through Reading Borough Council to John Madejski Academy.
- **November, December, January** - applications considered and aptitude testing undertaken during the second week of November. A ranked list of all applications passed to Reading Borough Council for processing through co-ordinated admission process and resolution of multiple offers.
- **February** – Reading Borough Council inform John Madejski Academy of final allocation list following resolution of multiple offers
- **1 March 2018** – offers of places notified in writing to parents by home Local Authority on behalf of John Madejski Academy

This timetable reflects the practice in Reading Local Authority and the School Admissions Code 2014 and is intended to secure a co-ordinated approach to admission for parents and students. John Madejski Academy will take part in the co-ordinated admissions scheme for Reading Local Authority.

### 3.1 Consideration of Applications

John Madejski Academy will consider all applications for places according to the published admission criteria. Where fewer than 180 applications are received, John Madejski Academy will offer places to all those who have applied.

#### 3.1 Procedures where John Madejski Academy is oversubscribed

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the following criteria:

After the admission of students with statements of Special Educational Needs where John Madejski Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- Looked after children (children in the care of a Local Authority)
- Up to 18 places offered to those selected for aptitude in sports

The remaining places will be allocated according to the following criteria

- admission of students living within the designated area for the school – shown on the attached map
- admission of students whose siblings currently attend the school and who will continue to do so on the date of admission in Years 7 – 11. (*The term 'sibling' is to include children living in the same household under the care of the same parent(s) or guardian(s) and brothers and sisters not normally resident in the same household but sharing a genetic parent.*)
- If the Academy does not have enough places for all applicants within a particular category or combination of categories, places will be allocated to those living nearest the school. Distance to be measured using straight line measurements between Ordnance Survey data points for the home and school using digital mapping software of Reading Borough Council.

Notwithstanding the provisions of paragraph 8 above, the Secretary of State may direct John Madejski Academy to admit a named student to John Madejski Academy on application from Reading Local Authority.

### 3.5 Operation of Waiting Lists

Subject to any provisions regarding waiting lists in Reading Local Authority's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year John Madejski Academy receives more applications for places than there are places available, a waiting list will operate until a month after the admission date (start of term). The student's name will automatically be added to the waiting list unless the parents/carers specifically say they no longer wish to pursue their applications.

Student's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 8 of this Policy. Where places become vacant they will be allocated to students on the waiting list in accordance with the oversubscription criteria. The academy will act under the fair access protocol agreed by Reading Borough Council.

### 4.0 Arrangements for Appeals Panel

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of John Madejski Academy. The Appeal Panel will be independent of the Academy and will be composed of three members who will include:

- At least one person who has no personal experience of the John Madejski Academy defined as a 'lay member'
- At least one person with experience in education

The arrangements for appeals will be in line with the Code on School Admission Appeals published by the Department for Education and Skills as it applies to Foundation and Voluntary Aided schools.

Parents will normally have 14 days after notification of a place not being offered at John Madejski Academy to lodge an appeal. The notification will indicate the reasons for refusal of a place and of the right of appeal.

Parents will be given 14 days notice of the appeal hearing, unless they agree to a shorter period of notice. At least 7 days before the hearing John Madejski Academy will provide the parent with a written statement detailing the reasons why it has not been possible to allow the child to attend John Madejski Academy. The Appeal panel will have the discretion to refuse to admit late evidence.

The Clerk to the Appeal Panel will write and inform parents/carers of the Appeal Panel's decision within 7 days of the hearing. In the case of unsuccessful appeals the letter will give the parents/carers the Appeal Panel's reasons for not upholding the appeal.

### 5.0 Arrangements for Admission to Post 16

The majority of students will transfer from Year 11 into the sixth form. There will be a total capacity of 200 in the sixth form. Up to 50 places would be available to students from outside the school. The minimum entrance requirements for the academic courses available will be four GCSE passes at A-C grades. Students will be considered by their individual needs for the wide range of other courses available. These criteria apply equally to external and internal applicants. The detailed information will be contained in the sixth form prospectus published on an annual basis.

Applications for admission including those already attending John Madejski Academy will be considered by an Admissions Committee and the decision will be made in the light of all the information available including previous school records.

If there are more applicants than places available in a particular course of study

priority for places will be given as follows:

- Students in Public Care
- Students whose home address is in the designated area of the school
- If the school does not have enough places for all applicants within a particular category or combination of categories, places will be allocated to those living nearest the school. Distance to be measured using straight line measurements between Ordnance Survey data points for the home and school using digital mapping software of Reading Borough Council.

There will be a right of appeal to the Appeals Panel for all unsuccessful applicants.

## **6.0 Arrangements for Admitting Students to other years during the academic year, including replacing any students who left the Academy**

Subject to any provisions in the Local Authority's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place, admit the student. Where a year group in John Madejski Academy is at the level of the Published Admission Number applicable to that age group the Academy will operate a waiting list which will be open to any parent to ask for his or her student's name to be placed on the waiting list either initially or following an unsuccessful application and appeal for the school.

Student's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 8 of this policy. Where places become vacant they will be allocated to students on the waiting list in accordance with the Admissions Policy of John Madejski Academy.

There will be a right of appeal to the Appeals Panel for unsuccessful applicants. If a place has been offered at the school in a different school year than the applicant desires, there is no right of appeal.

## **7.0 Annual Procedure for Determining Admission Arrangements**

### **7.1 Consultation**

John Madejski Academy Governing Body shall consult each year on its proposed admission arrangements. John Madejski Academy will take part in the local admission forum for the Reading LEA area.

John Madejski Academy will consult:

- Reading LEA
- Any other admission authorities for primary, special and secondary schools located within the relevant area for consultation set by Reading Local Authority
- Any other governing body for primary, special and secondary schools (as far as not falling within the above paragraph) located within the relevant area for consultation

### **7.2 Determination and Publication of Admission Arrangements**

Following consultation, John Madejski Academy will consider comments made by those consulted. John Madejski Academy will then determine its admission arrangements by 28<sup>th</sup> February each year.

### **7.3 Publication of Admission Arrangements**

John Madejski Academy will publish its admission arrangements each year once

These have been determined by:

- copies being sent to primary, special and secondary schools in Reading Local Authority
- copies being sent to the offices of Reading Local Authority
- copies being made available without charge on request from the Academy
- copies being sent to public libraries in the area of Reading Local Authority for the purposes of being made available at such libraries for reference by parents and other persons

The published arrangements will set out:

- the name and address of the Academy and contact details
- a summary of the admissions policy, including oversubscription criteria
- a statement of any religious affiliation
- numbers of places and applications for those places in the previous year and arrangements for hearing appeals

## **8.0 Representations about Admissions Arrangements**

Where any of those bodies that were consulted, or that should have been consulted make representations to John Madejski Academy about its admission arrangements, John Madejski Academy will consider such representations before determining the admission arrangements. Where John Madejski Academy and other admission authorities cannot reach agreement locally, any admission authority in Reading Local Authority may make representations to the Secretary of State.

The Secretary of State will consider the representation and in so doing will consult John Madejski Academy. Where s/he judges it appropriate, the Secretary of State may direct John Madejski Academy to amend its admission arrangements.

Those consulted have the right to ask John Madejski Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, an admission authority may ask to the Secretary of State to direct John Madejski Academy to increase its proposed Published Admissions Number. The Secretary of State will consult John Madejski Academy and will then determine the Published Admission Number.

In addition to the provisions at paragraphs 34 and 35 above, the Secretary of State may direct changes to John Madejski Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

## **9. Proposed Changes to Admission Arrangements by John Madejski Academy after Arrangements have been Published**

Once the admission arrangements have been determined and published, John Madejski Academy will propose changes only if there is a major change of circumstances. In such cases, John Madejski Academy must consult those consulted under point 7 above and must then apply to the Secretary of State setting out:

- the proposed changes
- reasons for wishing to make such changes
- any comments or objections from those entitled to object

## **10. Need to Secure Approval from the Secretary of State for changes to Admission Arrangements**

The Secretary of State will consider applications from John Madejski Academy to change

its admission arrangements only when John Madejski Academy has notified and consulted on the proposed changes as outlined at 29 - 30 above.

Where John Madejski Academy has consulted on proposed changes and there have been no objections from other admissions authorities John Madejski Academy must still secure the agreement of the Secretary of State before any such changes can be implemented. John Madejski Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

The Secretary of State can approve, modify or reject proposals from the Madejski Academy to change its admission arrangements.

Records of applications and admissions shall be kept by John Madejski Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

## Appendix 1: Outline Arrangements for Aptitude Testing for Sport

It is anticipated that students may apply for entry under the selection arrangements at three levels:

Students with an international, national or elite profile in a chosen sport. Students at this level would not need to be tested for aptitude. They would be identified through a national sports body; they would have a nominated coach and training profile. They are likely to be undertaking 20+ hours of training a week. It is not anticipated that many 10 year-old students applying for Year 7 entry would be in this category however, it may apply to students wishing to enter the sixth form.

Students at county level or local equivalent. The students would have membership of a recognised club and be involved in their young athlete programme e.g. Reading Football Club. The student would have their own coach, a training programme involving 10+ hours of training a week. It is anticipated there will be some students at age 10 who fall into this category as well as students applying for the sixth form. These students may not require testing if they can provide a letter of recommendation from a recognised coach and a portfolio of their training structure that follows a recognised programme.

Students in this category will require aptitude testing and will enter the Young Athlete Programme on entry. In consultation with the Sponsor, Principal and Director of Sport there are at least 3 suggested testing routes:

- Multi skills test – testing a variety of generic skills; problem solving; thinking skills; organisational ability, communication skills and leadership skills. Designed through the specialism
- Fundamental skills in sport e.g. gliding, balancing, kinaesthetic awareness, buoyancy, agility, speed, fitness

Consideration will need to be given to differences in boys and girls particularly at age 10 when applying these tests and a balance to give equal opportunity developed. Boys tend to have better speed and endurance while girls are more kinaesthetically aware and have better balance.

Consideration also needs to be given when applying tests at age 10 to those children in their year group who have birthdays in September and July.

## Appendix 2: Conduct of Admission Appeals

### The Hearing

The appeal panels will operate according to the principles of natural justice and the conduct hearings will be based on fairness and as far as possible, create an informal atmosphere. Informality will be difficult to achieve if, for example, the hearing is tape-recorded and this will be avoided except where this may help a parent with a disability.

Appeals will be heard in private. No part of the proceedings will take place other than in the presence of all the panel members and parties, unless the parents are unable to attend. One party will never be alone with the panel in the absence of the other party where both parties are attending the hearing.

At the start of the hearing, the panel chair will welcome the parties and introduce the panel members and the clerk. The chair will also introduce the presenting officer and the parents, treating each equally. The procedure should be explained clearly and simply by the panel chair. The chair should explain that the panel is an independent body and that if it upholds the parent's appeal, the decision will be binding.

### Guiding Principles for Panels

Appeal panels perform a judicial function. They must be both independent and impartial. The principles of natural justice most directly relevant to appeals are:

- no member of the panel should have a vested interest in the outcome of the proceedings or any involvement in an earlier stage of the proceedings.
- each side should be given the opportunity to state their case without unreasonable interruption
- written materials must have been seen by all parties. If a new issue arises during the proceedings, parties should be offered an opportunity to consider and comment on it

### Principals in Practice

The key principles which should guide any panel hearing are:

- |                |  |
|----------------|--|
| Independence   | The panel must do everything possible to ensure that both parties appearing before the panel regard it as truly independent.   |
| Discipline     | Panels must follow interpretations of law laid down by the courts, as they are part of the legal system.   |
| Informality    | Although panels are part of the legal system, hearing should be informal. However, informality should not lead to lack of structure and an even-handed approach must be maintained.  |
| Evidence       | Panels have to decide the facts in a case and then apply the law to that case. It may not always be possible to establish all the facts in full: for example, where evidence given is 'hearsay' concerning a person who is not present at the hearing. Above all, the evidence should be relevant and helpful to the hearing. Some evidence may be clearly unreliable and should be treated with caution. Where possible, panels should try to check the evidence presented. If there is a conflict of evidence which cannot be resolved, panels will have to rely on their assessment of the reliability and credibility of the person giving evidence. |
| Representation | The individual making the appeal will not usually need legal representation but does have the right to bring a legal advisor or a friend along for support.  |
| Questioning    | The panel may ask questions of both parties to make sure it has a complete picture. This should be done in an impartial way.   |

## The Effective Hearing

Panel members should read all the papers carefully before the hearing takes place. At the hearing they should:

- listen to and carefully note the evidence
- establish the material facts in the light of the evidence presented
- ascertain the relevant law and apply this to the facts
- come to a decision.

Panels should aim to arrive at unanimous decisions based on the evidence presented at the hearing and record that decision in writing giving reasons why that decision has been reached.

At the conclusion, all parties should:

- have understood the nature of the proceedings
- have been given proper opportunities to speak, put evidence forward and to ask questions
- feel that they have said everything they wish
- feel that they have been treated courteously and made to feel at ease
- feel the panel has been listening to and has understood all the points made
- be clear as to when they are to be informed of the panel's decision

When the decision is made known, all parties should:

- have understood the reasons for the decision, which should be expressed clearly and concisely (in writing)
- be satisfied that, whether or not they have been successful, the hearing has been a fair one.

## The Procedure for the Hearing

The order of the hearing should be notified in advance to all parties and will consist of the following steps:

- The case for the admission authority
- Questioning by the parents
- The case for the parents
- Question by the admission authority
- Summing up by the admission authority
- Summing up by the parents

The panel members may ask questions at any time if they require clarification of what is being said or if they need information in order to reach a decision.