

## **ADMISSIONS POLICY**

### **DEFINITIONS, OVER-SUBSCRIPTION CRITERIA, WAITING LISTS AND APPEALS FOR COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY SCHOOLS**

A pupil will be admitted to a school into the National Curriculum Year relevant to the pupil's age. Pupils will normally leave primary education at the end of Year 6 and transfer to a secondary school at the start of Year 7.

#### **Early or Late Transfer from Primary to Secondary School**

If the child's local authority has authorised accelerated progress through primary school or has agreed that a child's progress through primary school should be delayed, the child concerned will be able to transfer to secondary school with the year group in which he or she has been taught. However, the child's transfer to secondary school cannot be delayed or accelerated by more than one year.

#### **Siblings**

For the purposes of these school admission arrangements, the term "siblings" refers to children living as part of the same family unit at the same address. A family unit consists of children and their parents/carers. The term "parent/carer" includes any person who is the birth parent, person with parental responsibility, special guardianship or who has care of that child.

#### **Siblings in the Same Year Group (e.g. twins, triplets, etc)**

Special arrangements apply for siblings who are to be admitted to a school in the same year group. If there are insufficient places available for more than one sibling in the same year to be accommodated, the admission number will be exceeded to allow them to be placed at the school.

#### **Measurement of Distance from Child's Home to School**

Where the distance from the child's home to the school has to be measured, the distance measured is the shortest available route using the public road network from the normal point where the child joins the public highway to the nearest approved entry point to the school's site. For the two split site secondary schools, Hessle High School and Wolfreton School, the distance will be measured to the nearest approved entry point to the school's site appropriate for the child's year group. The distance will be measured on a computerised GIS mapping system using Ordnance Survey information.

A child is normally deemed to be resident with their parents/carers. If a child has more than one home address, the applicant must use on the application form the address at which the child lives for the majority of the school week. Documentary evidence may be required to show that the child is resident at the address named on the application form.

## **Children with Statements of Special Educational Needs**

Applications received relating to children with statements of special educational needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's statement of special educational needs, the local authority and the school have a duty to admit the child.

## **Allocation of Places**

The criteria set out below will be used to prioritise all applicants who have applied for a place at the school. The number to be given places at the school will be limited to the published admission number for that school unless there are exceptional circumstances. Once all applicants have been prioritised in accordance with these admission arrangements, decisions about which children will be given places at the school will be made in accordance with the co-ordinated scheme or schemes for school admissions applicable to the applicant concerned.

### ***Criterion (i) – Places will first be given to children who are looked after by a local authority.***

A looked after child is a child who is in the care of the local authority or is provided with accommodation by that authority (see section 22 of the Children Act 1989). Any application submitted for a child who is looked after by a local authority should be supported by the authority's Children's Services Department.

### ***Criterion (ii) – Places will next be given to children who live in the school's designated catchment area.***

Information about catchment areas can be obtained from the Admissions Team or from the school. The child concerned must be resident in the catchment area by 5 February 2010 to qualify under this criterion.

If the number of applicants meeting the first two criteria is greater than the published admission number, priority will be given to those who meet Criterion (i); and those who fulfil Criterion (ii) will be prioritised using Criteria (iii), (iv) and (v).

**Criterion (iii) – Places will next be given to children who have a sibling attending the school in Years 7 to 12 (Years 7 to 10 at The Snaith School).**

If the number of applicants meeting the first three criteria is greater than the published admission number, priority will be given to those who meet Criteria (i) and (ii); and those who fulfil Criterion (iii) will be prioritised using Criteria (iv) and (v).

**Criterion (iv) – Places will next be given to children who have attended one of the school's named feeder junior or primary schools since the beginning of National Curriculum Year 3=**

To qualify, the child must have attended the junior or primary school from the start of Year 3, the school year in which the child becomes eight years old. Attending a “feeder” school does not guarantee a child a place at the secondary school. If the number of applicants meeting the first four criteria is greater than the published admission number, priority will be given to those who meet Criteria (i), (ii) and (iii); and those who fulfil Criterion (iv) will be prioritised using Criterion (v).

**Criterion (v) - Places will next be given to those children who live closest to the school. The distance from the child's home to the school will be measured and priority will be given to those living nearest to the school.**

## **Waiting Lists**

For schools which are over-subscribed, waiting lists of unsuccessful applicants will be drawn up after the allocation of places. Children placed on the waiting list will be prioritised using the criteria set out above. In ordering the waiting list, no value will be placed on the date on which the application was received or the preference (first, second or third) expressed by parents on the application form. If places are not taken up or children in the relevant year group leave the school later on and pupil numbers fall below the published admission number, places will be offered to those receiving the highest priority on the waiting list.

A child's name will be automatically put on a waiting list for a place at the school named as the applicant's first preference if they do not gain a place at that school. If the applicant is given a place at the school named as their third choice, their child's name will be placed on the waiting lists for the schools named as first and second choice. If the applicant is not given a place at any of the schools listed on the application form, the child's name will be placed on the waiting lists of all three schools. If the applicant has not named their catchment area school as one of their preferences on the application form, their child's name will be put on the waiting list for their catchment area school if it is an East Riding of Yorkshire community or voluntary controlled school.

These waiting lists will only be maintained until the beginning of the school year. After that time the applicant must contact the Admissions Team in writing at the beginning of each term if they want to keep their child's name on a waiting list.

### **Appeals**

Applicants refused a place at a school for their child will be given the right to appeal. Appeals will be heard by independent admission appeal panels. Applicants will be able to appeal once for a place in a given year group at a given school in any one school year. Further appeals for the same year group at the same school in the same school year will only be authorised if the appellant can show that there has been a significant change in their circumstances which materially affects their case for a place at the school, or if new information comes to light which was not available at the first hearing and which materially affects the appellant's case for a place at the school.