



Spa Academy Askern Admissions Policy 2026/2027

Document Control

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Admissions Policy

Context

Spa Academy Askern is part of Leger Education Trust and administers admissions in line with legal requirements of the National Code of Admissions and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places to Spa Academy Askern as part of the Doncaster Local Authority process. Spa Academy Askern will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.

Spa Academy serves a local community, usually referred to as the 'catchment area'. This policy reflects the Academy Trust's commitment to providing places where possible to pupils who live in our catchment area as defined by our pyramid schools.

Criteria for Admission

The admission number is 90.

Parental Preference

The Common Application Form (CAF) provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. It should be noted that Leger Education Trust as the Admission Authority for Spa Academy Askern will consider all preferences equally.

Eligibility for Admission – Oversubscription Criteria

Where the number of applications exceeds the number of available places the Trust will apply the following criteria in order of priority.

After the admission of pupils with an Education, Health and Care Plan or Statement of Special Educational Need naming the school, preferences for the Academy will be sorted in the order of the criterion outlined below. Each of the remaining criteria is applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

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- a. Looked After Children or Previously Looked After Children
- b. Children attending a school which is a linked infant school (Askern Moss Road Infant Academy and Askern Littlemoor Infant Academy) and who have, on the closing date, attended a link infant school continuously for more than one calendar year.
- c. The children of parents who are ordinarily resident in the catchment area of Spa Academy Askern.
- d. Siblings
- e. Other children whose nearest school is Spa Academy Askern.

Independent Appeals

If a place is not offered at Spa Academy Askern parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision. Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

Waiting List

Pupils will be added to the waiting list of Spa Academy Askern if they were refused admission. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

In Year Transfers

Applications for in year transfers are considered in accordance with the LA's school admissions arrangements.

Applications should be made on the LA's school transfer form and submitted to the LA for consideration.

A student will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply.

Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 5.

Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

If a place is offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date, however usually start dates will be at the beginning of a term.

Pupils are normally admitted to the school at the start of the next new term other than with the prior approval of the Headteacher or in circumstances beyond the parent's control, e.g. movement into the Borough.

Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

Repeat applications made for entry to the same year group at the school will not be considered, unless there has been a significant and material change to either the families or the school's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

Appendices – Explanation of terms

Catchment Area

The associated catchment area is defined by the Campsmount Pyramid of schools (Askern Littlemoor Infant Academy and Askern Moss Road Infant Academy).

Common Application Form (CAF)

The Common Application Form is the form parents fill in to apply for a place at Secondary School which is submitted to the Local Authority.

Looked After Children or Previously Looked After Children

Children who are in the care of a local authority as defined by Section 22 of the Children Act 1989 at the time of application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (Section 46 of the Adoption and Children's Act 1989) or became subject to a residence order (Section 8 of Children Act 1989) or special guardianship order (Section 14a of the Children Act 1989).

Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

Siblings

Children who are living within the same family unit (e.g. stepchildren) who are attending the requested school (excluding sixth form), at the point of admission. Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

Tie Breaker

Distance from Spa Academy Askern will operate as the final tie break should Spa Academy Askern be oversubscribed from any of its designated priorities as follows:

Children who live nearest to Spa Academy Askern measured in a straight line from the point of the front entrance of the student's place of ordinary residence, to the entrance nearest to the main entrance of Spa Academy Askern.

If two or more pupils live equidistant from the school, the distance each student lives by road will be measured and the place offered to the student who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation. Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

False Information

Any place offered on the basis of a fraudulent or intentionally misleading information will be withdrawn, e.g. giving a false address. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.