ADMISSIONS POLICY 2026/27

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ADMISSIONS POLICY 2026/27

THE ADMISSION OF STUDENTS TO BUDMOUTH ACADEMY WEYMOUTH

This policy sets out the admission arrangements for Budmouth Academy Weymouth. The Academy will comply with all relevant provisions of the statutory codes (the School Admissions Code and the School Admission Appeals Code) Reference in the codes to admission authorities shall be deemed to be references to the South Coast Regional Board – the local governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by the LA as appropriate and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the Local Authority, including the local Fair Access Protocol.

ADMISSION ARRANGEMENTS

These arrangements and the admissions criteria (below) are reviewed annually. When there are more applications than there are places available in Year 7, after the admission of students with an Education, Health and Care Plan where the Academy is named on the plan, the following criteria will be applied to determine those children that will be offered places. The Academy has agreed the Published Admission Number (PAN) to Year 7 to Year 11 as 260 places. The Academy is not required to consult on any proposed increase to the PAN; however, it must notify the Local Authority of the increase and specify the changes on the Academy website. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State

PROCESS OF APPLICATION FOR YEAR 7

Procedures where the Academy is oversubscribed for places in Year 7 (Section A)

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 whose Education, Health and Care Plan (EHCP) names the Academy, the following criteria will be applied to determine those children that will be offered places.

The criteria are listed in priority order (see <u>NOTES page 3</u>)

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order *(see notes)* and children who appear to the admission authority of the school, to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. The 30 students that demonstrate the highest ability within the abilities test are automatically provided with an offer. All applicants are welcome to complete the abilities test. The abilities test is carried out during the Autumn Term prior to the following September start. All information on the abilities testing is published in the Autumn Term via the website, social media platforms and during the Open Evenings.
3. Children with a sibling attending the school in the academic year of admission *(see notes)*
4. Children of staff at the school:
    a. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. All other children ordered by the shortest distance between home and Budmouth Academy measured by shortest safe walking distance. *(see notes).*

In addition to these places up to two places may be available for admission to the Autism Base. Admissions will follow the LA policy for admission to specialist bases. This means that the LA will hold a

consultation period with the Academy, and students will be considered against the criteria drawn up in conjunction with the LA.

Tie break

If the Academy is oversubscribed in any of the categories 3 - 5 above, pupils who live closest to the Academy will be given priority. (See Note 3). If there are insufficient places to accommodate all applicants and applicants for the final place(s) cannot be split, the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through the IT providers in use at the time. At the time of setting this policy the providers are Synergy.

Where multiple birth siblings (twins and triplets) from the same family are tied for the final place, the Academy will admit them all and exceed its PAN

NOTES

1. **Looked After Children (LAC)**
   A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. **Siblings**
   Priority will be given to those who have a brother or sister attending Budmouth Academy at the time of admission. Sibling means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place. In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Academy will offer both twins, all triplets or children of multiple birth a place even if this means going over the published admission's number.

3. **Distance**
   The distance is measured by the straight-line distance calculated by the Authority's Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the policy takes the measurement between the address mapping points of the school and the applicant's home). If distances are equal, as calculated by the Council's GIS system, for example a flat in a block of dwellings with the same front entrance a random allocation system will be used to determine the allocation.

4. **Home Address**
   The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the admission authority what evidence is required (evidence may include, but is not limited to, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the admission authority. If any information supplied by an applicant is judged by the admission authority to be fraudulent or intentionally misleading, the admission authority may refuse to offer a place, or if already offered, may withdraw the offer.

5. **Applications from separated Parents/Carers**
   Only one application can be considered for each child. Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools.

Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the admission authority what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc…). The final decision on the home address of a child will be made by the admission authority. If any information supplied by an applicant is judged by the admission authority to be fraudulent or intentionally misleading, the admission authority may refuse to offer a place, or if already offered, may withdraw the offer.

6. Change of address: In Year

In Year places can only be offered on the basis of future moves on the receipt of the documentation specified below:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application;
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application;

To be considered all evidence must be submitted at the time of application.

7. Proof of Address: UK Service Personnel and Crown Servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, The School will consider an application in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. The School will use the address at which the child will live when applying the admissions criteria, as long as parents provide some evidence of their intended address (including using a Unit or quartering address as the child's home address where a parent requests this), and will offer a place if, after applying the admissions criteria, the child is eligible for a place.

8. Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the Governors reserve the right to withdraw the place. An offer of a place can be withdrawn even after the child has started at the Academy.

9. Waiting List

Parents / Carers whose applications have not been successful, the children's names are automatically placed on the waiting list up until 31st August following the September of admission. The waiting list is ranked using the over subscription criteria (above) applied in the order set out. If and when further places become available (for example because a family with a child at the Academy or to whom a place has been offered moves away), these are offered to children at the top of the list. It should be noted that children can be added to or removed from the waiting list at any time (for example because a family moves to the area) with the result that the ranking of a child already on the list may move up or down.

10. Pupils with Disabilities

Children with disabilities will be treated no less favourably than other applicants for admission. Disabled children will be given equal consideration of a place with others under the stated criteria for admission. The definition of disability is that contained within the Equalities Act 2010 (amended). Budmouth Academy will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

11. Late Applications

Applications received after the national closing date will be classed as late applications and will not be processed until after the on-time applications. If the school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

12. Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group, for example if the child is gifted or talented or has experienced problems such as ill health. Applications for children to be educated outside their normal age group will be considered on their individual merits by a nominated committee from the Local Governing Body for the school, taking account of the views of the Principal and SENCO. The Local Governing Body will make a decision on the basis of the circumstances of each case, in the child's best interests, and may seek advice from the Local Authority's SEND team or a qualified Education Psychologist. The placement of a child outside his or her normal age group is not usually an appropriate strategy for meeting special educational needs.

13. Independent Admissions Appeal Committee

Parents who are not offered a place for their child are entitled to an appeal constituted and operated in accordance with the School Admissions Appeals Code. Parents wishing to appeal in these circumstances should complete an appeal form available from the LA website (here).

14. In Year Admissions

- All applications made during the academic year (in-year admissions) including applications in and outside of the normal year of entry for Years 7-11, must be made to the Academy (via the LA). All such applications will be considered and, if the year group applied for has a place available, the Academy will admit the child unless the applicant has significant behavioural issues, in which case the child will be referred to the Local Authority Fair Access panel. Such referrals will only occur where the student concerned has been previously excluded, or where special circumstances apply as specified in the Admissions Code. However, the Secretary of State may direct the Academy to admit such students and such a direction will be binding. If more applications are received than there are places available, the oversubscription criteria above shall apply. Each added child will require the list to be ranked again in line with the published oversubscription criteria.
- Parents whose application is turned down are entitled to appeal to an Independent Appeals Panel.
- Parents can request to be added to the waiting list held for Budmouth Academy by the LA Admissions Authority. For In-Year Admissions the waiting list is held. When a place becomes available, a place will be offered from the waiting list in priority order under the admissions criteria and will apply to all year groups.
- Instructions for making in-year applications through the LA can be found here.

15. In-Year Fair Access

Budmouth Academy fully partakes in the relevant LA's In-Year Fair Access Protocol. The purpose of the In Year Fair Access Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a panel comprising Principals and/or their representatives. When seeking to place a child, the panel will consider all schools in a fair, equitable and consistent manner. Decisions of the panel may mean that individual schools admit children above the Published Admission Number.

ARRANGEMENTS FOR ADMISSION TO POST 16 PROVISION (Section B)

Every student in Year 11 at Budmouth Academy Weymouth is entitled to a place in the Sixth Form, provided there is a course suitable, their programme of study is full and the student meets the entry requirements which are published throughout the options process. Entry into Year 12 from students external to Budmouth Academy Weymouth has been set to 40.

The Academy offers opportunities for post-16 study to students for whom suitable courses are available to provide for their academic, vocational and personal needs. All students should be offered Information, Advice & Guidance (IAG) to support them through the application process and allow them to make informed decisions.

To be offered a place a student should:

- Meet the minimum entry recommendations for Level 3 courses
- Meet any specific course requirements.

Places are offered according to the above criteria and to ensure success it is advisable to apply as early as possible. Late applications, received after the published deadline, will be considered provided that over subscription is not reached. Minimum entry recommendations will be established for all courses and reviewed annually. The final decision will be made by the Director of Sixth Form in consultation with relevant staff.

Over-subscription Admissions Criteria (see NOTES page 3)

After the admission of students whose Education, Health and Care Plan (EHCP) names the Academy, the following criteria will be applied to students outside Budmouth Academy Weymouth:

- Looked after children and children who were previously looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order
- Children who appear to Aspirations Academies Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- Those with a sibling already at the Academy, who meet the academic requirements for the level of course applied for, as published in the Academy prospectus
- All other applicants
- Note: All categories are ranked by safe walking route (distance)

Sixth Form Application Procedure - Year 11 into 12

All external students interested in a place at Budmouth Academy Weymouth should complete an application form available on our Academy Website. The academic criteria required for each course can be found on our prospectus on our Academy Website. Minimum entry requirement for Sixth Form is:

- The student must have taken at least 8 GCSE examinations to meet the minimum academic entry criteria. Vocational courses equivalent to more than one GCSE will count as a maximum of one grade.
- The minimum academic entry criteria is the same for Year 11 students and external students. Once met, Year 11 students will transfer to Year 12. The entry criteria is as follows as outlined in our prospectus:
    - 5 grades at 4 and above at GCSE or the Vocational equivalent.
    - Individual courses, both academic and vocational, have specific entry requirements.
- All external students meeting the minimum threshold will be on an equal footing for places, with oversubscription criteria (see above) being applied where there are more eligible applications than places available. Those achieving higher grades will not have higher priority.
- A pre-application advice and guidance meeting will take place between members of the sixth form staff and Year 11 internal/external students to discuss course options and entry requirements.

Parents/students should note this meeting is not an interview, and its outcome will play no part in the transfer/application process. These meetings take place throughout the recruitment process in Year 11 and post GCSE results day in August of each year.

Retention Year 12 into 13

For continuation into Year 13,

- Students must demonstrate consistent progress in Year 12.
- A minimum of 95% attendance is expected, excluding authorised absences.
- Students must arrive punctually to all lessons, tutorials, and Sixth Form events.
- Students must adhere to the school's behaviour policy and demonstrate a positive attitude to learning.
- Students are expected to treat staff, peers, and the school environment with respect and act as role models for younger students.
- Students must complete homework, coursework, and revision tasks punctually and to a satisfactory standard.
- Participation in enrichment activities, mentoring, or leadership opportunities is encouraged and may be a factor in continuation decisions.

Students not meeting expectations set above may be placed on a support/improvement plan and may receive further advice and guidance interviews.

If a student wishes to change or alter their programme of study, this will be considered when evidence of extenuating circumstances are provided. An initial advice and guidance meeting will be scheduled to consider/support the re-application process. Decisions made will be dependent upon the above retention criteria and the compatibility of the proposed programme of study relating to the students' prior studies and achievements. Based on DfE funding criteria, a new programme of study is required to be different from the programme previously studied.

Recruitment - Year 13 into 14

Advice and guidance meetings and application to continue with post-16 studies that have been commenced at another Sixth Form or FE College, will be dependent upon the above retention criteria and the compatibility of the Year 13 programme with the students' prior studies and achievements.

Appeal Process

All students will have the right of appeal through the Governing Body Appeal panel, whose decision will be final. An appeal should be made by the end of the second week of the Autumn Term for all prospective Year 12 students.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

Budmouth Academy will set admission arrangements annually. Where changes are proposed to admission arrangements there will be a public consultation on these arrangements. If no changes are made to admission arrangements the Academy consultation will only take place at least every 7 years.

The Consultation Period will follow the procedures laid out in the School Admissions Code. The Academy will consult:

a) parents of children between the ages of two and eighteen;
b) other persons in the relevant area who in the opinion of the Academy have an interest in the proposed admissions;

c) All other admission authorities for primary and secondary schools located within the relevant area;
d) The local authority;
e) Any adjoining neighbouring local authorities where the admission authority is the local authority.

For the purposes of consultation, the Academy will publish a copy of the proposed admission arrangements on the Academy website together with the contact details of the main office, to whom comments must be sent.

The Academy will also send, upon request, a copy of the proposed admission arrangements to any of the persons or bodies listed above, inviting comment.

The Consultation Period will follow the procedures laid out in the Admissions Code 202