



THE
KEYSTONE
ACADEMY

Admissions Policy

Date accepted by Governing Body: Accepted by Ofsted June 2022

Reviewed by: A Bellaby

Date: June 22

Next policy review date: Summer 23

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1. Aims

This policy aims to:

- explain **how to apply** for a place at The Keystone Academy
- set out the Academy's **arrangements for allocating places to learners** who apply
- explain **how to appeal** against a decision not to offer your child a place

2. Legislation & Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes and also with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#). This policy complies with our funding agreement and articles of association.

3. Offer

We offer bespoke education to students who have an Education, Health and Care Plan (EHCP) for Social, Emotional & Mental Health (SEMH) needs or have been placed at the Academy for an immediate needs assessment for SEMH and neurodivergence to avoid a breakdown of education/social placement.

4. How to Apply

All learners attending The Keystone Academy must have an EHCP or be in the process of an SEMH needs assessment for an EHCP. Applications for admission are made via the Special Educational Needs and Disability (SEND) Team on behalf of the Shropshire Local Authority. The school is not able to agree an admission unless the school has been consulted by the SEND Team.

5. Allocation of Places

The Academy has an agreed admission number of 120 but will open with approximately 50 places. Below is an example of how the year groups might look:

Academic year 2022 - 2023	Academic year 2023 - 2024	Academic year 2024 - 2025
<ul style="list-style-type: none"> • 4 places in year 4 • 6 places in year 5 • 8 places in year 6 • 8 places in year 7 • 8 places in year 8 • 16 places in year 9 	<ul style="list-style-type: none"> • 5 places in year 2 • 5 places in year 3 • 5 places in year 4 • 5 places in year 5 • 6 places in year 6 • 16 places in year 7 • 16 places in year 8 • 16 places in year 9 • 16 places in year 10 	<ul style="list-style-type: none"> • 5 places in Reception • 5 places in year 1 • 5 places in year 2 • 5 places in year 3 • 5 places in year 4 • 5 places in year 5 • 10 places in year 6 • 16 places in year 7 • 16 places in year 8 • 16 places in year 9 • 16 places in year 10 • 16 places in year 11

6. Arrangements for pupils below compulsory school age

If a child below compulsory school age has been offered a place, then:

- They're entitled to a full-time place in the September following their fourth birthday
- Their parents can defer the date the child is admitted until later in the school year, but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which the offer was made

Their parents can have the child attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age

7. Oversubscription Criteria

In the event that the school receives more applications than the number of places it has available, places will be allocated to children who meet any of the criteria set out below.

1. Highest priority will be given to Looked After Children and all previously Looked After Children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. The school defines social and medical need as those students at risk in their social context as identified by professional bodies and students who are heavily involved with CAMHS for mental health support. The school requires further evidence from these professional bodies as supporting evidence if you are making an application on the basis of social or medical need.

3. Priority will next be given to children of staff at the school, in either of the following circumstances:
 - a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who were former pupils of the school.

8. Tie Break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates. A child's home address will be considered to be where they are resident for the majority of nights during a normal school week.

9. In-year Admissions

The Local Authority can enquire about a place for your child at any time outside the normal admissions round.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

10. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for appealing. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the Special Educational Needs and Disability Team.

11. Monitoring Arrangements

This policy will be reviewed and approved by the YES Trust board. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust board will publicly consult on these changes.