



# The Stourport High School and VIth Form Centre Admissions Policy for Admissions in September 2011



## Admissions Process

Applications for all school places must be made on the Common Application Form (CAF) provided by Worcestershire County Council, with the opportunity to nominate schools, ranked in order of preference. The CAF forms will be provided direct to parents via primary schools. It is also available on-line at [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk). (Different links can be used if you are resident in another Local Authority). Once completed the CAF (including if you apply on-line) must be received by your home local authority by the deadline which is **5<sup>th</sup> November 2010**. Parent(s) / guardian(s) should also complete a Supplementary Form to provide the additional information required by the Governors to place the applications in order of priority according to this Admissions Policy. The Stourport High School and VIth Form Centre's Supplementary Form is available from the school website and will also be contained in the school prospectus. The supplementary form must be sent to The Stourport High School and VIth Form Centre and be received by 6<sup>th</sup> November 2010 prior to the year of intended admission.

The parent(s) / guardian(s) of children not on roll in a maintained Worcestershire Authority school are reminded that the requirements relating to the deadline for the submission of the Supplementary Form referred to above also apply to them. These parent(s) / Guardian(s) must also fill in a Common Application Form which is available from their home Local Authority.

**The Local Authority not the school will notify parents of the outcome of their application for a place.**

Applications arising later in the year will follow a similar process as explained in the Coordinated Scheme published by Worcestershire County Council.

## Applying for Places

Applications are welcomed from all who wish their children to attend The Stourport High School and VIth Form Centre. Students and their parent(s) / Guardian(s) who are considering applying are warmly invited to visit the school. The school holds an Open Evening for students and their parent(s) / guardian(s) in the September of the year prior to intended admission. The Governors have a Published Admission Limit of 224 places for Year 7. The following procedure for applications is designed to ensure that the Governor's Admissions Policy is applied as fairly and consistently as possible. This policy adopts in full the Local Authority Policy.

## Procedure

All applications submitted to the Local Authority naming The Stourport High School and VIth Form Centre will be forwarded to the School. The Governing Body will rank all applications against the published Admission Criteria. The Local Authority will sort applications into preference order and will send those nominating The Stourport High School and VIth Form Centre in any position to the Governing Body for assessment. The Supplementary Application Form data will then be used to place applications in order of priority according to the scheme below.

Applications will be sorted in descending order according to the Oversubscription Criteria below. With 224 places available, this number will be reached at varying levels each year, depending on the number and nature of applications received.



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## Supplementary Application Form

Parent(s) / guardian(s), who have any doubt about how to complete the Supplementary Form, or what information to include, should contact the Clerk to the Governing Body at The Stourport High School and VIth Form Centre who will be pleased to help you.

The Supplementary Application Form should be completed by the parent(s)/ guardian(s). **This is not a requirement of the admission process but could result in a lower ranking against the admission criteria if not completed.** Where special consideration is requested, please give whoever is providing this information time to complete the relevant documentation before returning it to you. It is the parent(s) / guardian(s)' responsibility to return the form and the relevant information to the school.

## Statemented Students - Students for whom a Statement of Special Educational Needs has been agreed naming the School on the Statement.

These students are automatically admitted to the School. Where places required by statemented students are known before the Admissions Committee meets, the number of pupils with statements naming this school will be deducted from the 224 places available to be offered.

## Definitions

### **Looked After Children**

Students who are in the care of a Local Authority or provided with accommodation by the Authority in accordance with section 22 of the Children's Act 1989 will be given top priority in accordance with the Admissions Code of Practice. In the Criteria for Admissions to The Stourport High School and VIth Form Centre, 'Relevant' is all those in the care of the Local Authority or provided with accommodation by the Local Authority under the terms of the Children's Act 1989, 'looked after' at the time of the application for admission and who will still be 'looked after' **at the time of admission.**

**Parent(s) / Guardian(s)** - parent(s), guardian(s) and others who have actual care of a student and whose address appears on the student benefit book or other legal agreement confirming the care of the student.

**Sibling** - pupils who would have a **sibling connection** attending the school at the time of application and still attending at the time of admission. 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.

**Home** - must be the address where the student usually lives.

**Catchment Area School** - is the school allocated by the Local Authority to take children for the geographical area within which your address falls. It is likely to be the school nearest to your home address but this will not always be the case.



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## Criteria for Admission to The Stourport High School and VIth Form Centre

The Stourport High School and VIth Form centre is a popular school, which is often oversubscribed. The purpose of the published over subscription criteria is to give everyone a fair opportunity to apply for a place at the school. The Governor's Admissions Committee take considerable time and the utmost care to ensure that the system is applied fairly.

When there are more applications than places students will be admitted in the following order of priority:

- i. Relevant 'Looked after' children.
- ii. Students living within the **catchment** area of the school.
- iii. Students who would still have a **sibling connection**: (as defined in our policy) attending the school at the time of application and still attending at the time of admission.
- iv. Students who have a **significant reason** for admission, such reasons, the validity of which will be determined by the Admissions Committee of the Governing Body, 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.
- v. Parent(s) / Carer(s) are required to produce a medical certificate or other appropriate information from an independent source. **(Significant reasons will not be considered unless independent supporting information is attached to your application form when submitted).**
- vi. Students who were attending a **Stourport catchment area school** at the time of application.
- vii. Students who live **nearest** the school by the shortest available walking route. The measurement will be taken from the front entrance of the pupils home to the nearest school entrance, which is the access point to the school site, along a road or made up footpath. In the event of equi-distance any place will be allocated by random selection (lottery). Someone totally independent of the Governing body will supervise this process.

Where there are too many applications from within any of the categories the next criteria will be applied.

- 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.
- This deadline will be adhered to **strictly** and applications received after this date will be at a disadvantage in the event of oversubscription.
- **We remind you that you will only receive a single offer of a school place under the Co-ordinated Admissions process. This offer will be of your highest ranked school, where a place is available.**

## Offers of Places

The Governors' Admissions Committee will rank all applications received in order of priority as described above. The list of students for whom places could be offered will then be provided to the Local Authority who, according to the Co-ordinated Scheme, will make offers. The offer of a place will be a single offer to you, of your highest ranked school, where a place is available. Those for whom no place can be offered are advised of their right to appeal within fourteen days of the date of the Local Authority posting the letter.

**Firm offers will be made by the home Local Authority on the published date. They will not be made by The Stourport High School and VIth Form Centre.**

The Governors reserve the right to withdraw the offer of a place before the student is admitted to the school as where it is found that the:



## The Stourport High School and VIth Form Centre Admissions Policy for Admissions in September 2011



- Offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a student with a stronger claim
- Or where a parent/guardian has not responded to the offer within a reasonable time of the offer being made.

### **Waiting lists**

The parent(s) / guardian(s) of students who are unsuccessful in gaining a place will have the student's name placed on a waiting list for a place at The Stourport High School and VIth Form Centre irrespective of whether they make an appeal against the decision not to offer them a place. If a place becomes available, it will be allocated according to the oversubscription criteria listed above. Each term the waiting list is rewritten and a renewed expression of interest to remain on the waiting list must be reviewed by the school.

### **Appeals**

The parent(s) / guardian(s) of children who are unsuccessful in gaining a place at The Stourport High School and VIth form Centre will be able to appeal to an Independent Appeals Panel. Parent(s) / Guardian(s) wishing to exercise this right should contact in writing the Clerk to the Governing Body of The Stourport High School and VIth Form Centre within fourteen days of receipt of notification. The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code of Practice. Parent(s) / Guardian(s) may attend the hearing of their appeal and make their case to the panel.