

# **MERRILL ACADEMY**

## **ADMISSIONS POLICY 2019-2020**

<b>Date Approved by Trust Board:</b>	<b>27/02/2018</b>
<b>Date Approved by LGB of Merrill Academy :</b>	<b>15/02/2018</b>
<b>Review Frequency:</b>	<b>ANNUALLY</b>

## Admissions Policy

All students will be admitted at age 11 without reference to ability or aptitude, who permanently reside within the normal area served by the academy (as defined by the published area map, a copy of which is available at the school or Derby City Local Authority).

Note: The permanent residency of a student is in a residential property which is the student's only or main residence and which is either:

- a) owned by the student's parents or parent or guardian;
- b) leased by the student's parents or parent or guardian under a lease or written rental agreement.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residency at the property concerned (Derby City LA definition)

The number of intended admissions is 240. If there are more applications than places available the following criteria will be applied, in the order set out below, to decide which students to admit up to the intended admission number of 240.

1. 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. 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).
2. Children residing in the normal area at the time of admission
3. Children who have a sibling who will be attending Merrill Academy at the date of admission
4. Children with special medical reasons to attend the academy supported by a medical certificate
5. Those children who live nearest to the academy

In the event that the Academy has not met its intended admission number within the first three criteria above, then priority will be given to the applicant whose permanent address is nearest to the Academy.

The Governors will not consider more than one application on behalf of the same student in a single academic year unless the Admissions Committee considers there is a significant change in the particular circumstances of that student.

NOTE 1: The Academy reserves the right to verify information supplied with the application and, if misrepresentation is proved, to refuse or cancel the place offered.

## Arrangements for admission and appeals against non-admission

The Governors receive applications each year from outside the normal catchment area. These are considered carefully, but only when the normal catchment area has been satisfied. Application forms are available from the home authority (School Organisation and Provisions, Derby City Council, Council House, Corporation Street,

Derby, DE1 2FS). They should be completed and returned to the home authority by the October deadline the year prior to the student's admission.

For a September intake, the Governors' admissions panel will meet to consider applications from children living outside the area on the basis of the categories above. The Governors will consider each application against the published admissions criteria. These decisions are transmitted to the home authority, who will inform parents of the decision on 1st March.

Any parent whose child is refused a place has the right in law to have his/her case heard by an Appeals Panel, which is independent of the body, which made the original decision. A request to appeal against the Governors' decision should be made on an appeals application form, which is available from the Clerk to the Governors at the school.

## Definitions

**Sibling:** Brother and sister are classed as having one or both natural parents in common, are related by a parent's marriage or are adopted or fostered. Brothers and sisters must be living at the same address.

**Tiebreaker:** In the event that two or more applicants meet the admissions criteria equally, priority will be given to the child living nearest the Academy, measured by a straight line. The line will be measured from the home address to the Academy using the national Ordnance Survey set points.