

ADMISSIONS POLICY

Codsall Community High School – Bilbrook CE (VC) Middle School – Perton Middle School

Codsall High Federation of Schools

Admission Arrangements Policy

**Academic Year
2017/18**

Oversubscription Criteria

If the total number of applications for admission to the schools, including second and third preferences, exceeds the schools Published Admission Number (PAN), the following order of priority is used to allocate the available places, (if an applicant meets the admissions criteria of more than one preference then they will be offered a place at the school ranked highest on the application form):

- 1) Relevant Children Looked After
- 2) Pupils living within the catchment area of the schools
- 3) Students who have an elder sibling in attendance at the school and who will still be attending the school at the proposed admission date; *(for admission purposes, a sibling is a child who lives at the same address and who is the brother/sister, half-brother/sister (children who share one common parent), step brother/step sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address).*
- 4) Students who satisfy both of the following tests:

TEST 1: they are distinguished from the great majority of applicants either on medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report, (obtained by the parents). It must clearly justify, for health reasons only, why it is better for the child to attend the preferred school rather than any other school.

Exceptional circumstances must relate to the choice of school, i.e. the circumstances of the child, not the economic or social circumstances of the parent. They should be supported by a professional report, e.g. social worker, justifying why it is better for the child to attend the preferred school rather than any other school.

TEST 2: They would suffer hardship if they were unable to attend the school
- 5) Students who attend Bilbrook CE (VC) Middle School, Codsall Middle School and Perton Middle School and want a place at the High School.
- 6) Other students arranged in order of priority according to how near their home addresses are to the main gate of the school by the shortest available walking route as measured by the Children and Lifelong Learning Directorate's Geographical Information System.

Where it is not possible to accommodate all students applying for places within a particular category then the LA will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are catchment area children and satisfy category (3) will receive offers of a place, followed by children who live in the catchment area and satisfy category (4), etc.

Additional Notes

Admissions are administered through a coordinated admissions scheme and preferences for community, controlled, aided and foundation schools will be processed centrally by the LA's School Admissions Team. Each student will receive one offer of a place at a Staffordshire school.

In accordance with legislation, children who have a statutory statement of special educational need that names a particular school as being the most appropriate to meet the child's needs will be admitted to that school. This may reduce the amount of places available to other applicants.

Relevant children looked after means children who are looked after by a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) are looked after at the time an application is made and (b) in relation to whom the local authority has confirmed that the children will still be looked after at the time when the child will be admitted to school.

Any Staffordshire child not obtaining a place at any of their parents preferred schools will be allocated a place at the next nearest school with a space available and advised about the independent appeals process.

The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship) the friends or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of 5 days available). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Local Authority will exceed the admission number for the school concerned to prevent separation of twins / triplets.

Waiting lists

When parents appeal against a refusal to offer a place for their child at their preferred school, the child's name will automatically be placed on a waiting list in case any further places become available. Parents who decide not to appeal can also ask for their child's name to be included on the waiting list. If any places subsequently become available at the school, children on the waiting list will be given priority in accordance with the published oversubscription criteria. Waiting Lists will be kept until the end of the first week of the new academic year. No other waiting lists will be maintained.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Late Applications

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not possible because places have already been allocated then late applicants will be considered only after those applicants who applied by the published closing date.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

Repeat Applications

It is not the Council's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

In-Year Application Process

When applying for an in year admission an application form must be completed. These are available to parents from the County Council website www.staffordshire.gov.uk/admissions. Parents must complete the form and return it to Codsall High school, Bilbrook Middle school, or Perton Middle school as appropriate. The application form includes a section to be completed by the existing school and, particularly in cases where the reason for a move is not due to relocation, it is important that this section is completed. If this section is not completed, or the existing school does not agree with the reasons that the request has been made then the parents can be asked to reconsider their request. If, following a request to reconsider, a parent decides to continue with an in year application, the application must be dealt with in the normal way.

If a place is available, this can be agreed immediately after an interview in school. During the interview the parents/carers will be informed of start date and will be given information about the school. An email confirming that a place has been offered with the child's name, date of birth and

address will be sent to the School Admissions and Transport Service at admissions@staffordshire.gov.uk. This will be done by the data manager.

If a place is not available, the child will be placed on the waiting list by the School Admissions and Transport Service. A copy of both the application and the decision letter not to admit will be sent to the School Admissions and Transport Service

For more complex cases where there is a query as to whether the child concerned can be accommodated (for example where Codsall High Federation of schools are considering if they are able to accept an additional child who has moved into catchment) Codsall High, Perton Middle, Bilbrook Middle will send a copy of the application form within 5 school days and advise of the outcome (and send a copy of the decision letter) within a further 10 school days to the admissions and Transport service.

If there are queries about the admission of students, for example if Codsall High Federation of schools feel they can exceed their agreed PAN in particular year groups or if there are places available but there are concerns about the admission of individual students advice will be sought from the School Admissions and Transport Service before the outcome of an application is determined. This will include advice on whether or not the in-year fair access protocol will apply. In such instances the student details will be referred to the District Inclusion Panel. The DIP may recommend that alternative provision is required (this would usually be in a short-stay school (PRU) but this will usually require entry onto the school roll with a reintegration planned in most cases.

Finding an alternative place

If a place cannot be allocated at a Codsall High Federation of schools for a child who has applied due to relocation (i.e. moved into the County or from one area to another) the School and Admissions and Transport Service will contact the parents to support them in identifying an alternative place. This may include approaching other schools on parents' behalf and offering a place as appropriate.

The School Admissions and Transport Service will also keep records of parental enquiries and will follow up with both parents and schools if they are not notified of subsequent applications.

Availability of Places

The School Admissions Code requires the Local Authority to provide parents with information about the availability of places in the area on request. In order to fulfil this responsibility, officers will complete data sheets on each school and update based on in year applications. This will be compared against the information on the one database to ensure that it is up to date.

The data sheet will, in the first instance, use the school's PAN as a reference for determining the number of places potentially available. Codsall High Federation of Schools will advise the Admissions and Transport Service if conditions within the school mean that prejudice to the provision of efficient education or use of resources would be caused before the PAN is reached in a particular year group. This could be due to issues with mixed age teaching or because issues within a cohort mean it would not be appropriate to admit any further students.