

DOWNEND SCHOOL



Downend School

Admissions Policy

Status: Statutory
Reviewed: October 2011
Ratified: November 2011
To be reviewed: October 2012

Appendix A Admissions during the Academic Year

1. Purpose of the Policy:

- 1.1 The purpose of this policy is to make the admissions process to Downend School clear and open.
- 1.2 We are fully supported in the admissions process by the local authority (LA) to whom the Governing Body have ceded responsibility.
- 1.3 Regular consultation with the LA takes place on various issues, including the number of places available each year, to which the Governors contribute and respond as appropriate.
- 1.4 (from LA guidance) Should a community or voluntary controlled school be over-subscribed (ie if there are more applications than places available), initial allocations will be made according to the following criteria. These are listed in order of priority and will be applied to all applications received by the published closing date for applications.

SECONDARY SCHOOLS (Year 7 admissions)

1. **Children in public care**
2. **Special educational needs:** Where the child has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities and this requires admission to the school applied for.
3. **Local siblings** (those living within a school's area of prime responsibility and who have named the school as a preference)
4. **a) Geographical considerations** (those living within a school's area of prime responsibility)
b) Geographical considerations (those living outside a school's area of prime responsibility)

Notes:

1. **Children in public care** are those looked after by a local authority within the meaning of Section 22 of the Children's Act 1989.

2. **Children with statements of special educational needs** are placed in schools through the arrangements set out in the SEN code of practice and not through these admission criteria. All governing bodies are required by Section 324 of the Education Act 1996 to admit to the school a child with a statement of SEN that names the school. Schools must admit such children whether they have places or not. Any appeal concerning the statement or the admission is to the independent special needs and disability tribunal. Parents/carers of the children with statements of SEN should contact their child's case officer for any further information.

Where a pupil does not have a statement of special educational needs, written supporting evidence will be required to be submitted at the time of application and should set out why the preferred school is the most suitable school because of the pupil's condition.

Examples of physical or mental impairment include:

- a) mobility or coordination problems; or
- b) speech, hearing or eyesight impairment; or
- c) progressive conditions eg cancer, multiple sclerosis, muscular dystrophy; or
- d) mental illness that is recognized by a respected body of medical opinion.

This evidence must include a supporting letter from a relevant professional, for example a doctor or other specialist. Parents/carers will be responsible for submitting this evidence. If the required documents have not been supplied at the time of application the local authority will not be able to consider admission under this criterion. On receipt of the written evidence the authority will see comments from independent professional advisers when considering applications under this criterion.

3. **Local Siblings:** children are defined as local siblings if:
- a) they are half or full brother or sister; or
 - b) they are adoptive brother or sister; or
 - c) they are children of the same household; and
 - d) they live within the school's defined area of responsibility; and
 - e) they have indicated that school as a preference; and
 - f) the older sibling is already in attendance at the preferred school and will be in attendance at the start of the new academic year in September following application (statutory school age only).
4. **a. Geographical considerations for secondary schools (those living within a school's Area of Prime Responsibility):** priority will be given to those children who live within the area of prime responsibility

for the school; where a school also has an area of first responsibility, children living in this area will be given the highest priority.

If in any year there are more children living within the area of prime responsibility than the number of places available at the school, priority will be given to those children who live closest to the school as measured by the nearest available walking route from home address to the school. (Distances from home to the nearest school gate are measured using the South Gloucestershire Council routes to school gazetteer dated 1 September 2009). All applications will be considered at the same time and the published over-subscription criteria applied.

b. Geographical consideration for secondary schools (those living outside a school's area of prime responsibility): after places have been allocated from within the area of prime responsibility, any remaining places will be allocated to those children who live closest to the school as measured by the nearest available walking route from the home address to the school. (Distances from home to the nearest school gate are measured using the South Gloucestershire Council routes to school gazetteer dated 1 September 2009). All applications will be considered at the same time and the published over-subscription criteria applied.

2. Consultation process:

2.1 This policy was developed in consultation with Governors.

3. Relationship to other policies:

3.1 School prospectus

4. Roles and Responsibilities

4.1 The Headteacher will ensure that all parents/carers of students, or potential students, are fully aware of the admissions policy and process (administered by the LA) in appropriate meetings, publications etc.

4.2 The Governors will support the admissions process as administered by the LA.

Dates:

Ratification: At Full Governors Meeting

Date: November 2011

Signature of Headteacher

Date: November 2011

Signature of Chair of Governors

Date: November 2011

SLT responsible:

Gill Miller

Appendix A

Admissions during the Academic Year – procedure from 2010

- Information will be passed to the Year Coordinator for an Admissions meeting.
- Year Coordinator to contact parent/carer to set up the Admissions meeting.
- Initial contact for a school place is made with their 'home' authority.
- South Gloucestershire Local Authority will be responsible for offering/refusing places on behalf of other authorities or own admission schools.
- Once a place has been offered the school is notified of this decision and must hold a place for the child for a period of four weeks.
- Once the school is contacted by the parents/ carers to confirm that the place is being accepted the school has five days to arrange an admissions meeting.