

## **The Polesworth School (Academy)**

### **Admission Arrangements for 2017/18**

#### **Introduction**

The Community Academies Trust being the admissions authority for The Polesworth School, has determined the following arrangements for entry to the school in September 2017.

The Polesworth School's admission arrangements are part of the scheme of co-ordinated admissions.

The school's Published Admission Number is 224.

Details of the school's priority area can be found on the Warwickshire County Council website:

<http://www.warwickshire.gov.uk/admissions>

The Community Academies Trust amended its admissions arrangements for The Polesworth School in 2014 as it entered into partnership with the new Academies; Birchwood Primary School and Dordon Community Primary School, and created the Community Academies Trust. One of the many key focus areas of the partnership include provision of enhanced 3-18 education. These admission arrangements allow this overarching aim to be achieved more systematically for the benefit of all children.

#### **Admissions Criteria**

In the event that there are more applications than places available the following oversubscription criteria will be used:

Please note that children with a statement of Education, Health and Care plans that names a school must be admitted and this may reduce the number of places available.

1. Children in the care of, or provided with accommodation by, a local authority 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).
2. Children living in the priority area who will have a brother or sister at the school at the time of admission.
3. Children who attend Dordon Community Primary School or Birchwood Primary School
4. Other pupils living in the priority area.
5. Children of staff employed at the school
6. Children living outside the priority area who will have a brother or sister at the school at the time of admission.

## 7. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school. (shortest distance = highest priority)

Distance will be calculated by straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (All distances are subject to changes which may occur with updates of mapping data).

## Appeals

Any parent whose child is refused a place at Polesworth has a right to appeal the decision. Appeals are administered by Warwickshire County Council and can be lodged at <http://www.warwickshire.gov.uk/schoolappeals>.

## Waiting Lists

Waiting lists will be held by the Local Authority.

Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise. A child's position can move both 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.

Waiting lists will be held until the end of the Autumn term. The parents / carers of all children on the list will be responsible for contacting the Local Authority if they wish their child to remain on the list. They will be required to complete a new in-year application form.

## In-Year Admissions

Parents should apply directly to Warwickshire County Council.

## In-Year Fair Access Protocol

The School is part of Warwickshire's In-Year Fair Access Protocol.

## Definitions

### Looked After Children

Children in the care of, or provided with accommodation by a local authority (under Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so

because they were adopted (or became subject to a Child Arrangement Order or special guardianship order).

**Sibling, i.e. brother or sister, attending the school at the time of admission**

Sibling is defined in these arrangements as; a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister or the child of the parents' partner where the child for whom the school place is sought is living in the same family unit and at the same address as that sibling.

**Children of staff are those where:**

a) The member of staff has been employed at the school for two or more years at the time at which the application for admission is made

and/or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

**Home Address**

Where the child normally resides / sleeps when they attend school. Addresses involved in child minding arrangements, whether with professional childminders, friends or relatives, are excluded.

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 can be withdrawn. This includes situations where the address used to allocate a place changes prior to the place being taken up.

**Priority Area**

The Priority Area for The Polesworth School is the parishes of Newton Regis, Seckington, Shuttington, Austrey, Warton, Freasley, Polesworth, Dordon and Grendon.

**Postal Address File (PAF)**

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

**Applications made from the same multiple dwelling sharing a single Postal Address File (PAF) / Other applications where the distance from home to school is identical**

Where required, individual priority for such applicants within a particular criterion 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 Local Authority Solicitor from Law & Governance Division. The order of draw will be recorded and countersigned at the time.

**Separated Parents**

Where a child lives with each of their parents at separate addresses, the qualifying address will be the one 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 be asked to nominate which address they wish to be the child's main address for school

admission purposes. Should they fail to do so by the published closing date the Council, in consultation with the admissions authority, has the right to nominate the address that it considers appropriate.

In the case of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make a single application which both are in agreement with.

### **Twins, Triplets or other multiple-births**

Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, the admissions authority will normally offer a place to the other multiple-birth child(ren) even if this means going above the school's Published Admission Number.

### **Admissions above PAN**

Children with a Education, Health or Care plan that names the school will be admitted. In this event the number of places that remain for allocation will be reduced or result in a school exceeding its PAN.

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

- a) no other applicants have been refused places in the same year group – wherever they live
- b) the child is living or moving into the school's priority area (proof of address will be required)
- c) The Local Authority and the school's admission authority (where applicable) are in agreement.

If a school has a waiting list then it will not normally be possible to offer additional places as other applicants **will** have been refused places in the same year group. However, if the Local Authority and the school's admission authority (where applicable) agree, then **all** applicants on the waiting list, or groups of children falling under a particularly high criterion (such as out of area with siblings) **may** be offered a place.

### **Admission above PAN for Looked After Children**

Except where a child is placed in an emergency, no care placement should be made 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 educational 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 resulting from the local appeals procedure, Community and Controlled schools will be asked to admit, without appeal, looked after children resident within their priority area even though their admission limit has already been reached or exceeded.

### **Under Age and Over Age applications**

The Community Academies Trust's Policy is that all children should be educated within their appropriate age group. In rare cases where it might not be appropriate for the child to be educated in the normal year group, a detailed process would be undertaken to consider this

application (See Appendix 1). A recommendation would be made by the Head of School to the Local Governing Body who would make the final decision.

### **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.

### **Late applications (Entry or Transfer Year Groups)**

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

### **Late applications because of an impending move:**

Offers of places at secondary level will take account of a future move involving the child's address only if it can be confirmed by **Friday 30<sup>th</sup> December 2016** i.e. if the parent 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.

### **Sixth Form Admission Arrangements:**

Attached as Appendix 2.

## Appendix 1

### **Process for Out of Age Applications**

- Parents/Carers to submit a written request to the Head of School outlining the reasons for the application.
- Parents/Carers to enclose evidence to support their request and should include the following documents:
  - School reports
  - Reports from any Professionals involved with the child/family
  - Evidence of any mitigating circumstances
- Head of School will consider the application and review the evidence provided. The Head of School will also consult with the staff in the school to ensure that, if the application is successful, the out of age placement can be accommodated. The usual over-subscription admission criteria will be also be applied.
- Application and Head of School's recommendation to be considered by the full Governing Body who will make the final decision.
- Parents/Carers will be informed of the decision along with the appeal process if required.

## Appendix 2

### Sixth Form (Year 12) Admissions Policy

#### September 2017 entry

The planned admission for external applicants into Year 12 is 60 and the overall capacity of the Sixth Form, which includes Year 12 and Year 13, is 340.

Should the Published Admission Number be reached then admission will be determined in accordance with the following criteria in the order set out below:

1. Looked after children, in accordance with Section 22 of the Children Act 1989, or previously looked after children who are now subject to a residence order, special guardianship order or adoption order.
2. Straight line proximity of a student's home to The Polesworth School Sixth Form at Tomlinson Hall, with those living nearest being given priority.

If these criteria do not separate applicants, a process of random allocation will be undertaken to determine priority.

The process for Sixth Form application is as follows:

- Open Evening for all prospective Sixth Form students during January of the year preceding entry to Sixth Form.
- Completion and receipt of application form into The Polesworth School, as specified on the school calendar and website.
- A guidance discussion to ensure options and choices reflect a student's aspirations and future plans.

Offers of places will be made on the following basis:

- Students seeking entry at 16+ should have at least 6 full course GCSE passes at Grade C and above including English and/or Maths.
- In addition there are specific GCSE requirements for individual subjects detailed on the school website. On receipt of a completed application form an interview will be arranged. The interview is intended to ensure that all students make informed choices.
- Offers of places are made subject to the entry requirements being met, a satisfactory reference being received from the applicant's school and to there being places in the subjects of the student's choice.