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# **Stoke Park School**

## **Admissions Policy 2019/20**

**Date of Last Review: February 2018**

**Reviewed by:**

**Agreed by Governors: February 2018**

**Frequency of Review: Annually**

**Date of Next Review: February 2019**

Stoke Park School and Community Technology College is an academy within The Futures Trust, a Multi Academy Trust (the Academy Trust) and the Academy Trust is the admission authority. It participates in the local authority coordinated scheme for Year 7 admissions intake. All applicants should adhere to the deadlines within the scheme. The admission arrangements comply with the Fair Access Protocol as detailed in the Admissions Code.

## **Procedure for admitting students to Stoke Park School and Community Technology College**

### **Admissions Number**

1. For September 2019, Stoke Park School and Community Technology College's Published Admissions Number (PAN) for year 7 is 180.
2. In any specific year, the Academy Trust may set a higher admission number than the School's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy Trust will undertake a full consultation. Pupils will not be admitted in any year group above the published admissions number for that year group unless a successful appeal is lodged, a pupil is allocated under Fair Access arrangements, or where the final place in a year group is offered to one of a pair of twins or other multiple births or in the cases of twins or multiples (see paragraph 12). Such circumstances shall be reported to the Secretary of State.

### **Process of Application**

3. Arrangements for applications for places at Stoke Park School and Community Technology College will be made in accordance with the local authority's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the local authority.
4. The Academy Trust will use the following timetable for applications to Stoke Park School and Community Technology College each year (exact dates within the months may vary from year to year) that, whenever possible, will fit in with the common timetable agreed in Coventry.
  - a) **By September** – The Academy Trust will publish on Stoke Park School and Community Technology College website, information about the arrangements for admission, including oversubscription criteria, as soon as they have been determined. This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy Trust will also provide information in relation to Stoke Park School and Community Technology College to Coventry local authority for inclusion in the composite admissions prospectus, as required;
  - b) **September/October** – The Academy Trust will provide opportunities for parents to visit Stoke Park School and Community Technology College;
  - c) **By 31 October** – Deadline for the Common Application Form to be completed and returned to the child's home local authority. Local authority to administer;

- d) **Late November** – local authority sends Stoke Park School and Community Technology College full details of the numbers of applications to the Academy Trust;
- e) **Early/Mid December** – If the number of applications exceeds the PAN, the Academy Trust will consider all applications, apply the oversubscription criteria (as appropriate) and provide Coventry local authority with a list of those applicants ranked according to the school's oversubscription criteria.
- f) **February** – Coventry local authority applies agreed scheme for Coventry schools, informing other local authorities of offers to be made to their residents.
- g) **1 March** each year or next working day – offers made to parents.

### **Consideration of Applications**

- 5. The Academy Trust will consider all applications for places at Stoke Park School and Community Technology College. Where fewer than the published admission number for the relevant year groups are received, the Academy Trust will offer places at Stoke Park School and Community Technology College to all those who have applied.

### **Special Educational Needs**

- 6. All students with a Statement of Special Educational Needs or an Education Health and Care Plan (the Statement or EHCP) that name Stoke Park School and Community Technology College in the Statement or EHCP will be admitted.

### **Applications for children to be admitted into a class outside of their normal age group**

- 7. 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.
- 8. 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 Local 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 Local 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 Headteacher.

9. 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>

## **2019/20 Oversubscription Criteria**

10. 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.**
  - 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**

11. The Trustees 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.

### **Catchment area**

12. 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. If you have any queries relating to the school's catchment area, please contact the school directly.

### **Compulsory school age**

13. 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**

14. 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 Directors will select by drawing lots.

### **Home address**

15. 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 Local Governing Body 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.

16. If a place 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.

## Late Applications

17. The closing date for applications in the normal admissions round is **31 October 2018**. 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 2019**.

## Appeals

18. If your child has not been offered a place at Stoke Park School and Community Technology College you have the right of appeal against the decision. Accepting the place you have been offered does not affect your right of appeal. Appeals are administered by the local authority and heard by an independent panel. If you want to appeal for a place you should contact the Resources Directorate at Coventry City Council. You will receive 10 school days' notice of the time and date of the appeal hearing. You will receive a statement nine school days before the appeal hearing saying why your child has not been offered a place and why the school is unable to admit another pupil. Any additional documents you wish to submit in support of your appeal must be received by the Clerk to the Governing Body at least three days before the appeal hearing. Failure to do this may result in your appeal hearing being adjourned.

## Waiting Lists

19. After the initial allocation of places on **1 March 2019**, the School 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

20. The Coventry Fair Access Protocol covers the arrangements for all admission requests and the integration or reintegration to schools of pupils who are requesting a place at a school and are considered more difficult to place. All secondary schools in Coventry are included in this partnership. The agreement requires each school to accept a quota of students who are regarded as more difficult to place over their published admission number if necessary.

## In-Year Admissions

21. The Parent(s)/Carer(s) of children seeking admission to the School should apply for a place by completing a standard admission form, available from the school or from the local authority. Once completed, the form should be returned to the local authority which coordinates all such applications, and the local authority will notify applicants of the school's admission decisions. If a place is not available in the relevant year group, Parent(s)/Carer(s) are entitled to appeal against this decision and if an appeal is lodged it will be heard within 30 school days of the appeal being lodged. The applicant's name will also be placed on the school's waiting list for admission into the relevant year group.

## Post 16 Admissions Criteria

22. The 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 2019 is 10.
23. 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.

## Oversubscription Criteria

24. If, after allocating places to eligible internal candidates, there are more requests for a school place than there are places available within the school's admission number, places will be allocated to those pupils who meet the academic entry criteria in accordance with the following criteria and in the order shown below (please refer to oversubscription definitions for further information). This process will be supervised by a person independent of the school:
- h) Students who, at the time of admission, are in 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 child arrangements order, residence order or a special guardianship order. A looked-after child is defined in Section 22 of the Children Act 1989.
  - i) Students 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 Stoke Park School and Community Technology College the following year.
  - j) Other students who live in the catchment area served by the school.
  - k) Students living outside the catchment area with a brother or sister who currently attends Stoke Park School and Community Technology College, provided that the brother or sister will be of compulsory school age and will continue to attend the following year.
  - l) 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.

- m) Students by reference by distance to the school. Please see the definition of distance above at paragraph 8 of these admission arrangements.

25. If it is not possible to determine all the applications received that meet any of the categories described above, priority will be determined by the proximity of the child's home to Stoke Park School and Community Technology College. This will be carried out using a straight-line measurement and a computerised mapping system, from the centre of the child's residence to the centre of the 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 as described above, the Directors will select by drawing lots. This process will be supervised by a person independent of the school, and a fresh round of random allocation will be used each time a child is to be offered a place from a waiting list.

## **Appeals**

26. Appeals against the decision of the school to refuse a place must be made in writing to the Chair of the Local Governing Body within 20 school days of notice of the refusal.

27. Appeals will be heard by an independent appeal panel.