



Admissions Policy

Date agreed by Governors:

Date of Review: October 2016

Member of Staff Responsible for the Policy: RG

Date of next review: October 2017

Dissemination of the Policy: All staff and Governors

Purpose and aim of the policy and procedures

Policy and Numbers

Students will be admitted at age 11 without reference to ability or aptitude. The number of planned admissions into Year 7 for the year commencing 1st September 2018 will be 175.

Over Subscription

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which students to admit:-

- *Where the child is in public care (looked after children). A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption(2) child arrangements order (residency order) (3) or special guardianship order (4).*

** (1) 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) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.*

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders).

((3) Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- Children who have a sibling attending the school and who will continue to do so when the younger child is admitted i.e.:- a brother or sister, half-brother or sister, half-brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner, and in every case, the child must be living in the same family unit at the same address.
- Children living in the school's priority catchment area* with the strongest geographical claim, measured from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school, with those living closer to the school receiving the higher priority.
- Other children with the strongest geographical claim, measured from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school, with those living closer to the school receiving the higher priority.

* the catchment area of the school is Cheltenham Borough which consists of the following wards and parishes: All Saints, Battledown, Benhall and The Reddings, Charlton Kings, Charlton Park, College, Hesters Way, Lansdown, Leckhampton, Oakley, Park, Pittville,

Prestbury, Southam, Springbank, St. Marks, St. Pauls, St. Peters, Swindon Village, Up Hatherley and Warden Hill.

In the Event of Over Subscription

In the event of oversubscription in any of the above criterion, places will be allocated to children with the strongest geographical claim, measured in a straight line from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. In the event of a tie involving two or more children when applying the strongest geographical claim based on straight line distance where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Body.

Waiting Lists

If the school is oversubscribed, a waiting list will be held until the end of December in the academic year of admission. The waiting list will be prioritised according to the school's oversubscription criteria.

Admissions in Practice

Admission in Year 7 from Primary School is organised by the LA. At Pittville, we begin each year by sending brochures to all local Primary Schools, holding an open evening and arranging for parents to see the school during the working day.

The LA administrates parental returns and keeps the school well informed at various stages in the process. Parents are notified of allocations in March. There then follows a period of appeals if we are full to our published admission number.

Transition/Y7 Manager will co-ordinate intake admissions, visits to Primary Schools and groupings into tutor groups. Induction evening is usually the evening before Induction Day in July of each year.

Right of Appeal

Parents/guardians have a right to appeal against refusal by the Governing Body to admit their child to the school. Any parents/guardians wishing to exercise this right must put their appeal, in writing, to the School. Independent Appeals will then be arranged by the Governing Body assisted by the Local Authority and conducted in accordance with the Code of Practice on Admission Appeals. The closing date for any Year 7 appeals is 30th April. Further details of the appeals procedure are available by contacting the school.

Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list

In Year Admissions

Any applications for a school place made outside the normal year of entry to the school must be made directly to the school. Where a place is available, an admission date will be agreed and following this the school will send a letter confirming that and the SENCO will arrange a testing date. This is purely to assist the school in placing the child and is in no way part of the admission process. New pupils will be assigned a "buddy" by the form tutor. Where a place is refused parents/guardians have a right to appeal this decision. *

*Please note: When considering an application case under the School Admission Appeal Code 3.10 it states that appeal panel's can consider 'the impact on the organisation and size of classes, the availability of teaching staff, and effect on children already at the school.'

SEND/Children on a EHC – Education Health Care

The school is required to admit a child with a statement of Special Educational Needs and/or on an Education and Health Care Plan that names the school, even if the school is full.

Monitoring, Evaluation and Review

This policy will be reviewed annually to ensure compliance. This policy review will be undertaken by the headteacher or nominated representative.

Linked Policies

Complaints

Equality and Diversity

Accessibility Plan