

Admissions Policy (2020 entry)

Review Period: Annually – Autumn Term

Review By: Leadership Group & P&R

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Contents:

- Background
- Admission Arrangements
- Proposed timeline (TBC)
- School's Priority Area
- Appeals Procedure
- Waiting Lists
- In year admissions

This policy is derived from the Warwickshire County Council Admission Arrangements 2018/19 and Coordinated Admissions Scheme and is based on the School Admissions Code which came into effect on 1st February 2012.

1. Background

1.1 The Local Authority (LA) is the admission authority for community and controlled schools and is therefore responsible for determining admission arrangements for these schools. The School Standards and Framework Act 1998 requires local authorities to consult with parties about admission arrangements before determining or varying them and the School Admissions Code lists those who must be consulted.

1.2 The Academy Trust is the admission authority and it must consult on admission arrangements by 1st March of the determination year. This applies unless it is exempt from consulting in accordance with the 2012 School Admissions Regulations. This states that “if no changes are made to admission arrangements they must be consulted on at least once every 7 years”.

1.3 All LAs are required to have in place a scheme for coordinating admission arrangements for maintained schools and academies within their area.

1.4 Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism that ensures as far as is reasonably practicable, every parent of a child who has applied for a place at a maintained school or academy is sent a single offer of a school place by the LA in which their home address falls (their home authority)

1.5 As well as containing the oversubscription criteria for schools where the LA is the admission authority, this document also contains details of Warwickshire’s coordinated scheme and that it applies to all Warwickshire schools required to be part of such arrangements.

2. Admission Arrangements (Year 7)

2.1 The relevant area for Warwickshire is the County of Warwickshire.

2.2 Children will transfer from primary, middle and junior schools at the end of Year Six.

2.3 All schools have a Published Admission Number (PAN) for each ‘relevant age group’. This is the age group at which pupils are normally admitted to the school. Studley High School’s PAN is 150 for Year 7.

2.4 In Warwickshire each community and voluntary controlled school has an area identified as its priority area (other local authorities refer to catchment areas). A small number of schools share priority areas; these are known as shared priority areas. Full details of priority areas are available on the Warwickshire County Council website.

2.5 Parents of the children attending the schools listed in this policy and having a date of birth that falls on or between 1st September 2008 and 31st August 2009, will be sent a secondary application pack via their child’s primary/junior school from June 2019.

2.6 Parents of children living in Warwickshire, or any other LA, are able to name seven schools on their Common Application Form (CAF) in their preferred order and to provide the reasons for their preferences. Parents are encouraged to apply via Warwickshire’s on-line service.

2.7 All of the preferences will be treated equally when allocating school places against the over-subscription criteria for each school.

2.8 Preferences for schools or academies in other LAs will be considered against the relevant over-subscription criteria.

2.9 Where it is possible to offer a place at more than one of the schools listed on the application form a place will be offered at the highest preference possible.

2.10 In the event that there are more applications than places available the following over-subscription criteria will be used when allocating places in Year Seven

Criteria for admission in the event of over-subscription

- i. Children in the care of, or provided with accommodation by, a LA and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 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. Children of staff employed at the school for two or more years at the time the application is made, or those recruited to fill a vacant post for which there is a demonstrable skills shortage.
- vi. Children living in Worcestershire and completing Year 6 at Astwood Bank Primary School, Coughton C of E Primary School, Mappleborough Green C of E Primary School, St Mary's Catholic Primary School (Studley), Studley St Mary's C of E Academy, Tanworth-in-Arden C of E Primary School and Webheath Academy Primary School. The order of schools in this list does not represent any priority (first priority is given in order of distance between the child's home and Studley High School (shortest distance = highest priority)).
- v. Other children living outside the priority area.

Please note that:

- a) Children with a Statement of Special Educational Needs or an Education and Health Care (EHC) Plan that names a school will be admitted first. In this event, the number of places that remain for allocation will be reduced.
- b) Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

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.

2.11 Where the LA is unable to allocate a place at any preferred school, a place will be allocated at the next nearest community or voluntary controlled school maintained by Warwickshire with availability or the next nearest own admission authority school (excluding selective schools) with availability where the admission authority is prepared to offer a place. The next nearest school with availability will be identified based on distance calculated by straight line measurement.

2.12 for those fulfilling the admissions criteria (i.e. sibling or living in catchment area): In the event of over-subscription, in any category, places will be awarded to those with the strongest geographical claim (as described above) – this will be used as a tie-break.

Where two or more applications are received from children living the same distance away for one final place, the school will make the final selection by lottery.

2.13 Applications for Year 7 places will be considered as transfer applications until the end of the autumn term at which point an application will enter the relevant in-year admission arrangements.

2.14 Waiting lists will be held for all maintained schools until the end of the autumn term 2020, at which point an applicant will enter the relevant in-year admission arrangements.

Studley High School's Priority Area

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

3. Proposed timetable for processing applications to secondary school (Year 7) in September 2020 (TBC by WCC)

4. Appeals

4.1 Parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference expressed where they have received a refusal. However, they cannot appeal for a place at a school preferred **lower than their offer** as this place will not have been considered and therefore will not have been refused.

4.2 Appellants will be expected to lodge appeals prior to the publicised deadline, but will be given at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal; appeal forms will be available from the Admissions Service.

4.3 The LA will provide appeal forms for all academies.

5. Waiting Lists

5.1 Waiting lists for all of Warwickshire's secondary schools will be held by the LA.

5.2 Children will be automatically added to the waiting lists if all Warwickshire schools listed as a higher preference than the school at which a place is allocated. This excludes grammar schools where waiting lists are set by a child's performance in the selection (11+) test.

5.3 Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from waiting lists as vacancies arise. A child's position can move up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.

5.4 The parents of a child on waiting lists will be contacted at the end of the autumn term and asked if they wish their child to remain on the list. If so, a fresh application will be needed. Parents must respond within the relevant timescale. If they do not register their continued interest by submitting a fresh application their child will be removed from the relevant list.

5.5 Following the end of the autumn term students on waiting lists will enter the relevant 'In-Year Admission Arrangements'.

6. Warwickshire County Council's In-Year Admission Arrangements

6.1 Under the School Admissions Regulations that came into effect on 1st February 2012, there is no requirement for LAs to coordinate in-year admissions from September 2013 onwards. However WCC will coordinate in-year applications for Warwickshire residents for all community and voluntary controlled and own admission authority schools unless the school has indicated otherwise in their admission arrangements. Contact School admissions for most up to date information.

6.2 Warwickshire residents applying for a place in non-Warwickshire schools should contact the relevant LA. Non-Warwickshire residents wishing to apply for a Warwickshire school should in the first instance contact their home authority.

6.3 Procedure for in-year applications for places at schools where Warwickshire County Council administer in-year applications.

- a. Parents are able to express up to 6 preferences.
- b. All of the preferences will be treated equally when allocating school places against the over-subscription criteria for each school.
- c. Where it is possible to offer a place at more than one of the schools listed on the application form a place will be offered at the highest preference possible.

6.4 Application forms are available from WCC Admissions Service and the WCC website.

Forms allow parents to provide:

- Information about their child's educational history;
- Their reasons for changing their child's school; and, in order to ensure fair access;
- Details of the official services and individuals working with their child, for example Education Social Worker.

6.5 This will enable a discussion to take place with the current school regarding any concerns the parents may have.

6.6 Parents will be asked to provide proof of address when submitting an application form.

6.7 If a preference is expressed for an own admission authority school details of the application will only be sent to the school if it ranked first or an offer cannot be made at a higher ranked school.

6.8 Own admission authority schools are required to notify the Council within seven school days of receipt of an application if a place can (or cannot) be offered.

6.9 Where it is not possible to offer any of the named preferences and the applicant does not want their child to remain at their current school, a place will be allocated at the nearest community or voluntary controlled school maintained by Warwickshire with availability or the nearest own admission authority school with availability where the admission authority is prepared to offer a place. The next nearest school with availability will be identified based on distance calculated by straight line measurement.

6.10 Where a place is not secured under the normal in-year admission arrangements then the application may need to be considered under the In-Year Fair Access Protocol (IYFAP – see Warwickshire IYFAP documentation)

Notifying parents of the outcome of the applications.

6.11 The Council will notify the parents of children living in its area of the outcome of their application, regardless of whether the Council is the school's admission authority. Notification letters will not be sent by individual schools.

6.12 Parents are expected to confirm acceptance of the offer of a school place within fourteen days after the date of the offer and to ensure their child begins attending school within six weeks of the offer. Where a child fails to take up a place within six weeks the place may be withdrawn.

Appeals

6.14 Parents will be informed of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed where they have received a refusal. However, they cannot appeal for a place at a school preferred lower than their offer as this place will not have been considered and therefore will not have been refused.

6.15 Appellants will be given at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal; in the case of own admission authority school appeal forms will be available from the school's admission authority.

6.16 The LA will provide appeal forms for all academies.

Waiting Lists

6.17 Waiting lists for all of Warwickshire's primary and secondary community and voluntary controlled schools will be held by the LA. Warwickshire Admissions also holds waiting lists for certain own admission authority schools where this is indicated in the school's admission arrangements.

6.18 Waiting lists for other schools that use their own published admissions criteria will be held by the individual schools.

6.19 All waiting lists held by the LA will be cleared at the end of each academic term. Towards the end of each term parents will be asked to register their continued interest. A fresh application will be required.

6.20 For in-year admission to selective schools see the school's own admission arrangements.

6.21 The LA aims to process in-year applications within 10 school days via the following process:

Step 1 Application received by the Admissions Service and acknowledged

Step 2 Application assessed

Step 3 If a preference has been expressed for a voluntary aided, trust, foundation school or academy, and it is relevant for them to consider admission, send applicant details to the school by email or fax

Step 4 Check availability at preferred schools

Step 5 Own admission authority schools to indicate if a place is available (where applicable).

Offer letter issued if a place is available at any of the preferences listed. If not offered first preference move to step 9. If offered first preference move to Step 10

Step 6 If a place cannot be allocated at any school listed a place at the nearest will be allocated or If the child falls under the IYFAP refer to IYFAP officer for placement.

Step 7 Notify unplaced school of offer

Step 8 Decision letter sent

Step 9 Children not offered a place at their first preference are added to the waiting list of all schools listed as a higher preference than the school at which a place was offered.

Step 10 Application closed

In Year Fair Access Protocol

The School adopts Warwickshire County Council's Protocol.

Further information and 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 they attend school. 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 in the presence of a Solicitor. 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.

Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to their area, a place will be allocated in advance if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address which can be used for the application against the relevant oversubscription criteria

Separated 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 or other multiple births.

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

Staff

Staff are employees who have worked at the school for two or more years at the time the application is made, or those recruited to fill a vacant post for which there is a demonstrable skills shortage.

Admissions above PAN

Children Looked After: 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, children looked after (CLA) 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 2020) will be posted to the child's home address on 1st March 2019.

The date for the return of application forms to the Admissions Service by 31st October 2019.

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 only be considered after the applications received by the closing dates (on time applications).

Late Applications due to 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 the deadline (as set by Warwickshire County Council) i.e. if parents can provide independent proof of the move, such as a tenancy agreement that terminates after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house. After this date parents should contact the school direct.

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