



MERCHANTS' ACADEMY ADMISSIONS POLICY ENTRY IN 2018

1. GENERAL

1.1 Merchants' Academy is an inclusive Academy. The Governors are also committed to ensure that the admissions to the Academy reflect the full range of ability. The admission arrangements described in this document will apply to admissions in September 2018.

1.2 Admissions to Merchants' Academy for new entrants to Year 7 and Reception for September will be coordinated through Bristol Local Authority's Co-ordinated Scheme and its timetable. Applications should be submitted on the Common Application Form (CAF) to the Local Authority responsible for the parental address.

1.3 Admissions at any other point will be processed by the Academy.

1.4 Any student with a Statement of Special Educational Needs or Education, Health and Care Plan where Merchants' Academy is named in the statement will be admitted.

1.5 Where a parent requests their child is admitted out of their normal age group, the Academy is responsible for making the decision on which year group a child should be admitted to (i.e. Reception or Year 1). The Academy is required to make a decision on the basis of circumstances of the case and in the best interest of the child. Parents will make an application for their child's normal age group at the usual time but can request admission out of the normal age group at the same time. If the request is agreed the application will be withdrawn and a new application should be made as part of the main admission round the following year. This request should be made in writing and addressed to *Merchants' Academy Admissions, Merchants Academy, Gatehouse Avenue, Bristol, BS13 9AJ*.

2. GENERAL OVERSUBSCRIPTION CRITERIA

2.1 When the Academy is oversubscribed, priority will be given to the admission of students who meet the criteria set out below:

(a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order 67. 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).

(b) Children with a sibling attending the Academy at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

(c) Random Allocation: Once the above oversubscription criteria has been applied, the remaining places will be allocated by random allocation using a mathematic algorithm for all applicants. This process will involve number allocation to ensure that the process is fair and will be supervised by an independent person from the local authority.

(d) In the event of all places being filled through categories A-B and if a tie-breaker is needed, then this will be through random allocation as described in C.

2.2 Late applicants will be dealt with in accordance with the procedures set down by Bristol Local Authority as part of their coordinated scheme.

2.3 If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

3. WAITING LISTS

3.1 Where in any year Merchants' Academy receives more applications for places than there are places available, a waiting list will be maintained by the Academy from 1 September to 31 December of the year to which the allocation applies. Any parent will be able to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. For every added child to the waiting list, the list will be ranked again in line with the published admission criteria.

3.2 A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in Section 2. Where places become vacant they will be allocated to children on the waiting list in accordance with the published Oversubscription Criteria.

3.3 Children who are the subject of a direction by the Secretary of State to admit, or are allocated to the Academy in accordance with Bristol Local Authority's In-Year Fair Access Protocol, will be given precedence over children on the waiting list.

4 IN-YEAR ADMISSIONS

4.1 The Academy will consider all such applications and if the year group applied for has a place available, a place will be offered. If the Academy feels unable to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the local authority under the Fair Access Protocol. If a place is not available, the parent can ask for his or her child's name to be added to the waiting list, as described in Section 3.

5 APPEALS

5.1 Parents who are not offered a place for their child have the right to appeal to an independent appeals panel. Parents wishing to appeal should obtain an appeal form from the Academy. The form should be sent to the Clerk to the Appeal Panel, c/o Merchants' Academy, within 14 days of the date of the letter confirming the Academy's decision not to offer a place. Should an appeal be unsuccessful, the Governing Body will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

6 ARRANGEMENTS FOR ADMISSION TO NURSERY PHASE

6.1 Applicants who will be starting school in the following September will be given priority for the 40 places available. For oversubscription criteria see paragraph 2.1.

7 ARRANGEMENTS FOR ADMISSION TO RECEPTION /PRIMARY PHASE

7.1 Nursery education is not statutory and children in the Nursery class will not, therefore, be given priority for a place in Reception.

7.2 Parents will need to apply for a place in the Reception class of the Academy Primary Phase on the Common Application form if they wish their child to be considered for a place. All applicants will be considered as per the Primary admission criteria.

7.3 The Academy will admit 60 students to the Primary Phase. Where the number of applications is greater than the published admission number, the oversubscription criteria in paragraph 2.1 will be applied.

7.4 The Academy is required to provide for the admission of all children in the September following their fourth birthday.

7.5 Parents can defer the date their child is admitted to the Academy until later in the Academy year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

8 ARRANGEMENTS FOR ADMISSIONS TO SECONDARY PHASE

8.1 Merchants' All Age Academy will admit up to 182 students in total to Year 7 each September; 30 of these places will be allocated to all students in Year 6 currently in Merchants' All Age Academy (Primary phase). The total number of students taken into Year 7 will consist of the PAN (152) in addition to up to a maximum of 30 students from Y6 to total 182 students. If not all primary phase children transfer into Year 7 the places will be offered to external applicants up to the 182 places. Up to 30 students can be admitted from the Primary as this is current total number of places available in Year 6 at this admission year.

8.2 In the event of the number of applications exceeding the number of places available, the Academy will allocate places according to the general oversubscription criteria.

9 ARRANGEMENTS FOR ADMISSION TO POST 16 PROVISION

9.1 Merchants' Academy will admit up to a maximum of 125 students in Year 12, including the students who transfer from Year 11 of the Academy. The PAN set for external students

for 2016 is 30. In the event of there being more applicants for new admission to Year 12 the following factors will be taken into account:

- a) Looked after children and previously looked after children who meet the academic entry criteria.
- b) Merchants' Academy Y11 students achieving academic entry grades as defined by teacher predicted grades.
- c) External students will then be allocated in order of their likelihood of achieving our academic entry grades as defined by their teacher predicted grades.
- d) The availability of courses which best suit the applicant's preferences and the effective use of staff resources will also be considered.

9.2 Merchants' Academy will publish in the Sixth Form section of the website specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of potential attainment. These will apply to both transfers from Year 11 and new admissions to Year 12.

Reviewed by Governors – December 2016

To be Reviewed – December 2017