**MEDEN SCHOOL**

**ADMISSION POLICY 2016 -2017**

Meden school belongs to the Torch Academy Gateway Trust having converted to an Academy in September 2012.

The Trust Board have a responsibility to ensure that this admissions policy is implemented and delegates this responsibility to the school, which is its own admission authority.

Nottinghamshire County Council continues to administer the admissions process and the school participates in Nottinghamshire County Councils coordinated scheme for both intake and in-year.

Meden School does not believe in any form of selection, either on the basis of the school’s specification or on any other criterion.

The published admissions number for Year 7 in September 2016 is **240.**

If more applications are received than places available, applications will be ranked against the following over-subscription criteria for the school. The criteria will be applied in the priority order indicated below.

**Admission Oversubscription Criteria for Year 7**

The school will admit a child with a Statement of Special Educational Need or education, health and care plan (EHCP) if the Statement names Meden School, before any of the following criteria are applied:-

1. Children looked after by a local authority or previously looked after children.

2. Children who live outside the catchment area, and whose parent is an employee of Meden School on the closing date for applications preceding admission to secondary school.

3. Children who live in the catchment area and who, at the time of admission, will have an older sibling attending the school.

4. Other children who live in the catchment area.

5. Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school and who will have a brother or sister at the school at the time of admission.

6. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.

7. Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school.

8. Other children who live outside the catchment area.

In the event of oversubscription, 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 building of the school. This will be calculated by using computer software, which is currently Microsoft Auto Route 2013.

**Distance Tie Breaker**

In the event of needing to discriminate between pupils living an equal distance from the school, names will be drawn randomly from a hat, this process will be independently verified.

**Twins and Multiple Births**

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

**Key Terms and Definitions**

**Home address**

The child’s place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent’s address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents’ address. If a child’s parents live at separate addresses, where the child permanently spends at least 3 ‘school’ nights, ie. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken to be 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.

Evidence that a child’s place of residence is **permanent** may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken into consideration. The Governors Admissions Committee may also seek proof of residence from the courts regarding parental responsibilities in these matters.

**Looked After Child and previously looked after children**

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 children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted 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).

**Parents**

For school admissions the governors will consider the following as parents:-

the mother of the child

an adoptive parent

the father of the child where he was married to the mother either when the child was born or at a later date

the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate

any other person who has acquired ‘parental responsibility’ through the courts.

**Siblings**

For school admissions the governors will consider the following as sibling:-

a brother or sister who shares the same parents

a half-brother or half-sister or legally adopted child living at the same address to the child

a child looked after by a local authority placed in a foster family with other school age children

stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

**Admission of children outside the normal age group**

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Children should only be educated out of the normal age group in very limited circumstances. Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council’s school admissions team as early as possible. Designated officers will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development; where relevant, the child’s medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school concerned will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision. Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

**Linked Primary Phase Schools**

Birklands primary school

Eastlands primary school

Cuckney Church of England primary school

Church Vale primary school

Sherwood Junior School

Hetts Lane primary school

**Independent Appeals**

Places in year 7 at Meden School for September 2015 will be allocated on 1st March 2015 and advised thereafter. 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 there is a significant and material change in circumstances. Parents wishing to appeal should write to the Clerk to Governors, Meden School, Burns Lane, Warsop, Notts NG20 0QN within 20 school days of notification. Notification of the appeals date will be given with at least 10 school days’ notice and the deadline for submission of written case will normally be 6 working days in advance of the hearing date. Independent appeals panel hearings will be held at Nottinghamshire County Council.

**Sixth Form Admissions**

**Admissions to Meden College**

Students on roll in Year 11, who meet the academic entry requirements can progress into Year 12 if they wish to do so.

**Minimum Entry Requirements:**

Five grade C’s or above (including English and Maths) at GCSE level and the minimum entry requirements for the subjects to be studied (as stated in the college prospectus).

**External admission into Year 12**

The number of places available for external candidates for Post-16 entry in year 12 is 50.

**Over-subscription Criteria:**

In the event of there being more applicants than places available, the deciding factors will be, in order of priority:

a) Children in public care who are ‘looked after’ at the time an application for admission is made or who the local authority can confirm has been looked after but has ceased to be so because they were adopted, or became subject to a residence order or special guardianship order, immediately following having been looked after and who meet the academic entry requirement.

b) Proximity to the school, with those living nearer being given priority. Distance measurements to be made ‘as the crow flies’ from the home address to the main reception office of the school. This will be calculated by using computer software, which is currently Microsoft Auto Route 2013.

**Fair Access Protocol**

Meden School observes the Fair Access Protocol and Governors may accept vulnerable children outside the normal admissions round.