

SANDY UPPER SCHOOL

ADMISSION POLICY 2017-2018

Last Reviewed: June 2017

Reviewed by: L McLure

Next Review Date: June 2018

ADMISSION POLICY 2017-18

If the number of places in a year group at the school is not sufficient to meet the requests of all the parents, then the following LA criteria will be applied (in the rank order shown) to determine how the places will be allocated:

- 1) All 'looked after' children or children who were previously 'looked after'
- 2) Pupils living in the catchment area with siblings at the school
- 3) Other pupils living in the catchment area
- 4) 'Very exceptional' medical grounds
- 5) Other siblings
- 6) Any other children

The admission number for each year group is **269**.

Notes

In any situation where the application of the above criteria results in a situation where there are more children with an equal right of admission to the school than the number of available places, the tie break will be distance from the school, measured in a straight line, using the Local Authority's computerised mapping system. The distance will be measured from the address point of the child's home to the entrance to the School Main Gate, with those living closer to the school being accorded higher priority. The Governing Body does not give priority within each criterion to children who meet other criteria. The Local Authority will measure all distances for the Governing Body. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the School Admissions Team database to allocate the place.

Students who have a Statement of Special Educational Needs or Education, Health Care Plan are required to be admitted to the school which is named on the statement, even if the school is full. Students identified for admission through the Fair Access Protocol will also be admitted even if the school is full. Such students will be fully supported with Education, Health and Care Plans (EHCP).

Parents who want their child to transfer to the next phase of school outside of their normal age group must make the request in sufficient time for it to be considered before the application deadline. Parents/guardians need to make their request in writing to the Principal and Governing Body who will then consider the request, making their decision on what they determine is in the best interests of the child. The request should include the parents' reasons for the request, information regarding the child's academic, social and emotional development, including any supporting evidence the parent deems relevant and whether the child has previously been educated outside their normal age group. Once determined the decision will be communicated by the Governing Body to the parents/guardians in writing and will include reasons for the decision.

Request which have been garneted must be followed up with a formal application to the Local Authority using the appropriate paper application form within the admission timetable. The application will be considered within the normal allocation process under the relevant admission criterion.

The Governing Body does not guarantee to offer places to students who live in the catchment area or who move into the catchment area outside the normal admissions round (or after the allocation has begun) if this would mean exceeding the admission number.

Parents not offered a place are kept on a waiting list to be reallocated if places become available. The waiting list for places in Year 9 will be maintained until the end of the autumn term following the normal admission date of Year 9 students; **Parents wishing to remain on the waiting list beyond this point need to notify the school in writing not later than 31st December**. Parents applying for places in other year groups will have their applications kept on file until the end of the term in which the place has been requested. *Parents wishing their children to remain on the waiting list beyond that time will have to notify the School in writing.*

DEFINITIONS

'Looked After' Children

The Children Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

Previously 'looked after' children

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Sibling

A sibling is defined as a brother or sister, or half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/guardian's partner, and in every case should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

'Very Exceptional' Medical Grounds

'Very exceptional' medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Governors reserve the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/guardian, brother or sister or other relative/child minder.

Home Address

A student's home address will be regarded as the address of the parents/guardian with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents/guardians at more than one address, the address used to allocate a school place will be the one at which the student is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation, e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

The parents of Year 8 students due to transfer to an Upper School in September 2017 will receive information about applying for a school place. Parents **must** apply to the Local Authority in which they live. Parents living in Central Bedfordshire or Bedford Borough can apply using the online application system for the Local Authority in which they live. When completed, the form must be returned by the specified date.

The allocation of places will take place after this deadline and parents will be notified on the national offer day in early March 2017, by their home Local Authority of whether their applications have been successful. Parents, who make applications after the official deadline, even if they live in, or move into one of the catchment area will **not** be entitled to automatic places if this would mean exceeding the Published Admission Number.

Whilst admission will normally be into Year 9 or into Year 12, students may be admitted to Year 10 and Year 11 where there are vacancies (i.e. less than 340 on roll in the year group concerned). The above criteria will apply in these circumstances. Requests for admission into other year groups should be made to the school on the In-Year Application Form. The form is available from the school or the Local Authority and can be downloaded from the Local Authority website. The Published Admission Number for September 2017 is **269** places.

APPEALS

Parents who may wish to appeal against non-admission will have the right of appeal to an independent Appeals Panel. The decision of the Appeals Panel will be binding. Details of admissions and appeals arrangements will be published each year. In making these arrangements the Governors will, of course, refer to their Instruments of Government for Foundation Schools (Standards and Framework Act 1998).

Admission to Sandy Upper School Sixth Form

The principles of admission also apply to Sixth Form students. In addition note the following:

- 1) There is a minimum requirement of 8 GCSE at A*-C grades, or BTEC equivalent, for students who wish to join the Sixth Form. In addition students need to have at least a B grade in the subjects that they wish to study at A Level, or in an equivalent subject.
- 2) If a student is just below these entry criteria then the school will look at each case on an individual basis.
- 3) Students need to select a suitable combination of courses to study at AS and A Level.
- 4) Courses will run if there are sufficient numbers of students wishing to take the course to make it viable.
- 5) Oversubscription to the Sixth Form, as a result of request for admissions from student attending other schools, will result in the final offers of places being determined in accordance with the admissions criteria above.