



Da Vinci Academy  
A L.E.A.D. Academy



"One Team, Changing Worlds"

# Admissions Policy 2024/2025

Policy Date: September 2022  
Ratified by the AGB: Thursday 12<sup>th</sup> January 2023

## Admission Policy 2024/2025

The published admission numbers for Da Vinci Academy is 150.

This policy should be read alongside the School Admissions Code (Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels) December 2014. References to the 'Code' are to this document:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

All applications for places are made on the applicant's home local authority application form. In the majority of cases, this will be the Derby City Council (the 'Local Authority') common application form which is available from the Local Authority. The Academy Trust has responsibility for deciding on admissions, although the Local Authority will co-ordinate all admissions in its area and will communicate all admission decisions to parents.

Places will be allocated in accordance with the academy's admission arrangements.

If the year group total is below the published admission number for that year group, the academy must offer a place to everyone who applies. Paragraph 3.8 of the Code confirms that, subject to certain exceptions, if a child has been permanently excluded from 2 or more schools/academies, the admissions authority are not required to take into account parental preference for 2 years from the last date of exclusion.

If the published admission number total is met, a child will only be offered a place if there are very exceptional circumstances.

### **Applications - Normal Year of Entry via normal admissions round**

#### Applications for Year 7 in 2024/2025

For entrance to the academy in September 2024 the closing date of the coordinated admission scheme is 31<sup>st</sup> October 2023. Applications received by this date will be considered as part of the normal admissions process, will not be considered late and will be treated as 'first cycle allocations'.

Subject to 'Late Applications for the Normal Year of Entry' (see below), applications received after 31<sup>st</sup> October 2023 will be considered late.

Places will be allocated in accordance with the academy's admission arrangements. The academy will not refuse to admit a child in the normal year admissions round on the basis of poor behaviour from elsewhere subject to paragraph 3.8 of the Code.

If there is oversubscription within any year group the academy will maintain a waiting list. Details will be provided on request. Inclusion on the academy's waiting list does not mean that a place will eventually become available.

Offers of places will be made on the national offer date of 1<sup>st</sup> March 2024. Derby City Council Admissions, will assume that an offered place has been accepted unless they hear directly from parents.

If a child is not allocated a place, parents have a statutory right to appeal (see 'Appeals' below). Appeals should be lodged within **20 school days** of the date of the decision letter.

#### Late Applications for the Normal Year of Entry

If you apply for a place after 31<sup>st</sup> October 2023 the admissions authority for the school will not look at your application in the first round of allocations to decide which children they can admit in the next school year. After that, if there are still spare places, the admissions authority will look at your application, along with any other applications that were not made by the closing date.

<https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/secondary-school-admissions/apply-year-seven-secondary-school/>

Other local authorities might have different policies when dealing with late applications. We would advise that you contact your home local authority to find out what their policies are.

#### Applications Outside the Normal Year of Entry ("In-Year applications")

Details of how to apply for places in any year group are available on the academy's website. If the respective year group total is below the published admission number for that year group, the child will be offered a place subject to paragraphs 2.15 and/or 3.8 of the Code.

#### Fair Access Protocols, Allocation, Acceptance of places and Appeals

Local Authorities are required to have **Fair Access Protocols** in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school/academy as quickly as possible.

The **Fair Access Protocol** applies to admissions outside the normal admissions round.

#### **Admission out of the normal age group**

Parents/carers may request admission for their child outside their normal age group. In general, it is considered that children should be educated in their normal age group, with the curriculum differentiated as appropriate, and they should only be educated out of their normal age group in very limited circumstances (e.g. if the child is gifted and talented or has experienced problems such as ill health). Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned and will take into account the parent's views, information about the child's academic, social and emotional development; where relevant their medical history and the views of the medical profession and whether they have previously been educated outside of their normal age group. You can

contact the academy or your home Local Authority for advice on how to request admission for your child outside their normal age group.

### Oversubscription Criteria

Oversubscription occurs when the academy receives more applications than places. The Academy will apply the following criteria in these circumstances.

**Pupils who have a Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHC), where the relevant academy is named in the child's statement or plan, will be admitted. This will reduce the number of places available for other pupils.**

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the academy, as measured in a straight line (by a computerised geographical information system) from a point on the academy site to a point at the pupil's home, i.e. as the crow flies, both identified by the Local Land and Property Gazetteer. Where two or more pupils are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the Academy Trust).

- (1) Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- (2) Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the schools at the time of admission
- (3) Other children living in the catchment area at the time of admission. Where this is the case, the Council will assess applications from the address the parents are living at the closing date and will reassess applications on the National Offer Date.
- (4) Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age attending the school at the time of their admission
- (5) Other children whose parents have requested a place
- (6) Children whose parents did not request a place by 31 October 2023

**The above criteria (2-7) may be overridden and priority given to an applicant who can establish any of the following:**

- pupils with special educational needs that can only be met at the named academy (e.g. where the academy has specialist provision)\*;
- children of travellers, gypsies and Roma;
- pupils with exceptional medical, mobility, or social grounds that can only be met at the named academy\*.

\*Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the

academy to assess your child as having a stronger case than other children. Each case will be considered on its merits by the Academy Trust.

### Withdrawing an Offer

An offer of a place may be withdrawn in the following circumstances:

- it was made in error;
- it was made on the basis of a fraudulent or intentionally misleading application (e.g. a false claim to residence in the catchment area);
- a place offered at the relevant academy is not accepted within 14 days originally specified or after a repetition of the offer allowing a further 7 days for acceptance and specifying that the offer may be withdrawn if it is not accepted within that period.

The academy can withdraw their place from a child who has started if the place was fraudulently obtained. In deciding whether to do so, the academy will consider how long the child has attended the academy.

### Waiting List

If, after the offer of available places has been made, the academy is oversubscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the local authority for the duration of the co-ordinated admissions scheme. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the Local Authority. A waiting list will also be in operation for any other years (see\* below) where the academy receives more applications than places available. The waiting lists will remain open whilst the number of places in the year group is full, or until the end of the academic year (see\* below). Parents do not need to request their children's names are added to the waiting list.

Where the number of students in a particular year group falls below the admission number for the relevant academy, the person whose name appears first on that particular year group's waiting list will be offered a place. A child's position on this waiting list will be determined by the application of the academy's published oversubscription criteria.

Parents are welcome to ask what position they currently hold on the list. However, because the academies constantly receive applications for admissions throughout the year, the waiting list is continually being re-ordered. Parents need to be aware that their position on the list may rise and fall over time and therefore a higher position on the list is not necessarily a good indicator of the likelihood of a place being offered. Length of time on the waiting list will not be a factor in offering a place.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the academy in accordance with the **Fair Access Protocols**, will take precedence over those children on a waiting list.

## Independent Appeals

Should a child be refused a place at the academy, the Local Authority will provide a reason why the application has been refused, information about the parents' right of appeal, the deadline for lodging an appeal and contact details of the individual to whom the appeal should be made. Any appeal panel will be independent and parents who exercise the right to appeal must set out their grounds in writing. The academy will not limit parent's grounds of appeal. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal should write to the Local Authority **within 20 school days** of notification that child has not been given a place.

### **Definitions of terms used in these arrangements:**

#### Resident in the Catchment Area

A child will be considered 'resident in the Catchment Area' if the child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form is within the Catchment Area designated for the academy. If a child's parents live at separate addresses the child's permanent place of residence will be whichever of the two addresses the child permanently spends at least 3 school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday each week. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence (minimum 12 months tenancy agreement from the date of application in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. Where a child is resident at two addresses for an equal amount of time, the child's permanent place of residence will be the address shown on the child benefit letter.

#### Brothers or Sisters – sibling connection

1. For admission purposes the Academy Trust considers the following as siblings:
  - a brother or sister who share the same parents;
  - a half-brother or half-sister, where two children share one common parent;
  - a step brother or step sister, where two children are related by a parent's marriage;
  - adopted or fostered children living in the same household under the terms of a Child Arrangements Order.
  
2. The Academy Trust does not consider these as siblings:
  - cousins or other family relationships not included in 1 above;
  - siblings who at 1 September 2024 will not be registered pupils at the relevant academy.

Where applications are received in respect of twins, triplets or children of other multiple births, the relevant academy will endeavour to offer places in the same school, admitting above the planned admission number where necessary. In these cases, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

### Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

### Catchment Area

Details of the relevant academy's defined catchment area can be found on the Derby City Council web site, obtained from the School Office or by contacting the School Admissions Team at Derby City Council.

<https://maps.derby.gov.uk/webmap/Map.aspx?MapName=PublicMaps>

Instructions for finding catchment areas:

1. Enter postcode/first line of address in the search bar at the top of the screen
2. Select the address from the drop down menu
3. Select the 3 horizontal lines at the left side
4. Select local knowledge
5. Listed will be the primary school and secondary school catchment school

If you wish to see the full catchment area for a particular school:

1. Select the 3 horizontal line at the left side
2. Select map features
3. Select Education – this will give a coloured layer for all schools
4. Select the ▲ next to the word Education
5. You are then able to select/de-select primary/secondary schools
6. Left click on the colour overlap and the school name will appear in an information box