

*The*  
**Sir John Brunner**  
Foundation

# ADMISSIONS POLICY STATEMENT

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## Document Control Sheet

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## **Foundation Policy Statement for Admissions**

The Sir John Brunner Foundation, a Multi-Academy Trust, is the Admission Authority and acts in accordance with the School Admissions Code ('the Code') and the School Admission Appeals Code.

The Admission Authority has delegated responsibility for admission arrangements to each academy. Academies act in accordance with the Code, the School Admission Appeals Code, other laws relating to admissions, and relevant human rights and equalities legislation.

Each 11-16 Academy of the Sir John Brunner Foundation maintains an Admission Policy, outlining its admission arrangements at a local level.

For the Admissions Policy for Sir John Deane's Sixth Form College, a 16-19 academy with the Foundation, see <https://www.sjd.ac.uk/policies-reports/>.

This document provides the Admissions Policy Statement for 11-16 academies within the Foundation, and is the statement against which, each academy of those academies is delivering its Admission Arrangements.

### **1. Policy Consultation and Review**

- 1.1. All local policies are made available on individual academy websites. This policy statement is made available on the Sir John Brunner Foundation website. Hard copies of policies are also made available on request from each academy.
- 1.2. The Foundation ensures that admissions arrangements in our 11-16 academies are fair, clear and objective, in line with the Code.
- 1.3. Admission arrangements are determined on an annual basis, and where changes are proposed, consultation processes are followed in line with the Code.
- 1.4. Local Admissions Policies will be reviewed on an annual basis by each academy's Local Governing Body.
- 1.5. This policy statement is also reviewed on an annual basis by the Board of Trustees and disseminated to individual academies.

### **2. Purpose and Aims**

- 2.1. The purpose of the Sir John Brunner Foundation policy statement is to ensure that all school places for academies are allocated and offered in line with the academy admissions policy and the Code.
- 2.2. If the decision to refuse admission is made, based on the admissions arrangements, academies will act in accordance with the School Appeals Code.

### **3. Determining Admission Arrangements**

- 3.1. As part of determining their admission arrangements, each academy sets a Published Admissions Number (PAN), following a consultation process as necessary, which is outlined in the Code.
- 3.2. Each academy sets out Oversubscription Criteria within their Admissions Policy, in line with mandatory requirements in the Code.

### **4. Applications and Offers**

- 4.1. During the normal admissions round, academies work with the Local Authority, who provides a common application form (CAF) that enables parents to apply for a school place.
- 4.2. Academies allocate places on the basis of their determined admission arrangements, following the mandatory requirements for allocating places outlined in the Code.
- 4.3. Where academies are oversubscribed, applications are ranked in accordance with their determined arrangements.
- 4.4. In-Year applications for a school place are made directly to each academy, who process applications, notify parents of the outcome of their application and provide details about the right to appeal.

### **5. Ensuring Fairness and Resolving Issues**

- 5.1. The Admission Authority will comply with the Code and The Schools Adjudicator, where necessary.
- 5.2. Each academy participates in the Fair Access Protocol, as developed by the Local Authority.