



LANGTREE SCHOOL GOVERNORS’ POLICY ON ADMISSIONS 2012 – 2016 Entry

THE LANGTREE SCHOOL ACADEMY TRUST COMPANY

AN EXEMPT CHARITY LIMITED BY GUARANTEE

COMPANY NUMBER 7980335

In this policy as in all documents of The Langtree School Academy Trust Company (“TLSATC”) any reference to Langtree School, School, Governors of Langtree School or Trustees of Langtree School Academy Trust Company is a reference to The Board of Directors of The Langtree School Academy Trust Company and any reference to the headteacher of Langtree School is a reference to the Chief Executive Officer of TLSATC.

STATUS:	
RECOMMENDED	
STATUTORY	✓
REVIEW DATE	
COMMITTEE	Community

GOVERNORS POLICY ON ADMISSIONS

1. Rationale

- 1.1. This policy is intended to ensure that Langtree School exercises a fair, transparent and coherent procedure for admissions in conjunction with Oxfordshire County Council.
- 1.2. It must be recognised at all times that it is the Local Authority (LA) which manages admissions, and not the Headteacher or staff at Langtree School.
- 1.3. Applications for a place at the school are therefore made to the LA and not to the school, and decisions as to whether a place can be offered or not are taken by the LA and not by the school.

2. Aims

- 2.1. To ensure that Langtree School supports the admissions code as published by Oxfordshire County Council for maintained secondary schools and academies.
- 2.2. To ensure that all parents and carers understand the admissions code and that published procedures are clear and transparent to all.
- 2.3. To ensure that places at Langtree are offered on a fair and equitable basis in line with the published admissions code.

3. Policy detail

- 3.1. The governors of Langtree School adopt the determined admissions rules as published by Oxfordshire County Council. These rules are set out under 3.x below.
- 3.2. Langtree School has a standard admission number of 112 students in four forms of entry. Places are allocated by the LA using the admissions code set out in 3.x below. Parents and carers who are not offered a place through this procedure have the right of appeal (see section on **Appeals** below).
- 3.3. The Determined Admission Rules for maintained secondary schools are as follows:

THE DETERMINED ADMISSION RULES FOR COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY SCHOOLS IN OXFORDSHIRE FOR 2012/13, 2013/14, 2014/15, 2015/16

The admission rules for community and voluntary controlled schools are shown below in descending order of priority.

1. Children with a Statement of Special Educational Needs that names the school in Part 4 of the Statement.
2. Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application, and who will still be looked after at the time when they are due to be admitted to the school.

3. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Disability Discrimination Act 1995 as amended.

4. Children who live in the school's designated area. If there are more applicants than places in this category priority will be given in the following descending order:

a) First priority in category 4 will go to those children who have a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. However, if there are more applicants than places priority will be given, within this group, to those children who live closest to the school using the nearest designated public route as defined on the Directorate for Children, Young People & Families' Geographic Information System.

b) Second priority in category 4 will go to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Young People & Families' Geographic Information System.

5. Children living outside the designated area who have a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. If there are more applicants than places priority will be given, within this group, to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Young People & Families' Geographic Information System.

6. Children who attend a partner school, and live outside the designated area. If there are more applications than places priority will be given, within this group, to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Young People & Families' Geographic Information System.

7. Those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Young People & Families' Geographic Information System.

Time of Entry

The admission rules give some priority to those with a brother or sister attending the relevant school at the applicants "time of entry". This means that in the normal admissions round there will be no sibling connection for admission purposes for the following:

- Applicants for entry to Year 7 if they have a brother or sister in Year 13
- Applicants for entry to Year 7 if they have a brother or sister in Year 11 and there is no expressed intention of staying on into Year 12

Continued Interest Lists

Parents will be able to place their children's names on the continued interest list for a community or voluntary controlled primary or infants' school. For those applying through the normal admissions round for Year 7 the continued interest lists will be maintained from immediately following initial allocation to the end of the academic year of entry. In the case of those applying in year the continued interest lists will be maintained up to 1 academic year. It will be possible to place a name on the list from 1 August, the beginning of the academic year and the list will be discontinued on 31 July, the last day of the academic year.

Admission to an older or younger age group

Children considered for late transfer would almost certainly have a Statement of Special Educational Needs. Discussion relating to late transfer would normally be initiated within an annual review of the child's Statement of Special Educational Needs. Any late or early transfer of a child who does not have a Statement of Special Educational Needs would require evidence of the need for such a transfer and the agreement of the LA. Transfers of this kind are likely to be very uncommon. Where, through the agreed procedure, a pupil is transferring school outside the normal year they will be treated equally to other children in the transfer group.

Random Allocation

In the following circumstances the Local Authority will use random allocation to determine who will be offered a place:

- The measurement of the distance "tie break" produces an identical result.
- The children are from a multiple birth, they live at the same address, and one or more children can be offered a place but there are insufficient places to admit all the children concerned.

Fair Access Protocol for Years 7 to 11

The School Admissions Code states that all admission authorities and admission forums must have a Fair Access Protocol in place. It also states that all maintained schools and Academies must participate in their local authority's protocol in order to ensure that unplaced children, especially the most vulnerable are offered places promptly and at a suitable school. The Fair Access Protocol is not applicable to admissions made through the normal admissions round for secondary schools. In addition the bulk of in year admissions will continue to be processed through the normal admissions process.

Fair Access Panels are not a means of avoiding legal responsibilities to meet parental preference. Therefore where a parent requests a school place and the school has vacancies in the relevant year group there is no requirement for this to be considered by a Fair Access Panel. Each of the Fair Access Panels will be chaired by the relevant Area Service Manager for Inclusion Access and Engagement, and will monitor placements under the protocol to ensure equity between schools.

When making placements the panels will take into account any special circumstances, including possible transport costs. The Service Manager for Admissions or a representative from the Admissions Team will be part of each of these panels. The protocol can be used to enable the placement of children who fall within the following categories:

- Permanently excluded children, including those whose parents' have successfully appealed against an exclusion but where the independent appeal panel has decided that the pupil should not be reinstated.
- Children who are at serious risk of permanent exclusion.
- Children attending PRUs who need to be reintegrated back into mainstream education.
- Children who have been out of education for longer than one school term.
- Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places.
- Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place.
- Children of refugees and asylum seekers.
- Homeless children.
- Children from unsupportive family backgrounds, where a place has not been sought.
- Children known to the police or other agencies.

- Children without a school place and with a history of serious attendance problems.
- Traveller children.
- Children who are carers.
- Children with special educational needs (but without a statement).
- Children with disabilities or medical conditions.
- Children returning from the criminal justice system.
- Children of UK personnel and other Crown Servants.

Under this protocol secondary schools with fewer than 900 pupils on roll would not normally be expected to admit more than 2 above the published admission number in each year group. Those secondary schools with 900 or more pupils on roll could be expected to admit up to 3 above the published admission number in each year group.

Appeals

Parents and carers who are not offered a place at Langtree School following the processes outlined above have the right of appeal to an independent appeals panel. The decision of the appeals panel is final, and it must be recognised that the governors of Langtree School do not have any influence over the decision of the appeals panel.

4. Links to other policies and documentation

This policy should be read in conjunction with:

- 4.1 The Sex Education Policy.
- 4.2 The Collective Worship Policy.
- 4.3 The National Curriculum.

Produced : January 2012

Last reviewed :

Date of next review : January 2015