



**Admission Arrangements for Community  
and Voluntary Controlled Secondary  
Schools for 2012/13**

**Status** : Proposed Admissions Arrangements 2012/13

## **SECONDARY ADMISSION ARRANGEMENTS**

### **Wiltshire Council's proposed admission arrangements for admission to Voluntary Controlled and Community (VC and C) secondary schools for the 2012/13 academic year**

#### **1. General Information**

This policy applies solely to applications for places at Voluntary Controlled (VC) and Community (C) Secondary Schools in Wiltshire. Foundation (F) Voluntary Aided (VA) Schools and Academies (A) are their own admission authorities and the governing bodies are responsible for determining their own procedures and policies.

**Arrangements for the co-ordination of secondary admissions are made within the co-ordinated admissions scheme determined for 2012/13.**

##### **a. Designated Area**

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s). Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children living outside the county boundary are treated as if the children live within Wiltshire but outside the designated area for the school(s) in question. Maps for each designated area are held by the local authority.

##### **b. Preferences**

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Wiltshire Council will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference the Local Authority (LA) will make an offer at the highest ranked preference school with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Wiltshire, the LA will allocate a place. Allocations will be made after all expressed preferences have been considered. An applicant will normally be offered a place at the designated school for their home address. An alternative school may be allocated in cases where the designated school is full and the alternative school is within the safe statutory 3 mile walking distance and has places available or it is a school to which free home to school transport would be provided.

##### **c. SEN pupils**

Pupils with Statements of Special Educational Needs are required to be admitted to the schools named on their statements. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Central SEN Services at which point this policy ceases to apply.

##### **d. Deadline**

The closing date for applications is 31 October 2011.

Written notification of the school place offered will be dispatched on Tuesday 1 March 2012 to the parents of those students living in Wiltshire whose application was received by the deadline.

All applications received after 31 October 2011, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as additional applications and considered in accordance with the additional admissions policy in force at the time of the application and only after those applications received before the deadline have been determined.

**e. Published Admission Number**

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances. For example, a child living within a school's designated area and for whom no reasonable alternative school place is available, would be allocated a place at the designated school even if this exceeded the PAN. Reasonable in this circumstance is defined as a school within the statutory 3 mile safe walking distance from the child's home address or a school to which free home to school transport would be provided.

**f. Shared Responsibility**

Where two adults have shared responsibility for a child they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or when two application forms are submitted, the LA will process the application received from the adult with whom the child is living. The address on the child benefit notification letter will be taken as evidence of residency.

**g. Multiple Births**

The LA will endeavour to place siblings born at the same time (eg twins, triplets etc) in the same school. If necessary schools will be required to admit over PAN to accommodate such children.

**2. Oversubscription Criteria**

Where a secondary school is over-subscribed, places are allocated to children in order of the ranked criteria listed below:

1. Children in Care

Children in Care (Looked After Children) as defined in Section 22 of the Children's Act 1989.

2. Vulnerable Children

Children from families registered with the National Asylum Support Service; children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer and the general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school; children with particular educational needs where written evidence is available from Central SEN services to show that it would be detrimental to the child not to be admitted to the school;

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of application and also living at the same address on a permanent basis. Proof will be required.

3. Designated area and Shared Area Multiple Births

Children who are twins (or other children of multiple births) applying for places at the same time and who are living at the same address which is within the designated area or shared area of the school;

4. Designated Area Siblings and Shared Area Siblings

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives within the designated area or shared area at the same address as the sibling. The sibling must not be in year 12, 13 or 13 of the school at the deadline date. Step, half and foster siblings are included in this category;

5. Other Children from the Designated Area or Shared Area

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

6. Other multiple births

Children who are twins (or children of other multiple births) applying for places at the same time and who live at the same address which is outside the designated or shared area for the school;

7. Other Siblings

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives at the same address as the sibling. The sibling must not be in year 12, 13 or 13 at the deadline date. Step, half and foster siblings are also included in this category;

8. Other children

Children to whom none of the above criteria apply.

**Tie Break**

If the school is oversubscribed within any of the above categories the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted then the available places will be decided by means of casting lots.

**3. Early or Delayed Transfer**

Early transfer

Children may only transfer early to a secondary school if it can be shown that they are exceptionally mature and would benefit from accelerated learning. Each such request involves consultation with the current school, the school to which the child wishes to transfer and where appropriate, the Authority's professional adviser(s). The application will not be agreed if one or more parties consider that the transfer would be inappropriate.

Delayed transfer

Children may remain for a further year in a primary-phase school if it can be shown that they have exceptional needs. Each such request involves consultation with the current school, the school to which the child would otherwise wish to transfer and, where appropriate, the LA's professional adviser. The application will not be agreed if one or more parties consider that the

delay would be inappropriate and the child's name will be removed from the school roll at the same time as his/her chronological peers.

Reference will be made to the Protocol on Delayed Transfer or Retention of Pupils out of their Chronological Year Group due to Special Educational Needs (as attached as an appendix to these arrangements).

#### **4. Service Families**

- Applications will be considered in advance of a move into the county.
- Until a fixed address is given the unit address will be used and a school place will be allocated accordingly.
- Proof of posting should be sent to the local authority as soon as possible.
- A letter of support from the CO will be used as evidence of a move if a posting note doesn't indicate the housing arrangements.
- Children will be considered to be siblings if any other brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly.
- It isn't always possible to admit to popular schools so no school place can be guaranteed
- Service families are not permitted exceptions to the Infant Class Size regulations.

#### **5. Waiting Lists**

Waiting lists will be maintained for all intake year groups in schools. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on the list will be determined by applying the published over-subscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for the all year groups will close on 22 July 2013.

Parents may submit a fresh application for the next academic year group which will be considered from 26 April 2013 onwards.

Places that become available will not be offered to pupils who are not on the waiting list.

#### Notes:

- Names will only be removed from the lists if a written request is received or if the offer of a place that becomes available is declined.
- Registration of interest on a school's Pre-Admission List will not be considered as an application for a school place.
- Parents must contact any Voluntary Aided or Foundation school concerned to obtain information on the existence and or maintenance of a waiting list.
- Except for Service Families, children will be considered to be living within the designated area for a school on receipt of an exchange of contracts or a signed tenancy agreement.

- Except for Service Families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.

## 6. Additional or in year Applications

These are applications received after the intake deadline and any applications received for other year groups.

Other than in exceptional circumstances and in agreement with the two schools involved, a transfer will, if the applicant is not moving address, only be considered as being for the start of the next traditional term.

Any additional applications will be considered together with any applications already on a school's waiting list.

Applications received at least one traditional term before the term in which admission is being sought are considered together and are ranked using the oversubscription criteria listed in paragraph 2.

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date places are allocated to children in order of the ranked criteria as listed above.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three secondary ranked preferences. An offer will be made at the school listed as highest preference which has an available place.

Requests for places in year groups other than the one relating to the child's chronological age will only be agreed, if supported by the LA's relevant professional adviser(s) and the school.

Pupils with statements of Special Educational Needs must be admitted to the school named on their statements. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Central SEN Services at which point this policy ceases to apply.

An admission number, which applies to the normal year of entry, is agreed for each school annually. Applications will generally be agreed until this Published Admission Number (PAN) for the year group in question has been reached or until the net capacity of the school has been reached. Exceptionally, a challenging child may be refused admission either if the school has a particularly high concentration of pupils with challenging behaviour or the child is particularly challenging **and**, in either case, the school:

- requires special measures or has recently come out of them (within the last two years);
- has been identified by Ofsted as requiring significant improvement and therefore given 'notice to improve';
- is subject to a formal warning notice by the local authority;
- is a Fresh Start school or Academy open for less than two years; or
- is a secondary school where less than 20% of children are achieving 5 or more A\*-C GCSEs including English and mathematics, or a primary school where fewer than

55% of pupils achieve level 4 or above at Key Stage 2 in both English and mathematics for four or more consecutive years.

Applications for a child's designated school which would exceed the admission number will usually be agreed in cases where a reasonable alternative place is not available. Reasonable in this circumstance means a school within the statutory safe 3 mile walking distance from the child's home address or a school to which free home-to-school transport would be provided.

An application for a school which would exceed the admission number will be agreed if the child has particular learning needs identified by Central SEN Services which cannot be met at an alternative school.

Any child refused a place at a school will be placed on the waiting list for that school (which will be kept in order using oversubscription criteria not date of receipt of application).

## **7. Sixth Form Admissions**

Parents or students wishing to enrol for sixth form courses at Voluntary Controlled or Community Secondary Schools should in the first instance contact the school and ask for a copy of the sixth form prospectus. This will detail the courses offered at the school and any specific entry requirements for any of those courses. The school will require an application form to be completed should the parent or student wish to make a formal application to join the school's sixth form.

## **8. Appeal Process**

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority as to the school at which education is to be provided for their child.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Appellants should contact the Customer Services Team (01325 713010) to obtain an appeals form which should be returned to Democratic and Members Service team at County Hall, Trowbridge. The clerk for the appeals panel will be provided by the D&M Service team.

Once a place has been awarded by the independent appeal panel the place must be taken up within 28 of the required date of admission stated on the original application form.

Should the place not be taken up within the 28 days the local authority will then write to the parents informing them that the place has been withdrawn.

## **9. Further Appeals**

Unless there are significant and material changes, as agreed by the Director for Children and Education, in the circumstances of the parent, child or school relevant to a further application, a repeat application during the same academic year will not be considered and no fresh appeal can be made.

Where there have been material changes in circumstances and the repeat application is considered and again refused, the parents will have the right to a fresh appeal.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful with that application.

## Appendix A

### Protocol on Delayed Transfer or Retention of Pupils out of their Chronological Year Group due to Special Educational Needs

#### Introduction

The LA in its published admissions arrangements makes reference to delayed transfer of pupils when transferring from primary phase to the next phase of education.

In the admissions arrangements it is noted that children may remain for a further year in a primary phase school if it can be shown that the child is exceptionally immature. Each such request involves consultation with the parents, the current school, the school to which the child would otherwise wish to transfer and, where appropriate, the Admissions Authority's professional adviser. If one or more parties do not agree then the delay would not be appropriate and the child's name will be removed from the school roll at the same time as other pupils within the same chronological year group.

#### Pupils with Special Educational Needs

The issue of delayed transfer is sometimes raised for pupils with special educational needs, either at the infant/junior transfer or junior/primary/secondary transfer stage. It is not normally considered appropriate to educate pupils out of their year group unless there are exceptional circumstances. In cases where schools or parents are considering educating pupils out of the year group for pupils at School Action Plus or with a Statement of Special Educational Need it is necessary for the following to happen.

The Local Education Team should be involved and a team member together with the school must provide advice on the nature and degree of the pupil's difficulties and:

- a. How these compare to his/her peers i.e. those in the year group which he or she should be educated.
- b. How the delayed transfer or retention of the pupil will help alleviate any difficulties he or she experiences.
- c. The likely emotional, social, academic effects on retaining out of year group.
- d. What steps would be necessary to include the pupil within his/her peer group in order to transfer at the expectant time or remain with his or her chronological year group.

NB. In line with the Code of Practice the schools must make reasonable adjustments to include pupils who have been identified as having a special educational need.

- Where a pupil has a Statement of Special Educational Needs the issue of being retained out of the year group must be addressed at the Annual Review prior to transfer.
- The review prior to secondary transfer should be held in the summer term of Year 5.
- Where a pupil does not have a Statement of Special Educational Needs a School Action Plus review meeting should be held early in the autumn term. In this meeting it would be necessary to provide evidence. (See a-d previously stated) and agreement would need to be reached between all parties involved.
- The implications of delayed transfer or retention should be fully discussed with the current school, the receiving school, parents and Local Education Team member in order to fully explore the long term implications.



- One implication is that the pupil is still legally able to leave school when s/he reaches the statutory leaving age and whilst still in Year 10.
- It should also be noted that whilst a pupil is still in the infant stage of education it may not be obvious they are out of year group, but by the time they are in Year 10 the difference may be more apparent.
- It should also be noted that in the case of some special schools the pupils will automatically be put in their chronological year group rather than out of year group so this may have implications for pupils who require a special school placement in the long term.
- If following detailed discussion there is agreement that delayed transfer or retention is in the pupil's best interest, the notes of the meeting together with individual comments from the various members present should be forwarded to the Assessment & Placement Team for pupils with Special Educational Needs or the Local Education Team Co-ordinator in the case of pupils at School Action Plus.
- Schools will be informed of the outcome of the request at the transfer review stage or in the case of School Action Plus within a month of receipt of the request.
- It will be the responsibility of the school to inform the parents of the decision.