

## JOHN COLET SCHOOL ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2016/17

Date policy was agreed	March 2012
Date Equalities impact assessment completed	March 2012
Date policy was reviewed	December 2014
Date reviewed by Governor Advisor	December 2011
Date reviewed by Parents	Consultation January/February 2012
Date reviewed by the Governors	December 2014
Governors body responsible for the review	Governing Body
Senior Leadership Team Member accountable for writing and reviewing the policy	Headteacher

Consultants: Mr K Wilkinson (Governor), Mrs. C. McLintock (Headteacher),

Legislation: The School Standards and Framework Act 1998; The Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

Guidance: DfE School Admissions Code February 2012, BCC Admissions to Buckinghamshire Secondary Schools; A Guide for Parents.

### **Monitoring and Reviewing**

This policy will be formally reviewed every year.

This policy will be consulted on every 7 years providing there are no changes during that period. It was last consulted on in 2011.

Ongoing monitoring of actions and impacts/outcomes will be as follows:

- Report to the Governors termly as part of the Headteacher's Report

John Colet School (an Academy since 1 August 2011) is designated as a mixed non-selective school. The admissions policy for the school follows The Coordinated Admissions Scheme for Secondary Schools in the Area of Buckinghamshire County Council Local Authority (the County Scheme) unless stated. The County Scheme is available on the Buckinghamshire County Council website.

For definitions, refer to Appendix 1.

## **1. Admission Numbers**

The planned admissions number of pupils for each year group is as follows:

Years 7-11 180

Years 12-13 175

For entry into Year 12, in addition to pupils from the school's own Year 11 who have fulfilled the entry requirement, there will be places for a maximum of 25 external students who have fulfilled the entry requirement.

## **2. Statements of Special Educational Needs**

Children who qualify and who have statements of Special Educational Needs that names the school will be admitted prior to the application of the admission rules.

## **3. Over-subscription for Years 7 to 11**

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

1. Children who are "looked after" or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children living in the catchment area of the school.
3. Children of staff (teaching and support) where the member of staff has been employed on a permanent contract for two or more years at the time at which the application for admission to the school is made.
4. For the main point of admission: siblings of children in Years 7 to 10 who are on the roll of the school at the time that the allocations are made and are expected to be on the school roll at the time of the proposed admission. For immediate In-Year (casual) admission – siblings of children in Years 7-11 at the time of admission.
5. Children who have exceptional medical or social needs which can only be met at this school supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
6. Once the above rules have been applied, then any further places will be offered in distance order, using the distance between the child's normal home address, from their front door, and the school's nearest open gate, offering the closest first. We use the straight line distance.
7. Where the school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places. In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number of the school.

#### **4. Waiting List**

If any vacancies arise between National Offer Day and December 31st of the same year, first priority will be given to those on the waiting list managed by Buckinghamshire County Council through the County Scheme.

From January 1st a waiting list will be maintained until 31st August by the School for admissions into Year 7 during the academic year. If places become available during that period, or for the beginning of the following academic year, admissions will be handled by the school. If parents decline an offer of a place, they may subsequently re-join the waiting list. The child's name will be added onto the end of the waiting list as extant at the time the request to re-join is made. The waiting list will be ranked in accordance with the school's over-subscription rules.

#### **5. Late Transfer Procedure**

Admission to Years 7, 8, 9 and 10 will be handled by the school. The waiting lists will be held by the schools and will be ranked in accordance with the school's over-subscription rules.

#### **6. Year 12**

Applications from external students should be made in writing direct to the school. Entry requirements are the same for internal and external students and are that a student will have

- 5+A\*-C GCSE grades plus the individual entrance requirements for the subjects to be studied. GCSE equivalent courses (for example BTEC, OCR National) will count as 1 GCSE grade.

#### **7. Over-subscription for external entry to Year 12**

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

1. Children who are "looked after" or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children living in the catchment area of the school.
3. Children of staff (teaching and support) where the member of staff has been employed on a permanent contract for two or more years at the time at which the application for admission to the school is made.
4. For the main point of admission: siblings of children in Years 7 to 10 who are on the roll of the school at the time that the allocations are made and are expected to be on the school roll at the time of the proposed admission. For immediate In-Year (casual) admission – siblings of children in Years 7-11 at the time of admission.

5. Children who have exceptional medical or social needs which can only be met at this school supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.

6. Once the above rules have been applied, then any further places will be offered in distance order, using the distance between the child's normal home address, from their front door, and the school's nearest open gate, offering the closest first. We use the straight line distance.

7. Where the school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places. In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number of the school.

## **8. Year 13**

The student must have at least 3 E grades at AS level in subjects that can be progressed to A2 at the school.

## **9. Notes for admission to Years 12-13**

Very exceptional cases (e.g. students with a Statement of SEN, or a medical condition that is supported by medical evidence) where applicants do not meet the entry criteria listed above will be considered by a panel drawn from the Senior Leadership Team of the school and chaired by the Headteacher.

A student who has qualified for entry to Year 12 or Year 13 will in most cases be able to study the subjects for which s/he is qualified, but this will be dependent on there being sufficient places in the classes provided for each subject. The school reserves the right to refuse access to subjects when planned classes are full or the course is not viable.

Only in exceptional cases will any place be offered in Year 12 starting after September, or at any time in Year 13, because of the nature of the A level course, even when the year group is below 185 in number.

## **10. General**

- Buckinghamshire County Council will establish arrangements for appeals against non-admission.
- A map of the catchment area is available from Buckinghamshire County Council.
- Parents wishing to know their entitlement to free transport should contact the County Council.
- Terms used follow those in the Buckinghamshire County Council scheme

## Appendix 1

### Definitions

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). **Previously looked after children** are children who were looked after, but it ceased to be so because they were adopted.

For admission purposes a **sibling** means one of two or more individuals who have one or more parent in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility. A **parent** is defined in law (the Education Act 1996) as either (a) any person who has parental responsibility (defined in Children Act 1989) for the child or young person or (b) any person who has care of the child or young person.

The **normal home address** is where the parent or legal carer of the child live together unless it is proved that the child is resident elsewhere with someone who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child. To avoid doubt where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined by (1) confirmation of the registered address to which Child Benefit is currently being paid (2) If (1) above is not applicable then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

The **straight line distance definition:** is 'the distance from the address point of the pupil's house, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use'.

As part of the computer system we use for school admissions there is a program that measures the 'straight-line' distance from the nearest open school gates to your home address.

The point we measure to at your home address is determined by the Ordnance Survey ADDRESS-POINT which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File (PAF®).

The PAF contains postal address data for approximately 26 million delivery points. These delivery points include premises that are shown on Ordnance Survey large-scale mapping data, such as buildings or permanent mobile and park homes, plus other features such as temporary buildings and houseboats.

## Appendix 2 John Colet School catchment area map

**Appendix 3** Provisional timetable for appeals for Year 7 entry 2016

<b>DATE</b>	<b>EVENT</b>
2 March 2016	Secondary Transfer Allocation Day
15 April 2016 (end of working day)	Deadline by which your Secondary Admission Appeals form must be received by the Appeals Team
3 May – 24 June 2016 (exc Bank Holiday and school half term)	Secondary Admission Appeals heard
At least 10 <b>school</b> days prior to hearing	Date and time of hearing confirmed
At least 10 working days prior to hearing	Deadline for Admission Authority to submit its case
At least 6 working days prior to hearing	Circulation of papers to panel and parents by clerk
At least 8 working days prior to hearing	Deadline for submitting additional information in support of your appeal
Within 5 school days of your appeal or, in the case of multiple appeals, within 5 school days of the last appeal for that school	Decision letter is sent to appellant and Admission Authority