



ASHFIELD School

ADMISSION POLICY 2016 / 2017

Ashfield School is a Department for Education Academy specialising in Technology, Languages and Applied Learning.

Ashfield School Academy Trust Board which is its own admission authority has a responsibility to ensure that this admissions policy is implemented and delegates this responsibility to the governing body of Ashfield School.

Nottinghamshire County Council continues to administer the admissions process and entry is still based on the same admissions criteria.

The published admission number of Year 7 in September 2016 is 405.

Children for whom Ashfield School is the named school in an Education Health and Care Plan will be automatically offered a place at the school.

Subsequently, where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit.

Admission Over-Subscription Criteria

- 1 Looked after children or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school.
- 3 Other children who live in the catchment area at the closing date for applications.
- 4 Children who live outside the catchment area, but who are attending a linked primary phase school (see list at the end) on the closing date for secondary applications and who will have a brother or sister at Ashfield School at the time of admission.
- 5 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister at Ashfield School.
- 6 Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for secondary applications.
- 7 Other children who live outside the catchment area.

Special Circumstances

Consideration will be given to applicants who can establish exceptional medical, social or humanitarian grounds (e.g. a learning, behavioural or mobility difficulty which calls for special educational provision) relating to the child or to the circumstances of the family. Supporting written evidence from a doctor, social worker or other relevant professional must be provided at the time of application, together with details of the particular reasons why it is considered that Ashfield School is the most suitable school and the difficulties that would be caused if the child had to attend another school. Each case will be considered on its merits and the Governing Body may seek any independent specialist advice deemed necessary. Special circumstances may take precedence over all but the first of the numbered criteria set out above.

Note: If applications exceed the number of places available, the school will operate a waiting list in which priority for places will be given on the basis of the above criteria. The child's place on the waiting list may go up or down depending on whether places become available or if late or mid-term applications are received. The Governors of the school, in partnership with the Local Authority, will administer the waiting list for the duration of the co-ordinated admissions scheme. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the Governors of the school for one year.

Measuring distance “as the crow flies”

In the event of over-subscription with any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the main administrative building of the school by the Local Authority computerised measuring system.

In-Year Admissions

The school will manage all in year applications. The governing body set and apply their own admission arrangements and oversubscription criteria. The school, as an own admission authority will notify the local authority about applications together with the outcome of the application. Parents will be required to confirm their acceptance of a place to the school within 14 days. All applications received in mid-term will be dealt with in accordance with the above criteria.

In the event of a place being available in the appropriate year group then that will be offered by Governors. If the school is oversubscribed, the application will be refused and parents offered the right of appeal. Waiting lists are not held for in-year admissions.

Late Applications

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt in accordance with that scheme. Late applications will be considered as specified in the co-ordinated scheme providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there

were exceptional reasons for missing the closing date. Examples include: family bereavement; hospitalisation; family trauma. Supporting evidence may be required.

When the school is informed by the Local Authority that a place has been offered, it will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within four weeks, the school will notify the Local Authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

Waiting List

If after the offer of places has been made the school is oversubscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the school in partnership with the Local Authority for the duration of the co-ordinated admissions scheme. It will be maintained by the school 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. The position on the waiting list will be determined by the school's published over-subscription criteria. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the governors of the school for one year. After the end of the school year, parents have the right to apply again for a place in the next school year.

Independent Appeals

Place in Year 7 at Ashfield School for September 2014 will be allocated on 1 March 2014. Parents have the right to an independent appeals panel if they are not happy with the outcome of their application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal should write to Mrs Shelley Jackson c/o Ashfield School, Sutton Road, Kirkby-in-Ashfield, Nottinghamshire NG17 8HP before 29 March 2013. Notification of the appeals date will be given with at least 10 schools days' notice and the deadline for submission of a written case will normally be 10 working days in advance of the hearing date. Independent appeals panels will be held off the school site.

Co-ordinated Admission Scheme

All applications for places in the normal year of entry are made on the common application form. For entrance to the school in September 2014, the closing date of the co-ordinated admission scheme is 31 October preceding admission to secondary school. Places are allocated on 1 March 2014.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group if, for example, the child is gifted and talented or has experienced problems such as ill health. This also applies to parents of summer born children (1 April to 31 August). When applying for a place parents need to make it clear that they are seeking a place outside of the child's normal age group and they should clearly state why. Parents should supply any relevant supporting information such as the child's academic, social and emotional development, the child's medical history and the views of a medical professional, and whether the child has previously been educated out of their normal age group. You will be informed in writing of the governors' decision with clear reasons for this decision. Parents have a right to

appeal if their request is refused by not if a place is offered at the school but it is not the parents preferred age group.

Admission to the Sixth Form including admission number for those admitted for the first time

To be accepted on to Level 3 courses, pupils will need five or more GCSE passes at Grade C or above (or equivalent) and be able to provide evidence that they are able to complete any necessary coursework and meet deadlines. For certain subjects, a GCSE Grade B is required. (See Sixth Form Prospectus / School Web site.) The school does not currently actively recruit into its Sixth Form. Applications are handled in the same way as other applications outside the normal year of entry. Any applicant refused entry can appeal against the decision. Should oversubscription criteria be required, they will be as for Year 7, with the exception of Criteria 5 and 7.

Withdrawing an offer of a place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within a reasonable amount of time.

Tie breaker

In the event of the need for a tie breaker in any of the over-subscription criteria listed in this policy, random allocation will be used. If a child is offered a place as a result of random allocation yet also has a sibling of the same age seeking a place and residing at the same address, the sibling will also be offered a place.

Definitions:

Looked after Children and previously looked after children.

The revised School Admissions Code 2012, Section 1, 1.7, has expanded on who should be given priority in admission arrangements with regards to looked after children and children who were previously looked after.

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 in accordance with section 22 (1) of the Children Act 1989 at the time of making an application to a school.

'Previously looked after children' are those who were adopted immediately following having been looked after or became subject to a residence or special guardianship order. An Adoption order is an order under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act

1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Adoption Order

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order setting the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order as an order appointing one or more individuals to be a child's special guardian (or guardians).

Residence

This is defined as the child's ordinary place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three school nights, ie Sunday, Monday, Tuesday, Wednesday or Thursday will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of residence and other evidence from the court regarding parental responsibilities in these matters may be required.

Brother and Sister

The governors define brother and sister as being those children who share the same biological parent(s). This includes half-brother or half-sister or legally adopted child living at the same address as the child.

Parent

Section 576 of the Education Act 1996 defines parent to include: all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

Catchment Area

Details of the school's defined catchment area can be obtained from the school or by visiting www.nottinghamshire.gov.uk/schoolcatchments.

Linked Primary Schools

- John Davies Primary School
- Greenwood Primary School
- Jeffries Primary School

- Kirkby Woodhouse Primary School
- Mapplewells Primary School
- Orchard Primary School