



Department
for Education

Ark Pioneer Academy admission arrangements for 2019/20

Introductory statement

Ark Pioneer Academy is a co-educational, non-selective, non-denominational secondary school, opening in September 2019 in Barnet.

The school will welcome its first cohort of 180 Year 7 pupils in September 2019 and fill by a year group each year until reaching its full capacity of 1,200 pupils, including 300 sixth form places.

Admission numbers

The school has an admission number for entry in the following year groups:

- Year 7: 180

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than the published admission number for the relevant age group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process

The local authority will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other choices of school in addition to a separate application for this school.

Applications for this school should be sent to **Barnet School Admissions Team** at the following address **school.admissions@barnet.gov.uk**

The closing date for applications is **31/10/2018**

Offers will be made on **01/03/2019**. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

The application form can be obtained from <https://enrol.barnet.gov.uk/Website/default.aspx>

Oversubscription criteria

Where the academy is named on a pupil's Statement of Special Educational Needs or Education and Health Care Plan, that child will be admitted by the academy. If the number of applications for admission is greater than the PAN, applications will be considered against the criteria and order set out below:

- a) Looked After Children and children who have been previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.²
- b) Children of staff at the school where there is a demonstrable skill shortage – Children of members of staff will have priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. Ark Schools is required to approve the Principal's designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.
- c) Children who at the time of the admission have a sibling who attends the academy. For this purpose "sibling" means a whole, half or step-brother or -sister or an adopted child resident at the same address.
- d) Distance measurement – A child's home will be the address at which the child normally resides and which has been notified to the academy and other relevant agencies as being the child's normal place of residence.

Barnet Council measures distance on behalf of Ark Schools, the method they adopt for measurement and also selection between equal applicants and those living in flats will apply. For details on how Barnet Council measures distance please refer to the Barnet Schools Admissions Guide on their website, [here](#).

Tie-break

If Ark Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy.

In the case of multiple births or brothers and sisters in the same year group, where there is only one place available in the academy, both will be considered together as one application.

Admission of children outside of their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is requested [and the year group in which they wish their child to be allocated a place].

² 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).

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the LA as described below regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case. Applicants should provide documentation in support of their application regardless of whether they are asking for the child to be admitted in a lower or higher year group. Applicants will be notified of the decision in writing. If the request is refused, applicants may complain to Ark Schools to seek a review of the decision.

Operation of waiting lists

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the academy will operate a waiting list. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the summer term. Thereafter, parents/carers will be written to asking if they wish for their child to remain on the waiting list. This will be maintained by the academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Valerie Oldland at admissions@arkonline.org by 29th March 2019 for information on how to appeal. Information on the timetable for the appeals process is on the school website at arkpioneer.org.

Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents/carers will have the right of appeal to an Independent Appeal Panel ("Appeal Panel") if they are dissatisfied with an admission decision of the academy.

The Appeal Panel will be independent of the academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The academy will provide written guidance for parents/carers about how the appeals

process works and will provide parents/carers with a named contact who can answer any queries parents/carers may have about the process.

Applications for admission to the academy outside the normal admissions round – in year applications

In-year applications should be submitted to Barnet LA.

Subject to any provisions in the LA's published and agreed protocol on arrangements relating to applications submitted for years other than the normal year of entry, the academy will consider all such applications and if the year group applied for has a place available, admit the child.

If there are no available places in the year group applied for the application will be refused. The academy will operate a waiting list for any year group which has received more applications than available places, see the section of this policy 'Operation of waiting lists' above. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above.

Appeals against refusal of an in-year application

Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents/carers will have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy. Please refer to the school website for details of the appeals process for in-year applications.