

JOHN COLET SCHOOL ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2013/14

Date policy was agreed	
Date Equalities impact assessment completed	
Date policy was reviewed	n/a
Date reviewed by Governor Advisor	December 2011
Date reviewed by Parents	Consultation January/February 2012
Date reviewed by the Governors	
Governors body responsible for the review	Governing Body
Senior Leadership Team Member accountable for writing and reviewing the policy	Headteacher

Consultants: Mr K Wilkinson (Governor), Mrs. C. McLintock (Headteacher),
Guidance: DfE Admissions Guidance and draft Admissions Code, BCC
Admissions to Buckinghamshire Secondary Schools; A Guide for Parents;
Children Act 1989

Monitoring and Reviewing

This policy will be formally reviewed every year.

This policy will be consulted on every 7 years providing there are no changes during that period

Ongoing monitoring of actions and impacts/outcomes will be as follows:

- Report to the Governors termly as part of the Headteacher's Report

John Colet School (an Academy since 1 August 2011) is designated as a mixed non-selective school. The admissions policy for the school follows The Coordinated Admissions Scheme for Secondary Schools in the Area of Buckinghamshire County Council Local Authority (the County Scheme) unless stated. The County Scheme is available on the Buckinghamshire County Council website.

1. Admission Numbers

The planned admissions number of pupils for each year group is as follows:

Years 7-11 180
Years 12-13 175

For entry into Year 12, in addition to pupils from the school's own Year 11 who have fulfilled the entry requirement, there will be places for a maximum of 25 external students who have fulfilled the entry requirement.

2. Statements of Special Educational Needs

Children who qualify and who have statements of Special Educational Needs that names the school will be admitted prior to the application of the admission rules.

3. Over-subscription for Years 7 to 11

Where eligible applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which student to admit:

1. Children who are "looked after" or *who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order*. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

2. Children living in the catchment area of the school.

3. *Children of staff (teaching and support) where the member of staff has been employed on a permanent contract for two or more years at the time at which the application for admission to the school is made.*

4. For the main point of admission: siblings of children in Years 7 to 10 who are on the roll of the school at the time that the allocations are made and are expected to be on the school roll at the time of the proposed admission. For immediate In-Year (casual) admission – siblings of children in Years 7-11 at the time of admission. For admission purposes a sibling means one of two or more individuals who have one or more parent in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility. A parent is defined in law (the Education Act 1996) as either (a) any person who has parental responsibility (defined in Children Act 1989) for the child or young person or (b) any person who has care of the child or young person.

5. Children who have exceptional medical or social needs which can only be met at this school supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.

6. Once the above rules have been applied, then any further places will be offered in distance order, using the distance between the child's normal home address, from their front door, and the school's nearest open gate, offering the closest first. We use the straight line distance. The normal home address is where the parent or legal carer of the child live together unless it is proved that

the child is resident elsewhere with someone who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child.

To avoid doubt where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined by (1) confirmation of the registered address to which Child Benefit is currently being paid (2) If (1) above is not applicable then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

The **straight line distance definition**: is 'the distance from the address point of the pupil's house, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use'.

As part of the computer system we use for school admissions there is a program that measures the 'straight-line' distance from the nearest open school gates to your home address.

The point we measure to at your home address is determined by the Ordnance Survey ADDRESS-POINT which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File (PAF®).

The PAF contains postal address data for approximately 26 million delivery points. These delivery points include premises that are shown on Ordnance Survey large-scale mapping data, such as buildings or permanent mobile and park homes, plus other features such as temporary buildings and houseboats.

7. Where the school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places. In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number of the school.

Note: Sections in italics are subject to the draft Code on which DfE consulted in 2011 coming into force.

4. Waiting List

Children who have not been allocated a place may have their name placed on the waiting list. The waiting list will be ranked in accordance with the school's over-subscription rules as detailed above.

5. Year 12

Applications from external students should be made in writing direct to the school. Entry requirements are the same for internal and external students and are that a student will have

- 5+A*-C GCSE grades plus the individual entrance requirements for the subjects to be studied. GCSE equivalent courses (for example BTEC, OCR National) will count as 1 GCSE grade.

6. Over-subscription for external entry to Year 12

Where eligible applications for admission exceed the number of external places available, the following criteria will be applied in the order set out below to decide which student to admit:

1. Children who are “looked after” or *who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order*. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

2. Children living in the catchment area of the school.

3. *Children of staff (teaching and support) where the member of staff has been employed on a permanent contract for two or more years at the time at which the application for admission to the school is made.*

4. For the main point of admission: siblings of children in Years 7 to 10 who are on the roll of the school at the time that the allocations are made and are expected to be on the school roll at the time of the proposed admission. For immediate In-Year (casual) admission – siblings of children in Years 7-11 at the time of admission. For admission purposes a sibling means one of two or more individuals who have one or more parent in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility. A parent is defined in law (the Education Act 1996) as either (a) any person who has parental responsibility (defined in Children Act 1989) for the child or young person or (b) any person who has care of the child or young person.

5. Children who have exceptional medical or social needs which can only be met at this school supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.

6. Once the above rules have been applied, then any further places will be offered in distance order, using the distance between the child’s normal home address, from their front door, and the school’s nearest open gate, offering the

closest first. We use the straight line distance. The normal home address is where the parent or legal carer of the child live together unless it is proved that the child is resident elsewhere with someone who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child. To avoid doubt where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined by (1) confirmation of the registered address to which Child Benefit is currently being paid (2) If (1) above is not applicable then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

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7. Where the school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places. In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number of the school.

Note: Sections in italics are subject to the draft Code on which DfE consulted in 2011 coming into force.

7. Year 13

The student must have at least 3 E grades at AS level in subjects that can be progressed to A2 at the school.

8. Notes for admission to Years 12-13

Very exceptional cases (e.g. students with a Statement of SEN, or a medical condition that is supported by medical evidence) where applicants do not meet the entry criteria listed above will be considered by a panel drawn from the Senior Leadership Team of the school and chaired by the Headteacher.

A student who has qualified for entry to Year 12 or Year 13 will in most cases be able to study the subjects for which s/he is qualified, but this will be dependent on there being sufficient places in the classes provided for each subject. The school reserves the right to refuse access to subjects when planned classes are full or the course is not viable.

Only in exceptional cases will any place be offered in Year 12 starting after September, or at any time in Year 13, because of the nature of the A level course, even when the year group is below 185 in number.

9. General

- Buckinghamshire County Council will establish arrangements for appeals against non-admission.
- A map of the catchment area is available from Buckinghamshire County Council.
- Parents wishing to know their entitlement to free transport should contact the County Council.
- Terms used follow those in the Buckinghamshire County Council scheme

Appendix 1 John Colet School catchment area map