

POLICY DOCUMENT

Stratford-upon-Avon School is a company limited by guarantee, registered in England and Wales under number 7690776, whose registered office is Stratford-upon-Avon School, Alcester Road, Stratford-upon-Avon, Warwickshire CV37 9DH

Policy Title	ADMISSIONS POLICY
Policy Reference	SUAS.P.1411.ADM02

DISCLOSABLE UNDER FREEDOM OF INFORMATION ACT 2000	Yes / No	Yes
TO BE PUBLISHED ON WEBSITE	Yes / No	Yes

POLICY OWNERSHIP	
Governor Committee:	Pastoral Committee
Department responsible:	Pastoral
Post-holder: <i>(Title and Name)</i>	Deputy Head - Pastoral
LINKED PROCEDURES REF:	
Responsible Person - Procedures	N/A

POLICY IMPLEMENTATION DATE:	March 2016
PLANNED REVIEW INTERVAL:	1 Year
PLANNED NEXT REVIEW DATE:	March 2017

Stratford-upon-Avon School welcomes comments and suggestions from the public and staff about the contents and implementation of this policy. Please write to the Compliance Manager at the school address or email your comment to policy@stratfordschool.co.uk.

i. POLICY OUTLINE

The Governing Body of Stratford upon Avon School Trust is the admission authority for the school. Stratford upon Avon School’s admission arrangements are part of the Warwickshire County Council co-ordinated scheme.

ii. PURPOSE

The purpose of this policy is to state the schools policy for admissions into year 7 and in year access to years 7-11. It does not cover admission into the sixth form.

iii. IMPLICATIONS OF POLICY

Compliance with the requirements laid out by the Department of Education Schools Admission Code February 2012.

This policy has a strong implication for the budget.

iv. EQUALITY ANALYSIS

Every policy will be subject to an Equality Analysis (EA) completed by the policy writer, which should be circulated to all those being consulted, with the draft policy.

v. CONSULTATION

Consultation will be with the Pastoral Committee and all other major stakeholders in line with Department of Education guidance. Presentation for approval by the Governing Body.

vi. PROCEDURE

Procedure is the method by which the strategic intent of the policy is realised, and is thus an ‘instruction manual’ on how the policy outcome is to be achieved.

The development or amendment of the procedure is at a tactical / operational level. There is therefore no necessity for active referral to the Governing Body **unless** the policy intent has been altered.

If there is significant change to the procedure element of the policy there may be a requirement to engage in the consultation process and refer to the Governing Body.

vii. RELATED POLICIES AND PROCEDURES

- Exclusions Policy
- Learning Support Policy

viii. DOCUMENT HISTORY

The policy will be subject to regular review once ratified by the Governing Body.

The history of the policy will be recorded using the chart following:

Date	Author /Reviewer	Amendment(s)	Approval/ adoption date
1 st May 2013	G Mellor	Policy creation for Academy	1 st May 2013
19 Nov 2014	Governors	Update dates	19 November 2014
25 Jan 2016	K Berwick	Updated	15 March 2016

Admissions Policy Years 7 to 11 – September 2017 entry.

All admissions to Stratford upon Avon School are administered by the Local Authority. The School's Published Admission Number is 290.

Details of the School's priority area can be found on the Warwickshire County Council Website <http://www.warwickshire.gov.uk/admissions>

In the event of more applications than places being available (Planned Admission Number 290), the following oversubscription criteria will be used.

Please note that children with a statement of Special Educational Needs or Education, Health and Care Plan that names a school must be admitted. In this event the number of places that remain for allocation will be reduced.

- 1. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted or became subject to a Residence Order or Special Guardianship Order.**
- 2. Children living in the priority area given in the area booklet who will have a brother or sister at the school at the time of admission.**
- 3. Other children living in the priority area given in the area booklet.**
- 4. Children of staff employed at the school for two or more years at the time the application is made, or those recruited to fill a vacant post for which there is a demonstrable skills shortage.**
- 5. Children from outside the priority area who will have a brother or sister at the school at the time of admission.**
- 6. Other children living outside the priority area.**

Within each criterion priority is given in order of distance between the child's home and school. (Shortest distance = highest priority).

Distance will be calculated by the straight line measurement from the centre of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of Stratford upon Avon School. (All measurements are subject to prepositional accuracy changes). This applies equally to those living inside and outside the County boundary.

(The priority area is as defined in the Secondary Schools in Central Area booklet).

Appeals

Parents will be informed by their home authority of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed, but not allocated, even if it was a lower preference than the one offered. Appeal forms are available from the Local Authority.

Waiting Lists

These will be held by the Local Authority, who administer the admissions process for Stratford upon Avon School, as detailed in the Secondary Schools in Southern Area Admissions booklet available from Warwickshire County Council.

Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting list as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to the waiting list and the amount of time a child has been on a school's waiting list is irrelevant.

Waiting lists for year 7 will be held until the end of the autumn term. The parents of all children on the list will then be contacted and asked if they wish their child to remain on the list. Parents must respond within the relevant timescale. If they do not register their continued interest the child will be removed from the relevant list.

In Year Admissions

Parents should apply directly to Warwickshire County Council.

In Year Fair Access Protocol

The School adopts Warwickshire County Council's Protocol.

Definitions applying to the criteria

Looked after children

Children in the care of, or provided with accommodation by a local authority (under section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence Order or Special Guardianship Order)

Sibling i.e. brother or sister attending the school at the time of admission

Sibling is defined in these arrangements as a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister or the child of parents' partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Children of Staff

Staff are employees of the school who have worked at the school for two years or more.

Definition of Home Address

Where the child normally resides/sleeps when he/she attends school. Addresses involved in child minding arrangements (professional or with relatives) are excluded. Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place is liable to be withdrawn.

Separated Parents

Where a child lives with two parents in separate addresses the qualifying address will be the one where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the parents themselves will need to nominate which address they wish to be the child's main address for school admission purposes.

In the event of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make single applications which both are in agreement with.

Admissions above PAN

Children with a statement of Special Educational Needs that names the school will be admitted.

If the school is full in a particular year group a place can be offered provided that:

- a) no other applicants have been refused places in the same year group- wherever they live
- b) the child is living or moving into the school's priority area (proof of address will be required)
- c) the local authority and the schools admission authority are in agreement.

Due to the operation of a waiting list it is not normally possible to offer additional places as other applicants will have been refused places in the same year group. However, if the Local Authority and the school's admission authority agree, then all applicants on the waiting list, or groups of children falling under a particularly high criterion (such as out of area with siblings) **may** be offered a place.

Admission above PAN for Looked After Children

Except where a child is placed in an emergency no care placement should be made without the education element being satisfactorily arranged. Where the placement has had to be made in an emergency and education has not been secured, or where educational provision breaks down the Local Authority will secure an educational placement within 20 school days.

Under Age and Over Age Applications

Stratford upon Avon School have adopted Warwickshire County Council's policy in that all children should be educated within their appropriate age group. In rare cases where it might not be appropriate for a child to be educated in the normal year group, there is a detailed process to consider the child's physical, emotional and social maturity before any decisions are made by the Head Teacher.

Children of UK Personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to their area, a place will be allocated in advance if accompanied by an official Government letter which declares a relocation date and Unit postal address or quartering area address which can be used for the allocation against the relevant oversubscription criteria.

Late Applications

Late applications will only be considered after the applications received by the closing dates (on time applications).

Late Applications due to an impending move

Offers of places will take account of a future move involving the child's address only if it can be confirmed before the deadline (as set by Warwickshire County Council) i.e. if parents can provide independent proof of the move, such as a tenancy agreement that terminates after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house. After this date parents should contact the school direct.

Timetable for 2017 entry as detailed in the Secondary Schools Central Area Admissions booklet available from WCC – Warwickshire Admissions Service has made arrangements for parents to apply electronically “on line” for places via www.warwickshire.gov.uk/admissions.