



Admissions Policy (2016-17)

Review Period: Annually – Autumn Term

Review By: Leadership Group & P&R

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Admission Arrangements

Students will be considered for admission, without reference to ability or aptitude, on the following criteria. These are in accordance with Warwickshire L.A. The agreed Entry Capacity for each Year Group is 150.

Warwickshire L.A. Admissions administer applications for places in Year 7 for the following year.

Criteria for admission in the event of over-subscription

- i. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989).
- ii. Children living in the priority area who will have a sibling at the school at the time of admission.
- iii. Other pupils living in the priority area.
- iv. Children living outside the priority area who will have a sibling at the school at the time of admission.
- v. Other children living outside the priority area.

Within these criteria first priority is given in order of distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the centre of the applicant's home address (as set by Ordnance Survey) to the centre point ("centroid") of the school. (All measurements are subject to prepositional accuracy changes). This applies equally to those living inside and outside the County's boundary.

Studley High School's Priority Area

The parishes of Morton Bagot (northern tip only). Sambourne (including Middletown and Littlewood Green but excluding the village of Sambourne), Studley and Mappleborough Green.

Definitions applying to all the criteria

Definition of sibling

Brother or sister attending the school at the time of admission:

Sibling refers to a brother or sister, a half brother or sister, an adopted brother or sister, a step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that child.

A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

Definition of Home Address:

Where the child normally resides/sleeps when s/he attends schools. Addresses involved in child minding arrangements (professional or with relatives) are excluded.

N.B. Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place is liable to be withdrawn.



Flats/Apartments

Where applications are made from the same multiple dwelling sharing a single PAF or Postal Address File (the address point location coordinate of the applicant's home address as set by Ordnance Survey), such applications in a single criterion will be considered initially by distance between the PAF and the school in the normal way. Where there are insufficient places to admit all those applicants, the individual priority for each applicant will be set by random allocation (lottery). The draw will be carried out by two officers of the Admissions Service, Children, Young People and Families Directorate in the presence of the Senior Solicitor, Legal Services, Performance and Development Directorate. The order of draw will be recorded and countersigned at the time. NB Any further offers made at a later time from the waiting list will be freshly drawn in the same manner.

Split Parents

Where a child lives with two parents in separate addresses, the qualifying address will be that where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the parents themselves will need to nominate which address they wish to be the child's main address for school admission purposes.

Twins, Triplets etc.

Where the final place in a year group is offered to one of twins (or triplets etc) it is normally our policy to admit the other twin, etc. too, even if that means going above the admission number.

Admissions above PAN

Looked after children: Except where a child is placed in an emergency, no care placement should be made by Social Services without the education element being satisfactorily arranged. Where the placement has had to be made in an emergency, and education has not been secured, or where education provision breaks down, then local authorities must secure an educational placement within 20 school days.

Moves of care placement can occur outside the normal admissions round when many schools are full. To avoid delays necessitated by the local appeals procedure Studley High School may admit, without appeal, looked after children from within the priority area even though the admission limit has already been reached or exceeded.

Exclusion: Pupils who are **permanently excluded from school** are referred to Area Behaviour Management Panels in order that consideration can be given as to the appropriateness of a return to mainstream school. On the recommendation of the Behaviour Management Panel, schools may offer places to previously excluded pupils even though the school is full in the year group.

Managed Moves: On the recommendation of the Behaviour Management Panel, schools may offer places to pupils on a **Managed Move** even though the school is full in the year group.

"Children with a **statement of special educational needs** that names Studley High School will be admitted. This may reduce the number of places available to applicants."



Offers of places in the **secondary** transfer group (for entry in September 2017) will be posted to the child's home address on 1st March 2017.

The date for the return of application forms to the Admissions Service by 31st October 2016.

If the school is full in the year group another place can be offered provided that:

- no other applicants have been refused places in the same year group – wherever they live
- the child is living or moving into the school's priority area
- the school is willing.

Under Age and Over Age applications

It is the policy of Studley High School, and that of the Warwickshire County Council Education Services, that all children should be educated within their appropriate age group. In a very few rare cases where it might not be appropriate for the child to be in their age appropriate year group, there is a detailed process to consider the child's physical, emotional and social maturity before any decisions are made.

Late applications

Late applications will be considered only after the applications received by the closing dates.

Late applications because of an impending move:

Offers of places will take account of a future move involving the child's address only if it can be confirmed before 4th February, 2015 i.e. if the parent can provide independent evidence of the move tenancy agreement [terminating beyond the start of the autumn term] or exchange of house contracts).

Reserve or Waiting Lists for Transfer and Entry groups:

Currently, parents refused a place can request a place on a waiting list. It is proposed to make the waiting lists automatic so that parents no longer have to refresh their interest. Any child who is refused a place at a school (in Warwickshire) of a higher preference than the school which is offered will be added to the waiting list/s automatically.

Applications for places in Years 8-11 should be made directly to the school. Should a place not be available pupils' names will be kept on a waiting list and, as with Year 7, the waiting list will exist only until the start of the Autumn Term. Any vacancies which occur in the appropriate year group will be re-offered to children on the waiting lists.

Vacancies occurring will be offered in the order of the published criteria for admission. The amount of time a child's name has been on the list is not relevant and parents should be aware that a child's position in the list can alter.



Appeals Procedure

- Where the appropriate Year group is oversubscribed, an Admission Appeals Panel will consider any appeals against the initial decision not to offer a place. The Panel's decision is final.
- Applications to Appeal should be made to the School.
- The Admission Appeals Panel is convened as required throughout the year within 30 days of the formal request.
- Applicants may only re-appeal during the current academic year if there is a significant change of circumstances e.g. change of address.
- Appeals for pupils with a Statement of Special Educational Needs should be addressed to the Assessment, Statementing and Review Service for advice.

Admissions for Years 8 - 11

Studley High School's main admissions take place in Year 7 and the school is normally full throughout the following years. For all Years other than Year 7, offers of places for September, should there be any available, will be made during the week prior to the May Day Bank Holiday.