

COMMUNITY AND CONTROLLED SCHOOLS
ADMISSIONS POLICY for 2011/12

When there are more applications than places, in a Community or Voluntary Controlled school, children are admitted in the following order of priority:

- i) Relevant *'Looked after' children
- ii) Siblings (see below for definition) of pupils attending the school **and** living within the **catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools.

In the event of a school catchment area change being approved, pupils who would still have a **sibling connection** (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the **catchment area**.

- iii) Pupils living within the **catchment** area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools;
- iv) Pupils living outside of the catchment area but who would still have a **sibling connection** (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;
- v) pupils who have a **significant reason** for admission, such reasons, the validity of which will be determined by the Directorate of Children's Services, will include medical, social or compassionate grounds. To be considered under this category it has to be shown that only this school can meet the medical, social or compassionate needs.

Parents/carers are required to produce a medical certificate or other appropriate information from an independent source. **(Significant reasons will not be considered unless supporting information is attached to your application form when submitted);**

- vi) pupils who were attending a **feeder** school at the time of application;
- vii) pupils who live **nearest** to the school by the shortest available walking route. The measurement will be taken from the front entrance of the pupil's home to the nearest school entrance, which is the access point to the school site, along a road or made up footpath. The Local Authority use a software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. **(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).**

In accordance with legislation, a child with a Statement of Special Educational Needs will be offered a place at the school named in the Statement.

*'Looked after' means all those in the care of or accommodated by the County Council under the terms of the Children Act 1989. Relevant 'looked after' means children who fall

within the definition of 'Looked after' given above at the time of the application for admission and will still be 'looked after' at the time of admission to the school.

Where there are too many applications from within the catchment area, priority will be decided in the order indicated above to all catchment area applicants, i.e. sibling connection, significant reasons, attendance at feeder school then according to distance, each assessed as indicated above.

The sibling connection, as well as brother and sister will include half-siblings (that is children who share one birth parent) and legally adopted children. They must also be living at the same home address.

In the event of a multiple birth where not all children from that multiple birth can be allocated a place(s), any place(s) will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).

Wolverley CE Secondary School, Kidderminster

In the event of oversubscription at Wolverley CE Secondary School up to a maximum of 10% of places will be awarded to children living in the Wyre Forest area whose parents have specifically asked for a place for reasons of religious affiliation.

The definition of religious affiliation would be in line with the criteria for other CE Voluntary Aided schools in the County:

- Active members of a Church of England church;
- Active members of another Christian church;
- Active members of another major faith and supports the ethos of a church school.

(Active members are those that have attended church at least once a month for a period of at least 12 months prior to the application. This would need to be supported in writing by the minister)

Shared Catchment Areas

If there is more than one catchment area school and the number of applications for places from within the catchment area for one of those schools exceeds the number of places available, the allocation of places for the shared catchment area will be decided according to the following priorities, in the following sequence:

- i) pupils who would still have a **sibling connection** at the school at the time of admission;
- ii) pupils who have a **significant reason** for admission as assessed above
- iii) pupils who were attending a **feeder** school at the time of application;
- iv) pupils living **nearer** to the oversubscribed school than to the alternative school.

If places still exist after consideration of i), ii), iii) and iv) above, they will then be allocated to other pupils who live **nearest** to the oversubscribed school **by the shortest available walking route**. The measurement will be taken from the front entrance of the pupil's home to the nearest school entrance, which is the access point to the school site, along a road or made up footpath. The Local Authority use a software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. **(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).**

Over-subscription for places in the Sixth Form

The County Council has agreed the following criteria:

- i) General Entry Requirements
 - for courses at NQF level 3 e.g. GCE AS/A2 level, Advanced or Advanced progression Diploma, BTEC National Diploma, 5A*-C grades at GCSE (or equivalent NQF 2 qualifications);
 - for courses at NQF level 2 e.g. Higher Diploma, BTEC First Diploma - a pass at NQF level 1 (5 GCSE D-G or equivalent);
 - for courses at NQF level 1 - 2 A-G grades at GCSE (or equivalent).

The above are general entry requirements for a Sixth Form course. Some subjects/courses will require more specific qualifications to have been achieved in order to study that subject/course;

- ii) in the event of there being more applications from qualifying students than places available, the normal admissions criteria priorities as set out above will apply.

'In Year' criteria for Key Stages 2, 3 and 4

All community or voluntary controlled schools with Key Stage 2,3 and 4 classes can be required to exceed the published admission number by up to 2 places in each year group to admit pupils:

- a. who have been or are at high risk of being permanently excluded from school;
- b. who are looked after;
- c. Schools can be required to admit pupils recognised by the Local Authority as being 'hard to place' within the 'Fair Access Protocol.' This will apply to pupils who have had their case reviewed by the relevant 'Headteacher Fair Access Panel.'

'In Year' transfer arrangements

Applications for all 'In Year' transfers are co-ordinated by the Home Local Authority. All applications must be forwarded to the Home Local Authority who will then co-ordinate with any preferred schools and other Local Authorities. Any offer or refusal of a place will be communicated by the Home Local Authority. Where the school is an Academy, Foundation or Voluntary Aided School, any offer or refusal will be made on behalf of the Governors following consultation. Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.