

# HELE'S SCHOOL

Admission criteria 2013/14



The admission arrangements outlined within this document apply to admissions to Hele's School from the 2013/14 academic year. The Governors of the school are the admission authority.

## **(I) PROPOSED SECONDARY TRANSFER ADMISSION CRITERIA:**

In the event that the school is oversubscribed, the admission authority will apply the following admission criteria in order of priority:

1. A looked after child;
2. Children with a sibling who will be attending the school at the time of admission;
3. Children attending a feeder primary school;
4. Other children.

### **Exceptions will be made as follows:**

- A child whose Special Education Needs (SEN) Statement names the parent's preferred school will be admitted to that school.
- Priority may be given to the admission of a child for whom exceptional medical or social justification is demonstrated. This could include for example:
  - a serious medical condition, which can be supported by medical evidence;
  - the recent death of a parent;
  - a significant caring role for the child which can be supported by evidence from Social Services.

Parents/carers or their representative will have to demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.

- Priority may be given to the admission of a child for whom admission to the nearest alternative school at which a place is available would require unreasonable transport arrangements.
- Priority may be given to a child who is to be admitted to a designated SEN support centre or who otherwise requires specialist provision available at the school in question.

### **Notes:**

**Home address:** any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Oversubscribed schools are advised to ask parents to provide proof of residence (for example utility bills) before admitting the child.

The local authority (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

**Looked after child:** a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

**Multiple births:** defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

**Siblings:** children are siblings if they are a full, half, step, or adoptive brother or sister, and living in the same family unit and household.

**Tie-breaker:** where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using the City Council's electronic mapping system - the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor of location.

**Definitive tie-breaker:** in the event of there still being a tie, there will be a random ballot using an electronic random number generator.

## **(II) PROPOSED SIXTH FORM ADMISSION CRITERIA:**

Where a school operates a sixth form, students are normally accepted from other school bases as long as the school has capacity and the applicant meets the relevant admission criteria. Each school will have a different application timetable and number of places to offer. Applications should be made direct to the school.

The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number if the student's chosen course is not full.

The admission arrangements apply equally to those seeking admission from year 11 within the school to those seeking transfer from other schools. All those seeking admission to Year 12 must achieve the necessary grades for access onto the courses they have chosen.

Any student refused the offer of a place in Year 12 has the right of appeal to an independent appeals panel.

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

1. Looked after children;
2. Students considered by the College to have exceptional social or medical needs (see exceptions below);
3. Students with siblings at the College at the time of admission;
4. Any other student.

**Exceptions will be made as follows:**

- A child whose Special Education Needs (SEN) Statement names the parent's preferred school will be admitted to that school.
- Priority may be given to the admission of a child for whom exceptional medical or social justification is demonstrated. This could include for example:
  - a serious medical condition, which can be supported by medical evidence;
  - the recent death of a parent;
  - a significant caring role for the child which can be supported by evidence from Social Services.

Parents/carers or their representative will have to demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.

**Notes:**

**False or misleading applications:** Where the School/College has made the offer of a place in Year 12 on the basis of a fraudulent or intentionally misleading application which has effectively denied a place in the sixth form to a pupil with a stronger claim, the offer of a place will be withdrawn.

**Home address:** any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Oversubscribed schools are advised to ask parents to provide proof of residence (for example utility bills) before admitting the child. The local authority (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

**Looked after child:** a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

**Multiple births:** defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not

possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

**Siblings:** children are siblings if they are a full, half, step, or adoptive brother or sister, and living in the same family unit and household.

**Tie-breaker:** where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using the City Council's electronic mapping system - the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor of location.

**Definitive tie-breaker:** in the event of there still being a tie, there will be a random ballot using an electronic random number generator.

**Timetable for application:**

School name	Year 12 PAN (less those transferring from the school's own Year 11).	Application date	Normal notification date	Late applications accepted until
Hele's	30	end of January 2013	end of April 2013	start of term in September 2013

**(III) PROPOSED IN-YEAR ADMISSION CRITERIA:**

1. Unless agreed otherwise with the Council, the published admission number applies to each year-group as it moves through the school;
2. Where a school is oversubscribed in the relevant year-group, the following admissions criteria shall apply:

**Priority 1** A looked after child;

**Priority 2** Those moving to or within the City who are without an appropriate school placement;

**Priority 3** Those seeking to transfer between schools within the City where the parent and both Headteachers agree that such a transfer would be in the pupil's best educational or social interests;

**Priority 4** Those seeking to transfer between schools as a parental response to perceived difficulties with the present school, or for other parental reasons;

**Priority 5** All other applicants.

**Exceptions will be made as follows:**

- A child whose special education needs (SEN) statement names the parent's

preferred school shall be admitted to that school;

- On exceptional medical or social grounds, for example; a serious medical condition, which can be supported by medical evidence; the recent death of a parent; a significant caring role for the child which can be supported by evidence from Social Services. Parents/carers or their representative will have to demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis;
- Admission of pupils who require placement in a designated SEN support centre or other specialist provision at the school in question, or who meet the criteria of the Fair Access Protocol for example;
  - s/he has moved to the City and has a record of significant attendance or behavioural difficulty, as evidenced by truancy, exclusion or serious criminal offending, or
  - s/he has a SEN statement predominantly related to significant EBD (emotional and behavioral difficulties), or
  - her/his previous placement has broken down irretrievably for significant attendance or behavioral reasons, including permanent exclusion, or
  - s/he is re-integrating from EOTAS (education other than at school) to mainstream provision.

#### **Notes:**

**Appropriate school placement:** a school appropriate to the child's educational need as defined by the LA. Essentially, this would be either a mainstream school or a special needs school.

**Home address:** any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Oversubscribed schools are advised to ask parents to provide proof of residence (for example utility bills) before admitting the child. The local authority (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

**Looked after child:** a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

**Multiple births:** multiple births are defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

**Priority 3 applicants:** applicants will only be considered under this heading if the application is accompanied by letters of support from both the current and intended school. Classification under this priority will not be given without these supporting documents.

**Priority 4 applicants:** applicants will only be considered under this heading if the case is made that the request for transfer is on the ground of reasons such as bullying, problems with the schools curriculum, personal issues with the school staff. The views of the school will be sought as verification. Classification under this priority will not be given without this confirmation.

**Tie-breaker:** where it is necessary to distinguish between pupils in one of the above categories, priority shall be given,

- a) to a pupil who already has a sibling attending the school at the time of admission and,
- b) on distance between home and school measured by a straight line on a map using the City Council's electronic mapping system (that is, the shorter the distance, the higher the priority). Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor or location. In the event of there still being a tie, there will be a random ballot using an electronic random number generator.