

# Preston School



A Business & Enterprise Academy

## ADMISSIONS POLICY 2017/18

<b>Staff Link:</b>	Helen Cullen	<b>Date:</b>	01.02.2016
<b>Governor Link:</b>	Brian Chappell	<b>Review:</b>	January 2018

## PRESTON SCHOOL ADMISSIONS POLICY

Preston School is a member of the Yeovil Federation. Each of the 4 secondary schools in the Yeovil Federation shares the same values and ethos with regards to admissions and are committed to working together to provide high quality inclusive education for the local communities that we each serve.

### Admissions arrangements for September 2017

#### 1. Introduction

Preston School is a coeducational Business and Enterprise Academy for students aged 11 to 16 and we embrace all abilities and aptitudes.

As an Academy, Preston School is an admissions authority in its own right. This means that Governors, through their Admissions Panel, decide who should attend the Academy, whether starting the school year at the beginning of Year 7 or joining any year groups during the academic year. We aim to meet parental preferences whenever possible.

Governors liaise with the Local Authority, which co-ordinates admission arrangements for all young people in Somerset. Therefore, this document should be read in conjunction with Somerset's published co-ordinated Admissions Scheme for September 2017 which is available from Somerset County Council. (**See contact details at end of this document**).

#### 2. The Published Admission number

Governors have set an Admission Number of 203 for each year group. This is appropriate to the size and capacity of the buildings and other resources. However, as an Academy, the Governors reserve the right to admit over this Admission Number if this would not have a detrimental effect on the learning of students.

#### 3. ASD Base – Preston Centre

Preston school is the host school for ASD provision in Yeovil. ASD students are allocated a place through the Complex Cases panel. These students are in addition to any mainstream pupils and the Admission Number and Admission limit would be exceeded if necessary to accommodate these students. Access to a place requires a statement of SEN identifying ASD as primary need and allocated by complex cases panel.

#### 4. Applying for a school place

An application form must be completed.

- a) **For students wanting to enter Preston School at the start of Year 7** an application form will be available from your child's primary school, the Local Authority or from the office at Preston School. Completed application forms should be submitted electronically or on paper directly to the Local Authority and must **be received by 23.59 on 31 October 2016**. Application forms for children to start in Year 7 which are delivered or post marked after 23.59 hours on 31 October 2016 will be recorded as late and cannot be administered until all on time applications have been considered.
- b) **For students wanting to join any year group during the academic year** an application form, available from the school office or website, can be submitted directly to the school at any time during the academic year. Applications will be considered by the Governors' Admissions Panel on a weekly basis and parents will receive a response within 10 school working days. If a school place is offered it will be held open for 28 school working days, so parents will need to respond within this time.

Applications must be addressed to The School Office (Admissions) at Preston School or submitted electronically via the website.

## **5. How places are allocated**

Preston School retains the same catchment area which it had as a Local Authority school but will also consider applications from outside catchment in line with our oversubscription criteria. The Local Authority has a map of the catchment area, available through its website [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions).

Where there are more than 203 applications received for the particular year group, every application received will be considered against the published oversubscription criteria. Places will be allocated strictly in accordance with the national Equal Preference with Ranking allocation method.

## **6. Published oversubscription criteria**

1. Children in the care of a Local Authority or have been previously and are now formally adopted.
2. a) Children of staff who have been employed by Preston School for a period of no less than two years on 31 October 2016.  
b) children of a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children living in the designated catchment area with an older sibling attending Preston School on 31 October 2016, and who live at the same address.
4. Children living in the designated catchment area.
5. Children living outside the catchment area, with an older sibling attending Preston School on 31 October 2016, and who live at the same address.
6. Children living outside the catchment area.

## **Siblings**

Preston School is committed to, where possible supporting siblings in being able to attend the same school.

## **Tie Breaker**

A tie breaker will be applied where the Admission Number is reached part way through any oversubscription criterion and there is a need to decide which children meeting this criterion are to be allocated places and which are to be refused. For this purpose, a straight line measurement will be calculated between home and school for each child falling within the particular criterion. Places will be allocated to those children living nearest to the school by straight line, according to a Geographic Information System (GIS) measurement. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

Twins or multiple birth children of the same family and living at the same address will all be admitted regardless of the Admission Number if one or more of the siblings are able to be admitted within Admission Number.

## **Right of Appeal**

Parents whose school place application is turned down have the legal right to appeal to the Governing Body against this decision. Details concerning how to appeal will be explained in the decision letter.

## **7. Application decisions**

### **Applications for Year 7**

Decision letters in connection with on time applications to start at the school in September 2017 for the first time in year 7, will be sent directly to applicants on behalf of the Governing Body by Somerset Local Authority on 1<sup>st</sup> March 2017. Applicants who submitted their application electronically 'on line' will receive an email, while applicants who submitted a paper application will be sent a letter by second class post.

Late applications will be only considered once all other places have been allocated and accepted.

## **8. Waiting lists**

If a student is refused admission to year 7 in September 2017, his/her name will be held on a waiting list until the end of the first term on the new academic year. The waiting list will be held in ranked order according to the over subscription criteria and if a place becomes available within the published admission number this will be offered for the highest ranked student at that time. Preston School does not hold waiting lists for any other year group.

## **9. Statement of Special Educational Needs**

Students with a current Statement of Educational Needs naming Preston School will be legally allocated a place within the Admission Number before any other students are considered or the Oversubscription Criteria are applied.

## **10. Delayed or accelerated entry**

The governors will consider applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the child's chronological age year group. The reasons for the request must be fully explained in a separate letter, submitted with the application form. Without such a letter the request cannot be considered.

## **11. Children from Overseas**

The Governing Body will only allocate a place to anyone moving into the country from abroad if they have documentary evidence of a home address and copies of the passport and/or visa if required. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

## **12. Issues relating to shared residency arrangements**

Legislation and guidance states that only one offer per child is made by the Local Authority. Therefore where separated parents issue separate applications for their child the Local Authority can only offer one place. In this situation the Governing Body requires parents to resolve matters between themselves. If an agreement cannot be reached parents may wish to seek legal advice. The Governing Body will not become involved in private disputes. The Governing Body does recognise that there may be situations where parents cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Governing Body to take a decision. Where this is the case the Governing Body will try to establish where the child spends the majority of their time and prioritise the application made by the parent living at this address.

Each parent will be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered. When the Governing Body has received all the necessary information from both parents a decision will be reached based on the evidence provided.

### **13. Withdrawal of places**

The Governing Body will consider withdrawing the offer of a place at the school if;

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.

## **Glossary and Definitions**

### **Siblings**

For the purpose of admissions, a sibling is defined as a child living at the same address as a half or fully brother or sister, an adoptive brother or sister, or children of the same household.

### **Parent**

Natural parents, whether they are married or not, any person who although not a natural parent, has parental responsibility for a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

### **Home Address**

The home address is important as school places are allocated on the basis of the home address of each child. A student's home address is considered to be where the student spends the majority of their time with the person(s) who have care of the student. Documentary evidence of ownership or rental may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. An address used for childcare arrangement cannot be used as a home address for the purpose of applying for a place. A fraudulent claim to an address may lead to withdrawal of the offer of a place.

### **Distance Measurements**

For the purpose of measuring home to school distance, all calculations will be measured using a straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by match information from Ordnance Survey digital map databases with more than 27 million address recorded by Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

### **13. Contact Information**

#### **Preston School**

Monks Dale

Team

Yeovil

Somerset

BA21 3JD

[www.prestonschool.co.uk](http://www.prestonschool.co.uk)

Telephone: 01935 471131

#### **Somerset County Council**

Admissions & Entitlements

County Hall

Taunton

Somerset TA1 4DY

[www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions)

Telephone: 0845 456 4038

## Acceleration Application Form

Please complete this form if you would like your child to be accelerated (educated in a year group ahead of his or her chronological age).

The view of the Department for Education (DfE) is that it is preferential to teach children in their chronological age group and that this should only be deviated from in extreme circumstances. A request for retention will be discussed with the relevant professionals and the Head Teacher and will be ultimately considered by the Governing Body. It is only granted in exceptional circumstances.

<b>Child's Full Name</b>			
<b>Date of Birth</b>			
<b>Current Year Group</b>		<b>Chronological Year Group</b>	
<b>Home Address</b>			
<b>Child's Current School</b>			

Have you already discussed this with your child's current Headteacher or pre-school?

Yes	
No	

Does your child have a Statement of Special Educational Needs?

Yes	
No	

Would you like to receive a copy of the completed form with your outcome letter?

Yes	
No	

Please use the next page to explain your reasons for this request. You may attach any medical information or psychological reports obtained independently or any other information you feel is relevant that you would like us to consider. Please ensure that any supporting evidence is clearly marked with your child's name.

If necessary your child's current school, pre-school or other professionals will be contacted for their views prior to a decision letter being sent to you.

**Please return this form to:**

**Accelerations and Retentions**

Preston School  
Monks Dale, Yeovil, Somerset, BA21 3JD

**Reasons for Acceleration**

I understand that in signing this form I am requesting that my child is accelerated and that if the acceleration is agreed my child will need to remain in education until the statutory school leaving age.

Signed.....Date.....

Please Print Name.....Relationship to child.....

# Retention Application Form

Please complete this form if you would like your child to be retained (educated in a year group behind his or her chronological age).

The view of the Department for Education (DfE) is that it is preferential to teach children in their chronological age group and that this should only be deviated from in extreme circumstances. A request for retention will be discussed with the relevant professionals and the Head Teacher and will be ultimately considered by the Governing Body. It is only granted in exceptional circumstances.

<b>Child's Full Name</b>			
<b>Date of Birth</b>			
<b>Current Year Group</b>		<b>Chronological Year Group</b>	
<b>Home Address</b>			
<b>Child's Current School</b>			

Have you already discussed this with your child's current Headteacher or pre-school?

Yes	
No	

Does your child have a Statement of Special Educational Needs?

Yes	
No	

Would you like to receive a copy of the completed form with your outcome letter?

Yes	
No	

Please use the next page to explain your reasons for this request. You may attach any medical information or psychological reports obtained independently or any other information you feel is relevant that you would like us to consider. Please ensure that any supporting evidence is clearly marked with your child's name.

If necessary your child's current school, pre-school or other professionals will be contacted for their views prior to a decision letter being sent to you.

**Please return this form to:**

**Accelerations and Retentions**

Preston School  
Monks Dale, Yeovil, Somerset, BA21 3JD

**Reasons for Retention**

I understand that in signing this form I am requesting that my child is retained.

Signed.....Date.....

Please Print Name.....Relationship to child.....