



Lydiard Park Academy Admission Arrangements

Agreed Admission Arrangements for entry for the
academic year 2021-2022



Lydiard Park Academy is part of The Park Academies Trust. The Trust is the Admission Authority for the school, but delegates formal determination to the Local Advisory Body for the school (under the Scheme of Delegation).

Applications for places for **Year 7 entry starting in September 2021** should be made using Swindon Local Authority's coordinated admissions process. Further details are given below (Part A).

Applications for **Year 12 places for external applicants wishing to join the Sixth Form in September 2021** should be made directly to Lydiard Park Academy following the application process detailed below (Part B). Applications can be submitted electronically via the school website or to the school address (Lydiard Park Academy, Grange Park Way, Swindon SN5 6HN)

In year applications (that is, applications to all year groups made during the school year) and **other year applications** (that is, for pupils wishing to join year groups other than Years 7 and 12 at the start of an academic year) should be made directly to Lydiard Park Academy at the school address (Lydiard Park Academy, Grange Park Way, Swindon SN5 6HN). The form for this purpose is shown as Appendix 1.

Lydiard Park Academy is focused on achieving the highest possible results with each child, regardless of ability. The Academy has a flexible curriculum offering a range of courses in each curriculum area, thereby allowing each child to follow a course commensurate with their ability in that subject. As well as offering challenging courses in each curriculum area, the Academy has special programmes for pupils who are academically gifted and/or have particular talents relating to sport. The Academy's published admission number (PAN) is set at a level that allows the Academy to maintain a favourably low average class size. Lydiard Park Academy is inclusive and complies with its duties under the Equality Act 2010 and the SEND Code of Practice.

Pupils are admitted to Lydiard Park Academy at age 11 to Year 7 without reference to ability or aptitude. Our arrangements for this are included here as Part A.

Pupils are admitted to The Park Academies Trust Sixth Form if they meet our minimum academic entry criteria. Arrangements for this are included as Part B.

Definitions and Details

Parent

Parent refers to the natural or adoptive parents of a child (irrespective of residence, contact or parental responsibility) and non-parents with care or parental responsibility.

Sibling

Sibling refers to a child who has a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the cohabiting partner, foster brother or sister where the child for whom the Academy place is sought is living in the same family unit at the same address as the sibling who is attending Lydiard Park Academy at the time of admission. Sibling does not include the children of friends or extended family members living at the same address.

Looked After Child

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 function defined by Section 22 (1) of the Children Act 1989. This also applies to 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. If children have ever been Looked After or

Adopted or subject to a residency or special guardianship order evidence would need to be provided.

Children of Staff

Staff are defined as employees being on the permanent payroll of The Park Academies Trust with Lydiard Park Academy as a place of work for at least two years prior to the date of application and/or having been recruited to fill a vacant post for which there is a demonstrable skill shortage. Children of staff includes foster children. The completion of a supplementary form is required for consideration under this oversubscription criteria (see Appendix 2).

Home Address

The home address given on the application form must be the address where the child resides for more than 50% of the week with his or her parent or carer. The Academy will not accept more than one address as the child's home address. Where necessary to determine which address to recognise, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes.

Children of UK Armed Forces Personnel

Children of UK Armed Forces personnel/Crown servants moving to the area do not need to live at their new address when the application is submitted if it accompanied by a formal letter confirming their unit postal or quartering address.

Waiting List

If your child has been refused a place at Lydiard Park Academy, he or she will automatically be placed on the Academy's waiting list. Names can only be removed from the list if a parent has requested that we do so or if a place has been offered. Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application. Please note that waiting lists are created according to the over-subscription criteria and no preference is given to the amount of time spent on the list. Your child could move down the list as a result, as well as up. The Academy will keep a waiting list for **each year 7 cohort** for one academic year after the date of admittance. The Academy will keep a waiting list for places in **Year 12** up to and including the last day of September 2021, as any applicant joining after this date will have missed too much of the course to be successful.

Late Applications

The closing date for applications to the LA coordinated scheme for **Year 7 entry** is the 31st October 2020. Applications may be submitted after this date but they will be considered as late applications, which means they will not be considered until all the on-time applications have been considered. The LA will endeavour to deal with late applications before the offer date, but it may not be possible to do this in every circumstance.

The final date for on-time applications to the **Sixth Form** is the 31st August 2020. Applications may be submitted after this date but they will be considered as late applications, which means they will not be considered until all the on-time applications have been considered.

Applications for admission outside of normal age group

On very rare occasions, you may feel it is in your child's best interests for them to be admitted to school outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. To apply for an admission outside of the normal age group for your child, you will still need to complete the relevant application form and should also complete the academy's supplementary information form (Appendix 2).

Appeals Procedure

Any child who is refused a place at the Academy has the right to appeal against this decision to an independent panel. Full details of the statutory right to appeal will be included with the refusal letter, including the deadline for lodging an appeal. The Academy will then arrange for an independent panel to consider the appeal, in line with the Appeals Code.

False information. Any place offered on the basis of a fraudulent or intentionally misleading application, e.g. giving a false address, will be withdrawn. It is for the parents or carer to satisfy the Lydiard Park Academy Local Advisory Body of their circumstances, as they apply to the admission criteria at the time of application.

Part A - Admission into Year 7, September 2021

Admissions Procedure

Applications must be made through the Local Authority's Coordinated Scheme and all instructions and deadlines in the scheme should be adhered to by applicants. The deadline for applications is 31st October 2020. Offers of places will be made on 1st March 2021 ('national offer day'). Late applications are dealt with in accordance to the scheme procedures.

Full details of the scheme can be found on their website at www.swindon.gov.uk

Published Admissions Number (PAN)

The published admission number (PAN) of children aged 11 for the academic year commencing on 1st September 2021 will be 224.

Children with an Education Health and Care Plan

Children with an Education Health and Care Plan (EHCP) will always be admitted where the plan names Lydiard Park Academy as the designated school. Children admitted through the EHCP process are admitted under separate statutory arrangements managed by the relevant Local Authority and are not admitted under this policy.

Oversubscription Criteria

When applications for admission exceed the number of places available in any year group the following oversubscription criteria will be applied in the order set out below, to decide which students to admit:

1. A 'Looked After Child' or a child who was previously looked after. Previously looked after children are those who immediately after being in care became subject to an adoption order, child arrangements order or special guardianship order
2. Any child who has a sibling attending the Academy at the time of admission. Sibling refers to a child who has a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the cohabiting partner, foster brother or sister. The sibling can be in any year group at the Academy, including Years 12 and 13.

3. Any child of a member of staff employed at Lydiard Park Academy by The Park Academies Trust for two or more years at the time at which the application for admission to the school is made, and/or who were recruited to fill a vacant post where there is a demonstrable skill shortage. This includes step children, foster children and children of cohabiting partners. The employee should complete the Supplementary Information Form (Appendix 3).
4. All other children not falling into any of the categories above.

Tie Breaker

In all cases where the Academy is oversubscribed, distance, measured as a straight line between the nearest point of the home address and the nearest point of the school site, will be used to prioritise applications within the over-subscription criteria. If the direct distance does not separate applicants, places will be offered by random allocation.

Twins, triplets and higher multiple births

In the case of multiple births the Local Advisory Board of Lydiard Park Academy will admit all the children.

Part B - Admission into Year 12, September 2021

Administration for admissions to the The Park Academies Trust Sixth Form is the responsibility of the Principal of Lydiard Park Academy. Any queries regarding Sixth Form admissions should be directed to the Academy at the usual contact address.

Year 11 pupils already on roll at Lydiard Park Academy (internal applicants) who decide to stay for Sixth Form level studies and meet both the general and minimum entry requirements (below) will remain on roll. In addition there are 50 places for students from outside of the Academy (external applicants). All students will need to meet both the general and minimum entry requirements below.

External applicants will be usually admitted into the Academy Sixth Form at the start of the autumn term in each academic year.

Minimum academic entry requirements

Places in Year 12 will be offered on the basis of students obtaining the appropriate grades. Offers made are provisional on students attaining the entry requirements, and subject to availability of places in the appropriate pathway, courses and classes.

Our minimum entry requirements for level 3 ('A' level or equivalent) courses are that students attain four Band 5 grades at GCSE (or equivalent) in at least 3 different subjects. Certain subjects may only accept students who have achieved a GCSE Band 6 or above in their subject. Details of the minimum entry requirements for each course will be clearly published in the Sixth Form Prospectus. All those seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen.

The Application process

Application for admission to the Sixth Form must be made via the application process which will be detailed in the 2021/22 prospectus available from the end of October 2020. Applications can be submitted online via the Sixth Form website or by completing the application form (shown as Appendix 4)

A student will only be admitted to the Sixth Form of the Academy provided they meet the general admission criteria as well as the minimum entry requirements for their choice of courses.

Timetable for admissions

- Open Evening 4th November 2020
- Student to complete application form 31st December 2020
- Meeting to discuss options and choices.
Places are offered on condition of meeting the minimum academic entry requirements during January 2021
- Sixth form induction days (for all offer holders) 22nd, 23rd, 24th June 2021
- Publication of GCSE results 20th August 2021
- Final date for on time applications. 31st August 2021
- Offers confirmed for students meeting the minimum academic entry requirements by 1st September 2021
- Decision communicated to parents/carers by 8th September 2021
- Independent appeals during September 2021

Offer of places

An offer of a place at Lydiard Park Academy is not a guarantee that courses selected on the application form will definitely be available.

Oversubscription criteria

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria

- i. A 'Looked After Child' or applicant who was previously looked after but immediately after being looked after became subject to an adoption order, child arrangements order or special guardianship order
- ii. Any applicant who has a sibling attending the Academy at the time of admission. Sibling refers to a child who has a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the cohabiting partner, foster brother or

sister. The sibling can be in any year group at the Academy, including Years 12 and 13.

- iii. Applicants who attended Year 11 at Abbey Park School.
- iv. An applicant who is the child of a member of staff employed at Lydiard Park Academy by The Park Academies Trust for two or more years at the time at which the application for admission to the school is made, and/or who were recruited to fill a vacant post where there is a demonstrable skill shortage. This includes step children, foster children and children of cohabiting partners. The employee should complete the Supplementary Information Form (Appendix 3).
- v. All other applicants not falling into any of the categories above.

Tie Breaker

In all cases where the Academy is oversubscribed, distance, measured as a straight line between the nearest point of the home address and the nearest point of the school site, will be used to prioritise applications within the over-subscription criteria. If the direct distance does not separate applicants, places will be offered by random allocation.

Twins, triplets and higher multiple births

In the case of multiple births the Local Advisory Board of Lydiard Park Academy will admit all the children.

Changing courses after commencing study in the Sixth Form

Whilst the Academy aims to be flexible where possible, changing courses inevitably means missed learning and some disruption to teaching. Consequently courses can only be changed if:

- * the course change is completed within the first four weeks of the Academy year *and*
- * a student is recommended to change by a department because they are unlikely to be successful on their original course choice *or*
- * it becomes evident that a change in career aspirations necessitates a change in course, and this change is agreed in meetings with the student's parent/s or guardian.

Appendix 1- Application Form for in-year applications (that is, applications to all year groups made during the school year) and other year applications (that is, for pupils wishing to join year groups other than Years 7 and 12 at the start of an academic year)

Please ensure you have read Lydiard Park Academy Admission Arrangements before completing this form. You should complete a separate form for each child you are applying for.

Please complete all the details in BLOCK CAPITALS, tick the relevant boxes and return this form directly to the Academy (Lydiard Park Academy, Grange Park Way, Swindon SN5 6HN)

Section 1 - Child's details

Forename(s): _____

Surname: _____

Date of Birth (DD/MM/YY): _____

Gender: _____

Current Year Group: _____

Current home address: _____

_____ Postcode: _____

Please provide proof of address (see Note 1)

If moving house, please give your new address and the date of move and provide proof of new address: _____

_____ Postcode: _____

Date of move (DD/MM/YY): _____

Please provide proof of new address (see Note 1). *Please note that Children of UK Armed Forces personnel/Crown servants moving to the area do not need to live at their new address when the application is submitted if it accompanied by a formal letter confirming their unit postal or quartering address.*

If your child has a sibling who is already attending Lydiard Park Academy, please give details below: (This is a relevant criteria for allocating places if the school is oversubscribed. Please note the definition of sibling is detailed in the full published Admission Arrangements)

Sibling full name: _____ Current Year Group: _____

Does your child have an Education Health & Care Plan (EHCP)? Yes No

If your child has an EHCP you should not apply for them using this form. Please contact your named SEND officer or the Local Authority for more information on the application process.

Is your child in the care of a Local Authority or a previously looked after child? *Please note the relevant definition in the published Admission Arrangements*

Yes No

If yes, which Local Authority is/was responsible for your child's care: _____

If yes, please provide us with the names and contact details of any professionals (for example, social worker) associated with your child: _____

Section 2 - Parent/Guardian details

Title: _____

Forename(s): _____

Surname: _____

Relationship to child: _____

Address if different to child: _____

_____ Postcode: _____

Home telephone number: _____ Mobile: _____

Email address: _____

Section 3 - Declaration

I declare that the information contained in this application is true and I am aware that failure to provide accurate information may result in the child's offer or placement being withdrawn in accordance with paragraphs 2.12 and 2.13 of the Schools Admissions Code and s84 of the School Standards & Frameworks Act. I do have parental responsibility for the child I am applying for. I understand that by completing and signing this form I am giving my consent for this information to be processed only to help arrange admission to the academy.

Signed : _____ Date(DD/MM/YY): _____

Notes

1: Proof of current address is required for every application, should the school receive more applicants than places available. If you are moving house, we will require proof of your new address for distance purposes.

2. You are advised not to remove your child from their current school until you have confirmed a place at another school.

Appendix 2: APPLICATION FOR ADMISSION OUTSIDE NORMAL AGE GROUP

Please read before completing the form: This form is not an application for admission and needs to be completed in addition to the relevant application form in instances where admission is sought to a year group outside of a child's normal age group. This form should be completed and submitted to the Principal at the school as soon as possible, and preferably before the application for admission itself has been submitted.

Applications may be made for a number of reasons, for example where the candidate is considered to be gifted or talented and wants to be admitted to the year above, or where the candidate has experienced problems such as ill health or family issues and wants to be admitted to the year below. The candidate may have been educated outside normal age group at primary school and wants to continue her education without skipping or going back a year.

Determination of applications for admission outside normal age group is at the sole discretion of the academy's Local Advisory Body, and whilst there is a statutory right to appeal against the refusal of a place at an academy for which they have applied, this right does not apply if the candidate is offered a place at the academy but it is not in their preferred age group. However, a complaint may be submitted under the academy's Complaints Policy.

The Local Advisory Body will consider the circumstances of each case and make a decision in the best interests of the candidate. The Local Advisory Body will take into account:

- The parents' views;
- The Principal's view;
- Information provided about the candidate's academic, social and emotional development;
- Where relevant, the candidate's medical history and the views of the candidate's medical professionals;
- Where relevant, whether the candidate has previously been educated outside of their normal age group;
- Whether the candidate would have naturally have fallen into a lower age group were it not for having been born prematurely;
- The effect of the candidate ceasing to be of compulsory school age in a year group other than Year 11.

This is a non-exhaustive list, and there may be other factors that the person completing this form feels are relevant and the Local Advisory Body should consider.

Please state the candidate's official name only, and use block capitals throughout.



Appendix 2 - Supplementary Information Form for a candidate applying for admission outside of normal age group at Lydiard Park Academy

TO BE COMPLETED BY PARENT/GUARDIAN

Pupil Details:

Pupil's Surname: _____

Pupil's Forename(s): _____

Pupil's current address:

Pupil's Date of Birth: _____

Pupil's normal school year group: _____

Year group into which admission is sought: _____

Has the pupil previously been educated outside their normal age group? Yes No

Reasons why it is in the best interest of the pupil to be admitted outside their normal age group

Please list any supporting documents attached

Signed Date

Parent/Guardian/Candidate

Appendix 3 - Supplementary Information Form for a parent employed at Lydiard Park Academy seeking admission for their child to Lydiard Park Academy 2021-2022

This form should only be completed by a parent employed by The Park Academies Trust at Lydiard Park Academy if applying for consideration of a place in Year 7 for 2021-22 academic year and wish to be considered under the oversubscription criteria:

'3. Any child of a member of staff employed at Lydiard Park Academy by The Park Academies Trust for two or more years at the time at which the application for admission to the school is made, and/or who were recruited to fill a vacant post where there is a demonstrable skill shortage. This includes step children, foster children and children of cohabiting partners'

Please complete the following and return to the Principal at Lydiard Park Academy, Grange Park Way, Swindon SN5 6HN.

Name of Child for which application is being made:

Date of Birth:

Address (if different to the parent employed by The Park Academies Trust at Lydiard Park Academy):

Name of Parent employed by The Park Academies Trust at Lydiard Park Academy:

Have you been employed at Lydiard Park Academy for two or more years? Yes No

If no, were you recruited to a vacant post for which there was a demonstrable skill shortage?

Yes No

Signed Date

This form should be returned to the Academy by 31st October 2020.

NB: This form should be completed in addition to the relevant application form, (which must be completed in order for the request to be valid).

Office use only

Date Received :

Criteria confirmed: Yes No

Appendix 4 - Application to join the Sixth Form - September 2021

Please note that applications can also be made online via the Sixth Form website

Section 1 - Candidate details:

Forename(s): _____

Surname: _____

Current Address: _____

_____ Postcode: _____

Home telephone number: _____

Date of birth (DD/MM/YY): _____

Candidate email address: _____

Name of Parent/Guardian: _____

Address of parent/guardian (if different to above): _____

_____ Postcode: _____

Parent/Guardian email address: _____

If the candidate is currently a Year 11 pupil at Abbey Park School please tick here

Section 2 - Course details

For candidates wishing to study Level 3 courses (A level/ BTec L3/ CTec L3)

I wish to apply for courses in the following subjects. Please choose 5 in order of preference. Most students start with a programme of 3 A level subjects or equivalent. The 4th and 5th subject choices are in case the combination cannot be satisfied.

- 1. _____ 2. _____
- 3. _____ 4. _____
- 5. _____

(Continued overleaf)

