



# ASHFIELD School

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## ADMISSION POLICY 2017/18

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 his 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 proposed published admission number of Year 7 in September 2017 is 405.

Children for whom Ashfield School is the named school in a statement of special education need will be automatically offered a place at the school. The Governing Body of the school cannot guarantee a place at the school for any other category of application.

### **Over-Subscription**

Where the number of applicants 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 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 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.
- 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 (31 October) 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 (31 October).
- 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 and 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. **All applications for places in the normal year of entry are made on the common application form.**

### **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 which currently uses the 'Arcview' system.

### **In-Year Admissions**

From September 2010, local authorities must coordinate all in year applications for parents in their area (known as "home LA"). This does not affect the rights and duties of the governing body to set and apply their own admission arrangements and oversubscription criteria. The school will communicate their decision to the local authority who will notify the parent of the decision to either offer or refuse a place. Parents will be required to confirm their acceptance of a place to the local authority 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 but communicated to parents by the home LA; parents will be offered the right of appeal. Waiting lists are not held for in-year admissions.

Children of nomadic travellers will be allocated a place at the school if residing permanently or temporarily in the catchment area subject to places being available. In the event of over subscription the application will be referred to the local authority to enable a place to be found in a school without delay.

### **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 up to the date in late December 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**

Places in Year 7 at Ashfield School for September 2017 will be allocated on 1<sup>st</sup> March 2017. 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 within 20 days of notification. Notification of the appeals date and will be given with at least 10 school days' notice and the deadline for submission of a

written case will normally be 6 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 2017, the closing date of the co-ordinated admission scheme is 31 October preceding admission to secondary school. Places are allocated on 1 March 2017

### **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 Child**

A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by the local authority in the exercise of their social services functions.

#### **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, which ever 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](http://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