



**ADMISSION ARRANGEMENTS FOR
PARTINGTON CENTRAL ACADEMY
2018-2019**

STATUTORY POLICY – REQUIRED ON THE WEBSITE

Version and Date		Action/Notes
1.0	November 2016	Policy drafted
2.0	November 2016	Edits and updates made

Policy Reviewed:	November 2016
Policy Review Frequency:	Annually
Next Review:	November 2017
Signature of Chair of Local Governing Body:	

We believe this policy relates to the following legislation:

- Data Protection Act 1998
- Human Rights Act 1998
- Schools Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education and Skills Act 2008
- School Information (England) Regulations 2008
- Equality Act 2010
- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 & The Equality Act 2010 (Specification of Relevant Welsh Authorities) Order 2011
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- School Admissions (Appeal Arrangements) (England) Regulations 2012
- School Admissions (Infant Class Sizes) (England) Regulations 2012
- Education (Wales) Act 2014

The following documentation is also related to this policy:

- School Admissions Code (DfE)
- School Admissions Appeals Code (DfE)
- School Admissions Code (Wales)

- School Admissions Appeals Code (Wales)

We wish to comply with the School Admissions Code of Practice. Annually we will publish the admission number for this school but there are times when this number will change in line with local authority and government statutory guidance.

We will consider all applications for admission as we are an inclusive school and will admit pupils without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.

We will admit any child with a statement of special educational needs that names this school.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To comply with the School Admissions Code of Practice.
- To establish and maintain a fair and open admissions policy.
- To work with other schools and the local authority in order to share good practice in order to improve this policy.

Role of the Governing Body

The Governing Body, as the admissions authority, has:

- a duty to consider all applications to this school fairly and openly;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure that all applications are looked at fairly and openly;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- report to the Governing Body as required on the success and development of this policy

Admissions Criteria

Admission to this school shall be determined by the criteria set out below, which are listed in order of priority:-

1. Children who are looked after by the Local Authority;
2. Priority will be given to the admission of pupils' resident within the school's designated catchment area whose parents have expressed this preference if the admissions number of the school has not been exceeded.
3. In the event of over-subscription from within the school's designated catchment area, the following sub-criteria will be applied to prioritise admissions:
 - a. children recommended for admission on medical grounds, supported by a Medical Officer or psychological or special educational needs reasons. These must be confirmed by the Local Authority's professional advisers.
 - b. children who have older siblings at the school at the date of admission will be admitted in preference to those who do not;
 - c. where there is more than one case as in (a), priority to be assessed on the basis of those children closest in age to the elder siblings already at the school at the date of admission;
 - d. after taking account of categories (a) to (d), priority will be based on closeness to the school.
4. When considering whether a child lives in a school's catchment area, the address considered is that of the parent or legal guardian, irrespective of a family's domestic arrangements, i.e. the address of another relative or childminder etc. must not be given. In certain cases it may necessary to provide evidence relating to the child(ren) in question, to show the home address of the child(ren).
5. Subject to class size and other requirements, pupils' resident outside the school's catchment area will be admitted if the admissions number of the school has not been exceeded. The event of over-subscription from outside the catchment area of the school, the sub-criteria described at (a) – (d) above will be applied to prioritise admissions.



Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- apply by using the appropriate application form;
- be aware of the deadline for admission applications;
- be aware of their right of appeal if their application is unsuccessful.

Appeal Process

If their child has been refused a place at their chosen school, parents/carers can appeal against the decision by following the procedure as set out in the letter received from the school.

When preparing for the appeal parents/carers may seek help from the Children's Legal Centre or other such agencies that support parents/carers by helping with:

- the letter of appeal
- understanding what happens at the appeal hearing
- how parents/carers can complain about the way the appeal was carried out

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Prospectus
- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations
- meetings with school personnel
- communications with home
- reports to the Governing Body
- information displays in the main school entrance

Training

Training will be provided as required for the senior leadership team, the admin team and the nominated governor that deals with:

- Admissions
- Admission & Attendance Registers
- Equality
- Inclusion

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.



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This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and the nominated governor.