



ADMISSIONS POLICY: 2016-2017

Students who have an Education Health and Care Plan where this school is named in the plan will be admitted.

Over-Subscription

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:

1. Children looked after by a Local Authority.
2. Children who live in our catchment area and who, at the time of admission, will have a brother or sister attending the school.
3. Other children who live in our catchment area.
4. Children who live outside our catchment area, but who are attending a linked primary-phase school on 16 October preceding admission, and who will have a brother or sister at the school at the time of admission.
5. Children who live outside our catchment area and who, at the time of admission, will have a brother or sister attending the school.
6. Children who live outside our catchment area but who are attending a linked primary phase school on 16 October preceding admission.
7. Other children who live outside the catchment area.

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.

Measuring distance ‘as the crow flies’

In the event of over-subscription within 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 reception building of the school by the Local Authority which currently uses a computerised measuring system. In the event of two distances being equal, lots will be drawn and independently verified.

In-Year Admissions

In year applications need to be made directly to the school. Application forms are available. If a place is not available in the year group for which a student applies, the application will be refused and placed on the waiting list. Names are placed on this waiting list in the rank order of our published over-subscribed criteria, not in the date order by which they are received. Parents have the right to appeal to the refusal for a place.

Late applications

Late applications are those submitted after the closing date for the coordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered as specified in the coordinated scheme providing the applicant can provide evidence that they have moved into the area after the closing date for application 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 up to the PAN, the school is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administrated by the governors of the school in partnership with the Local Authority for the duration of the co-ordinated admission scheme. The position on this waiting list will be determined by the school’s published over-subscription criteria. Once the coordinated scheme is closed, the waiting list will remain open until 31 December 2016.

Independent Appeals

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless this is a significant and material change in circumstances.

Appeals should be addressed to the Admissions Officer c/o the school within twenty school days of refusal.

Coordinated admission scheme

All application for places in the normal year of entry are made to the home local authority on the common application. For entrance to the school in September 2016 the closing date of the coordinated admission scheme is 31 October preceding the admission to secondary school. Places are allocated on National Offer Day: 1 March.

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.

DEFINITIONS:

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 (i.e. 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.

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' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence 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 their social services functions (see the definition in section 22(1) of the Children Act 1989). An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling 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 special guardians).

Brother or sister

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

Where applications are received in respect of twins, triplets or children of other multiple births, the Governing Body will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent will be asked when child(ren) should take up the place(s). The parent will still have a right of appeal against a refusal of a place.

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.