

Admission Policy

September 2023



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1 Introduction

Vista Academy Littleport is an Academy within the Eastern Learning Alliance Trust (ELA).

The Academy is committed to ensuring that we carry out admissions in line with statutory guidance. We will admit students without reference to ability, aptitude or culture.

These arrangements are established in accordance with Annex 1 of the Academy's Supplemental Funding Agreement.

The Academy provides for pupils aged 11-16 and has a single Normal Point of Entry, at the start of the Year 7 school year. Applications for admission at the normal point of admission will be co-ordinated by Cambridgeshire County Council in accordance with its common application procedures and Paragraphs 3, 4, 5, 6 and 7 below. Arrangements for late admission into Year 7 and for admission to other year groups will be co-ordinated by the Academy's Governing Body in accordance with paragraphs 7, 8, 9 and 10 below.

2 Planned Admission Number

Vista Academy Littleport PAN is **120**. At least 120 pupils will be admitted each year to Year 7 at the Normal Point of Entry provided sufficient eligible applications have been received. Where fewer than 180 applications have been received, all applicants will be admitted.

3 Ordinary Applications for the Normal Point of Entry

Application for admission to Year 7 should be made to the local authority in whose area the applicant is normally resident by the closing date of October 31st of the preceding year.

Applications will be co-ordinated by Cambridgeshire County Council who will consult as required with the Academy's Governing Body.

Places will be offered to all successful applicants by Cambridgeshire County by March 1st. Where the Academy is oversubscribed, places will be awarded on the basis of the oversubscription criteria set out in Paragraph 6 below.

4 Late Applications for the Normal Point of Entry

Applications received after the closing date and before the Normal Point of Entry will be dealt with by Cambridgeshire County in accordance with its procedures for late applications, after places have been awarded to ordinary applications.

Where the Academy is oversubscribed as a result of late applications, these applications will be judged according to the oversubscription criteria.

Places will be offered to successful applicants by March 1st or as soon as possible thereafter and in any case before September 1st.

5 Acceptance of Offer of a Place

Where an offer is made, the applicant should be notified that they have four weeks in which to accept the offer. Where an offer is not accepted by the applicant in writing within four weeks, the Academy's Governing Body reserves the right to withdraw the offer and the offer of a place to be made to the next applicant on the waiting list.

6 Procedures to be followed in the event of over-subscription

Children who have a statement of special educational or an EHCP fall outside the ordinary admissions system and therefore do not feature within the oversubscription criteria.

In the event of a year group being oversubscribed, and after the admission of pupils with a statement of Special Educational Needs or an EHCP where the school is named, priority for admission will be given to those children who meet the criteria set out below, in order:-

A: A 'looked after child' or child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, 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 its social services functions (see definition in section 22(1) of the Children Act 1989).

This includes children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.

B: Children with a sibling attending the school at the time of application who is reasonably expected to still be attending the school at the proposed time of admission

C: Other children by distance from the school with priority for admission being given to those who live nearest to the school as measured by a straight line.

TIE BREAKER

In each criterion above, if there are more applicants fulfilling the criterion than there are places available then priority will go to children living nearest the school as measured by a straight line. If the distance between two or more children's home addresses and the school is the same then random allocation will be used to decide who has highest priority for admission. The random allocation process will be independently verified.

DEFINITIONS FOR ADMISSION CRITERIA

Distance from School: The distance from the home address to the school, for admissions purposes, is calculated electronically by the LA using up-to-date methods of measuring (provided jointly by the Post Office and Ordnance Survey). Distances are measured by a straight line, plotting the co-ordinates of each property to provide the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) measuring is to a single point within that building irrespective of where those homes are located. For families who live outside the area covered by County mapping system, distances are determined using a combination of local maps and on-line resources.

Dual Residence: Where children spend time with parents at more than one address, the address used to allocate an Academy/School place will be the one at which the pupil spends the majority of school nights (Sunday to Thursday). Where children spend equal amounts of school nights with both parents, the address listed should be the address agreed between both parties.

Future House Moves: Except in the case of families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, places cannot be allocated on the basis of an intended future change of address, unless the new address has been confirmed by exchange of contracts for a house purchase or the signing of a formal lease agreement. The parent will be expected to provide documentary evidence in support of any anticipated move date given.

Siblings: are deemed to be children, aged between 4 and 16, who live together in the same family unit.

Should a twin or other child from a multiple birth be allocated the final PAN place under normal admission arrangement, siblings from the same birth may also be admitted under the Admissions Code 'excepted Pupil' rules.

Waiting lists: will be kept for places when a year group is full until the end of the first full week of the Spring term. The waiting list will be ranked in line with the order of priority set out in the above oversubscription criteria. Priority will not be given to children based on the date their application was received or the date when their name was added to the list. When children are added to the list, they will be slotted in according to where they come in the oversubscription criteria. This means that a child on the list can move up and down the list. Any children admitted in accordance with the Local Authority's fair access protocol will take precedence over the waiting list in accordance with the Admissions Code.

7 Waiting List

Where the Academy is oversubscribed for the Normal Point of Admission, all unsuccessful applicants will be placed on the waiting list which will be administered by Cambridgeshire County Council up to the Normal Point of Admission and thereafter by the Academy's Governing Body, their position in the waiting list determined by application of the oversubscription criteria.

When a vacancy arises, it will be offered to the next applicant on the waiting list. Paragraph 5 will apply in respect of acceptance of any places offered in this way.

Parents of children remaining on the waiting list at December 31st in the case of Year 7 or August 31st in any case will be required to reapply in order to remain on the list.

8 Within-Year Applications for Admissions

Throughout the period September to December inclusive during Year 7, and at the start of the school year for all other year groups, the Academy will continue to offer places to applicants until the roll reaches 120.

At other times – that is, for applications received during the course of the academic year - where there are fewer than 120 pupils on roll in the relevant year group, the Governing Body will determine the maximum number of pupils that can be admitted to that year group for the remainder of the year, taking into account the size of teaching groups, the efficient use of available resources and any Fair Access Protocol agreed by the Academy with Cambridgeshire County Council.

If the Year Group is oversubscribed a waiting list will be created. If a place becomes vacant it will be allocated according to the criteria outlined in 6.2 above.

Information from previous schools will be requested for all applicants.

Should this information cause concern to the Head of School, they will present the case to the LGB Admissions Sub-Committee. Where the Local Governing Body Admissions Committee does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the local authority for action under the Fair Access Protocol. A letter will be sent withdrawing the place, and offering the opportunity to appeal against this decision. This will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs naming the school in question, as these children must be admitted.

9 Right of appeal

Parents/carers have the right of appeal to an independent admissions panel if their child does not receive an offer of a place at the Academy. Details of how to appeal are available from the Academy.

Where a student is granted a place via appeal, he/she must take up the place within 20 school days of the determination of the admissions panel.

10 Our Admissions Process for In-Year School Application

Please click the link below to view admission information for In Year School Application.

1. Read our college admission information [here](#) for all information about the Academy.
2. [Complete an application](#) via the Cambridgeshire County Council Apply for a School Place website.
3. We will write to you within 10-15 teaching days, to notify you of the outcome of the application.
4. Contact Vista on 01353 223300, or hello@vista.tela.org.uk when you have received your offer letter from the school.
5. Complete the [Vista Admission Form](#) and other relevant forms which we will send out.
6. Attend the necessary admission meeting at Vista. We will contact you with details about the arrangements for this meeting.

