



Admissions Policy

2018/19

Stoke Park School and Community Technology College Admissions Policy **2018/19**

The admissions process is part of the Coventry Local Authority co-ordinated scheme.

The school admission number for the school year beginning in September 2018 is 180.

2018/19 Oversubscription Criteria:

If there are more requests for a school place than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below:

- 1 Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children) Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order, special guardianship order or a child arrangements order. A looked-after child is defined in Section 22 of the Children Act 1989.**
- 2. Children who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will be of compulsory school age and will continue to attend that school the following year**

The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address.

- 3. Other children who live in the catchment area served by the school.**
- 4. Children living outside the catchment area with a brother or sister who currently attends the school, provided that the brother or sister will be of compulsory school age and will continue to attend that school the following year**
- 5. Children of staff working at the school, with two years' service at the time of application.**

Staff refers to any person employed by the Governing body of the school, or if employed by another organisation who works wholly or mainly in the school.

All staff who have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:

- All full-time teaching staff
- All full-time support staff – defined as those on 37 week and above contract
- All part-time teaching staff with a 45% and above timetable
- All part-time support staff who work at least 15 hours per week for 37 weeks or more

The two-year qualification period may be waived if a post is hard to fill.

The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

6. Children by reference to the distance to the preferred school

If it is not possible to meet all of the requests in any one of the categories described above, the school governors will prioritise the requests by reference to distance.

Brothers and Sisters

The Governors see the benefits of children from the same family attending the same school and give priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where the school is over-subscribed no guarantee can be given that places will be available for brothers and sisters. Where the final place in a year group is offered to one of twins or other multiple births the parent has to decide which child will take up the place

Compulsory school age

Brothers and sisters are required to be of compulsory school age within the oversubscription criteria. This means they must be attending in Years 7 to 11 at the time that the applicant would be joining the school.

Distance

If it is not possible to meet all of the requests in any one of the categories described above, the Governors will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence - to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the Governors will select by drawing lots

Home address

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Governors that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.

Catchment area

One of the aims of our school is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area and details of our catchment area are available from the Admissions and Benefits team.

Special Educational Needs

All children with a statement of Special Educational Needs or an Education Health and Care Plan that name the school will be admitted before all other applicants.

Late Applications

The closing date for applications in the normal admissions round is **31 October 17**. After that date, the Local Authority will continue to receive applications but these will be considered to be late and may not be processed until after 1 March 2018.

Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply to the Local Authority Admissions and Benefits Team who will arrange for appeals to be registered. Appeals will be heard by an independent panel.

Waiting Lists

After the initial allocation of places on **1 March 2018**, the Governors in conjunction with the Local Authority will establish a waiting list and this will operate up until the end of the Autumn term. Parents who wish for their children to continue to be considered for any places after the end of the autumn term must register their interest for the school via the Local Authority.

Fair Access Protocol

The governing body have adopted the LA policy for admission of previously excluded or hard to place children.

Applications outside the normal admissions round

An application must be made to the Local Authority who co-ordinate all such applications, and will notify applicants of Governor decisions. Applicants refused a place will be offered the right of appeal.

Process for Requesting Admission Out of the Normal Age Group.

Where a parent/carer seeks a place for their child outside their normal age group they must notify their intention on the application. Parents/carers will then be contacted to discuss the matter further as each case will be considered on the circumstances of each case and in the child's best interests. There are no guarantees that such applications will be agreed. Parents/carers will be sent a letter setting out the decision and reasons for it.

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Governing Body. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Body will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE

Guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission> “

General principles of decision making on out of normal age group applications

Placement outside the child's chronological year group should be highly exceptional. It would also need to be in the best interests of the child according to both parents and education professionals.

Evidence should be provided by the parent with the application on reasons why a child should be educated outside their normal age group.

Evidence should then be sought from the head teacher of the school where the applicant is seeking admission.

Reference will be made to the checklist in consideration of the above evidence by a senior officer from Education and Learning.

Checklist

All criteria should be satisfied before considering placing a child outside their chronological year group. However, ticking all the boxes is NOT an indication that a child should be placed out of year. It is merely an indication that such a course should be considered.

School, parents, child and involved professionals all feel that this placement would substantially increase the probability of the child's successful inclusion in mainstream school.
This decision is not being made in order to delay other interventions, such as placement into a different school.
This decision is not being made due to difficulties in making appropriately differentiated provision in the class to which the child should normally transfer.
Consideration has been given to the long-term emotional and social impact of this placement.
Consideration has been given to the likely future placements for the child, e.g. returning to their own year group or remaining with the new year group.
There has been a discussion with parents about likely future issues, e.g. leaving school without completing Key Stage 4, no guarantees that transfer from primary to secondary school out of the normal year will be agreed by secondary schools
All involved feel that the child will be able to learn more from the children in the proposed year group than by being around children of their own age group.
The child will have a peer group in their new class, which is likely to continue to be somewhere that the child can 'fit in' as the cohort matures.
The child has previously been educated out of their normal age group and/or they may naturally have fallen into a lower age group if it were not for being born prematurely.

Year 12

Stoke Park School currently provides for a maximum of 160 students in Year 12.

The School's admission number for external students applying to join in Year 12 in September 2017 is 10.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. Entry to Year 12 is not dependent upon attendance or behaviour records. Full details of the minimum requirements for all year 12 courses are published in our prospectus.

When there are more external applicants than the admissions number that satisfy any minimum course requirements, and once any pupils with a statement of special educational needs or an Education Health and Care Plan which names the School and which the School has agreed have been admitted, the oversubscription criteria outlined below will be applied. This is the same policy as used for entry to any other year in the school. Namely:

The Governing Body prioritises admission to:

- children who at the time of admission are in the care of a local authority or are provided with accommodation by an authority (looked after children);
- children who live in the catchment area served by the school, who have a brother or sister attending the school, provided that the brother or sister will be of compulsory school age and will continue to attend that school the following year;
- other children who live in the catchment area served by the school;
- children living outside the catchment area with a brother or sister who currently attends the school provided that the brother or sister will be of compulsory school age and will continue to attend that school the following year;
- children of staff working at the school, with two years' service at the time of application.

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All staff who have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:

- All full-time teaching staff
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The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

- children by reference to the distance to the preferred school. A straight-line measurement will be made from the centre of the child's home address to the centre of the preferred school site. The address used must be the child's permanent home address;

If it is not possible to meet all of the requests in any one of the categories described above, the governing body will prioritise the requests within that category by reference to distance (see Point 5 above). The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the governing body will select by drawing lots.

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission. Appeals should be made in writing to the Chair of Governors at the school who will put the appropriate procedures in place.