

QUEEN ELIZABETH'S (1561) ENDOWED SCHOOL MANSFIELD

ADMISSION ARRANGEMENTS – 2009/10

A. ADMISSIONS TO YEAR 7 IN SEPTEMBER 2009

The admission limit for pupils in the intake year is 224. In the event of over-subscription, the following criteria will be applied by the Governing Body in priority order, to determine which applications will be granted:

1. Children who are Looked After (for admission purposes the definition of 'looked after child' is from The Education (Admission of Looked After Children) (England) Regulations 2006.
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 attend and are currently registered at Church of England Primary Schools;
5. Children whose parents regularly worship at a Church of England Church, confirmed in writing by a minister of that Church;
6. Children whose parents regularly worship at any Christian Church in membership of Churches Together in Nottinghamshire, confirmed in writing by a minister of religion;
7. Children whose parents have a similar commitment to one of the world's major faiths such as Buddhism, Hinduism, Islam, Judaism, Shintoism or Sikhism, confirmed in writing by a Minister of Religion. Where there is concern or a lack of clarity about a particular faith, advice will be sought through the Nottinghamshire Council of Faiths.
8. Children who live outside the catchment area but who are attending a linked primary phase school on 17th October preceding admission to secondary school and who will have a brother or sister at Queen Elizabeth's at the time of admission.
9. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending Queen Elizabeth's.
10. Children who live outside the catchment area but who are attending a linked primary phase school on 17th October preceding admission to secondary school.
11. Other children who live outside the catchment area.

In the event of over-subscription within any criterion, preference will normally 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 nearest recognised main entrance of the school building.

Children who have a statement of special education needs that names the school will be admitted. This will reduce the number of places available to other applicants.

In considering regular worship. The Governors will take into account a letter from the priest or minister of the Church attended which includes reference to the frequency and commitment of the applicant parents in Church attendance over the previous 12 months. Priority will be given to applicants with long-standing involvement

Any applications received after the closing date will be considered after all those which were received on time.

Where places subsequently become available the waiting list will be used, ranked according to the above criteria.

B SPECIAL CIRCUMSTANCES

Consideration will be given to applicants who can establish particular medical, Special Educational Need, disability needs or social grounds relating to their child. Supporting written evidence from a doctor, social worker or other relevant professionals **must be provided at the time of application.**

Special circumstances may take precedence over any of the numbered criteria set out above.

C. ADMISSIONS TO YEAR GROUPS OTHER THAN THE INTAKE YEAR

1. All other admission requests will necessitate the completion of the Queen Elizabeth's School Admissions Form by parents/carers who will be invited to a meeting with the Deputy Head Teacher (Pupils and Community). This meeting is to clarify the data given on the Admissions form, and to collect additional curriculum data, and does not form part of the admission process. This is to enable the school to provide the earliest possible start date upon successful admission.
2. Following completion of the Queen Elizabeth's School Admission Form, and the meeting with the parents/carers, pupils will be admitted except where the admission may adversely affect the provision of efficient education or the efficient use of resources. In that case the admission request will be referred to the Admissions Committee of the Governing Body for its consideration.
3. Governors will consider admission requests and places will be filled in accordance with the admissions criteria unless it can be demonstrated that there would be prejudice to the provision of efficient education or the efficient use of resources.
4. All pupils admitted will normally be placed on the school roll at the most appropriate time following the successful admission request. Where there are genuine reasons for an earlier admission (eg. pupils moving into the catchment area or coming under

the Special Circumstances of Section B) the Head Teacher will make a discretionary decision on each case.

5. Pupils will be admitted in accordance with the locally agreed “Fair Access Protocol”.

D. ADMISSION TO THE SIXTH FORM

The school has an open admission policy to the Sixth Form. Post 16 years students who wish to join the Sixth Form should discuss their course requirements with the Deputy Head Teacher (Curriculum, Teaching and Learning) and the Head of Sixth Form.

E. LINKED PRIMARY SCHOOLS

The primary schools linked to Queen Elizabeth’s and referred to in Section A, criteria 8 and 10 are as follows:

Crescent Primary
Ethel Wainwright Primary
Farmilo Primary
Intake Farm Primary
Ladybrook Primary
New Rose Primary
St Peter’s C of E Primary

F. RIGHTS OF APPEAL

1. When requests for admission are refused, the applicants will be informed in writing of the reasons by the Clerk to the Governors Admissions Committee.
2. Applicants (except, temporarily, the parent/carer of a child who has been permanently excluded from two schools, and where at least one of these exclusions has taken place since 1st September 1997) whose child is refused a place have the right to appeal to an independent appeal panel.
3. The right to appeal applies at times other than the normal time of entry to the school (e.g. when families move into the catchment area part way through the year), and in respect of admissions at other than the normal age (such as a year early or a year later for transfer from primary to secondary school). Parents/carers who have missed the normal deadline for applying for admission, or who have had the offer of a place withdrawn, also have the right to appeal if they are refused a place.
4. The Clerk to the Admissions Committee will explain the right of appeal and give in the letter of refusal contact details for who will organise the appeal.

