

Approved Admission Arrangements for all-age Steiner Academy Hereford

1. This document sets out the admission arrangements for the Steiner Academy Hereford in accordance with Annex 2 to the Funding Agreement between the Steiner Academy Hereford and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.
2. Notwithstanding these arrangements, the Secretary of State may direct the Steiner Academy Hereford to admit a named pupil to the Steiner Academy Hereford on application from a LA. Before doing so the Secretary of State will consult the Academy.

I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

Arrangements for admission to 4-16 Provision

3. The admission arrangements for the Steiner Academy Hereford for the year 2008/2009 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:
 - a) The Steiner Academy Hereford has an agreed admission number of 26 pupils. The Steiner Academy Hereford will accordingly admit 26 pupils in the relevant age group each year if sufficient applications are received.
 - b) The Steiner Academy Hereford may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the Steiner Academy Hereford will consult those listed at paragraph 16 below. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of application

4. Applications for places at the Academy will be made in accordance with LA's co-ordinated admission arrangements. The Steiner Academy Hereford will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Herefordshire Admissions Forum or LA.
 - a) **September** The Steiner Academy Hereford will publish in its prospectus information about the arrangements for admission, including over subscription criteria, the following September (e.g. in September 2008 for admission in September 2009). This will include

details of open days or evenings and other opportunities for prospective pupils and their parents to visit the school. It will publish the date by which application forms must be received and will include any other application form if the Steiner Academy Hereford does not use Herefordshire LA's standard form. The Steiner Academy Hereford will also provide information to Herefordshire LA for inclusion in the composite prospectus, as required;

- b) **September/October** - The Steiner Academy Hereford will provide opportunities for parents to visit the Academy;
- c) **January** - closing date for receipt of completed application forms which must be sent to LA;
- d) **January** – The LA copies application forms to the Steiner Academy Hereford;
- e) **January to March** - applications considered by the Academy's Admissions Authority. Herefordshire LA and the other admission authorities both in the Herefordshire LA area and the area close to the Steiner Academy Hereford, but outside the Herefordshire LA area, will be contacted by the Academy before final decisions are made.
- f) **March** - offers of places notified in writing by the Academy to parents and to Herefordshire LA.

This timetable reflects the practice in Herefordshire LA and is intended to secure a co-ordinated approach to admissions for parents and pupils.

Consideration of applications

5. The Steiner Academy Hereford will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, the Steiner Academy Hereford will offer places to all those who have applied. Notwithstanding the preceding provisions of this paragraph 5, the Steiner Academy Hereford may refuse admission to particular applicants in cases where fewer than the Published Admission Number have applied. These are applicants (other than any applicant with a statement of special educational needs) who have been excluded from two or more other schools and the ability to refuse admissions runs for a period of two years from the last exclusion. One of the exclusions must have occurred after 1 September 1997. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. Academies may also refuse admission to pupils (other than in the normal year of entry) in the specific and limited circumstances described in paragraph 3.13 of the statutory Code of Practice. In all the circumstances described in this paragraph, however, the Secretary of State may direct the Steiner Academy Hereford to admit such a pupil and that direction shall be binding on the Steiner Academy Hereford.

Procedures where the Steiner Academy Hereford is oversubscribed

6. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the Steiner Academy Hereford is named on the statement, the criteria will be applied in the order in which they are set out below:

- a) children in public care;
- b) admission of pupils whose siblings currently attend the school and who will continue to do so on the date of admission. Siblings include not only natural brothers and sisters but also step-brothers/sisters, or brothers/sisters who have been legally adopted, so long as they are living at the same address as the family unit. However, cousins or other relatives at the same address will not be given priority;
- c) admission of pupils on the basis of enrolment in SAH's Early Childhood provision for rising 4 year olds;
- d) admission of pupils on the basis of closest proximity to the school, proximity for this purpose being, for each child, the distance which is the shortest walking route from the child's home to the school that the Steiner Academy Hereford considers practical and safe.

Operation of waiting lists

7. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Steiner Academy Hereford will operate a waiting list. Where in any year the Steiner Academy Hereford receives more applications for places than there are places available, a waiting list will operate until a year after the date of admission. The waiting list will be maintained by the Steiner Academy Hereford and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

8. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6a - c above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admitting pupils other than at Year R (rising 5), including to replace any pupils who have left the Steiner Academy Hereford

11. Subject to any provisions in the LA's co-ordinated admission 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 unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 6a – c shall apply. Parents whose application is turned down are entitled to appeal.

12. The Steiner Academy Hereford will participate in Herefordshire LA's In Year Fair Access Protocol.

Arrangements for admission of pupils as the Steiner Academy Hereford builds to its full capacity

13. The Steiner Academy Hereford will operate from 1 September 2009 with a Published Admission Number relating solely to pupils in Year R and subsequent Years.

14. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Steiner Academy Hereford and the efficient use of resources.

15. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

16. The Steiner Academy Hereford will consult by 1 March each year on its proposed admission arrangements:

- a) Herefordshire LA;
- b) The admission forum for Herefordshire LA;
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation;
- e) Affected admission authorities in neighbouring LA areas.

Publication of admission arrangements

17. The Steiner Academy Hereford will publish its admission arrangements each year once these have been determined, by:

- a) copies being sent to primary and secondary schools in Herefordshire LA;
- b) copies being sent to the offices of Herefordshire LA;

c) copies being made available without charge on request from the Academy;

d) copies being sent to public libraries in the area of Herefordshire LA for the purposes of being made available at such libraries for reference by parents and other persons.

18. The published arrangements will set out:

a) the name and address of the Steiner Academy Hereford and contact details;

b) a summary of the admissions policy, including oversubscription criteria;

c) a statement of any religious or philosophical affiliation;

d) numbers of places and applications for those places in the previous year; and

e) arrangements for hearing appeals.