

## ADMISSIONS POLICY 2019


<b>RESPONSIBILITY:</b>	<b>ADMISSIONS COMMITTEE</b>
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<b>PROPOSED BY:</b>	<b>SCHOOL BUSINESS MANAGER</b>
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<b>TYPE OF POLICY:</b>	<b>STATUTORY</b>
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<b>ON WEB SITE</b>	<b>YES</b>
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<b>DATE AGREED BY ADMISSIONS COMMITTEE</b>	<b>7 DECEMBER 2017</b>
<b>FREQUENCY OF REVIEW:</b>	<b>ANNUAL</b>
<b>NEXT REVIEW:</b>	<b>DECEMBER 2018</b>

<b>APPROVED BY:</b>	<b>FULL GOVERNING BODY</b>
<b>DATE APPROVED AND ISSUED:</b>	<b>18 DECEMBER 2017</b>
<b>SIGNATURE:</b>	 <b>CHAIR OF GOVERNORS</b>

**In reviewing this policy, the Admissions Committee has taken into account the provisions of the Equality Policy 2016**



The Governing Body of Vandyke Upper School has determined the following admissions criteria.

This policy has been drawn up following discussions with the Department for Education (DfE). The policy is in line with the Admissions Code of Practice (December 2014) issued under Section 84 of the School Standards and Framework Act 1998.

### **Admissions Criteria for Years 9 to 11**

The school has an agreed admission number of 300 students for entry in year 9. The school will accordingly admit up to 300 students in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 300 or fewer apply.

If the number of applications for admission exceeds the admission number of 300, after the admission of students with an Educational Health and Care Plan where the school is named in the Plan, the following criteria (in the rank order shown) will be applied to decide the order in which places will be allocated:

1. all 'looked after' children or children who were previously 'looked after' (see definitions in Appendix)
2. students living in the catchment area with siblings at the school (see definition in Appendix)
3. other students living in the catchment area
4. 'very exceptional' medical grounds (see definition in the Appendix)
5. other students with siblings at the school (see definition of sibling in the Appendix)
6. students who will have completed Years 5 and 6 (KS2) and Years 7 and 8 (KS3) in middle schools in the local community, i.e. Brooklands, Fulbrook, Gilbert Inglefield, Leighton and Linslade
7. students who will have completed Years 7 and 8 (KS3) in middle schools in the local community, i.e. Brooklands, Fulbrook, Gilbert Inglefield, Leighton and Linslade
8. other students not meeting any of the above criteria

### **N.B.**

1. Students who have Educational Health and Care Plans are required to be admitted to the school which is named on the plan, 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.
2. A place will normally be offered at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a student moves into the catchment area outside the normal

admissions round (or after the allocation process has begun), it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest school or academy which caters for students of the same age and has places available.

3. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the school's computerised measuring system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the student's home to the front door of the school. Priority will not be given within each criterion to children who meet other criteria. 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.

### **Applying for a School Place**

The parents of Year 8 students due to transfer to an Upper School in September will receive information about applying for a school place from the Local Authority in which they live. Parents must apply using the system for the Local Authority in which they live. For Central Bedfordshire this is an online system, but a paper application form is available from the Local Authority on request. The application form must be completed and submitted to the Local Authority by the date published in the information pack.

The allocation of places will take place after this deadline and parents will be notified on the national offer day in early March 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 areas, will not be entitled to automatic places if this would mean exceeding the Published Admission Number.

In-year admissions will be considered where there are vacancies (i.e. less than 300 on roll in the year group concerned). In the event that there are more applications than places available, the above Admissions Criteria will apply. Application for admission in year is to be made directly to Vandyke Upper School on the form available for this purpose from the school.

### **Waiting List**

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 31 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. The waiting list will be ranked in accordance with the Admissions Criteria published above.

## **Admission of Children outside their Normal Age Group**

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/carers need to make their request in writing to the Governing Body via the Headteacher, who will then consider the request making their decision on what they determine as in the best interests of the child. The request should include the parent's 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 parent(s)/carer(s) in writing and will include the reasons for the decision.

Requests which have been granted must be followed up by 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.

## **Appeals**

Parents who have not been allocated a place for their child have the right to appeal to an independent appeals panel. The school will explain the procedure if this situation arises.

## **Admissions Criteria for Entry to the Sixth Form**

Vandyke Upper School welcomes applications for entry into the Sixth Form from students who are predicted to meet the minimum entry requirements for the level of course they wish to study. Applicants will be offered places conditional on them achieving the entry requirements for the course they wish to study, as well as any subject-specific requirements. Details of the subject entry requirements are published in the Sixth Form Prospectus available from the end of November each year.

The maximum admission number for Level 3 courses will be 240. The minimum number of external students to be admitted will be 1.

If the number of applications meeting the entry requirements exceeds the relevant admission number, the following criteria will be applied (in the rank order shown) to decide the allocation of places:

1. all 'looked after' children or children who were previously 'looked after'
2. students studying at Vandyke Upper School at time of application
3. students with siblings at the school

4. students who live nearest to the school determined by straight-line distance from the school site to the student's home address

Applications for places must be made on the application form available from the Sixth Form Office (contact Clare Fahy, Sixth Form Manager, on 01525 636713), or from the school's website at <http://www.vandyke.beds.sch.uk/learning/sixth-form.aspx>.

Completed applications must be submitted to the Sixth Form Office Manager by the closing date in January published in the Sixth Form prospectus. Applications received after the published date will only be considered if the admission number has not been exceeded and they will be considered on "a first come first served" basis.

Parents will be notified by the end of April whether or not a conditional place has been reserved, subject to the student achieving the entry requirements.

If the admission number is exceeded, a waiting list will be maintained until the last working day in September. The waiting list will be ranked in accordance with the Sixth Form over-subscription criteria specified above.

## **APPENDIX: Definitions**

### **'Looked after' children**

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

### **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 refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner. The sibling must be in the school at the time of application.

### **'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 Governing Body reserves 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 / carer, brother or sister, or other relative/childminder.

### **Home Address**

A student's home address will be regarded as the address of the parent/ carer 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 / carers 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.