

## **ADMISSIONS POLICY**

### **Arrangements for 2011/12 - Kingsbridge Community College**

Kingsbridge Community College is a Trust school and therefore the governing body are the admission authority. The Governing Body propose to operate admissions on the same basis as that used by Devon County Council for Community Secondary Schools.

#### **Application Procedures**

Applications must be made using the Common Application Form (CAF) which will be made available by the Local Authority online and in hard copy on request. Applications must be made direct to the Local Authority by no later than **31 October 2010**.

All places will be offered by the LA, on behalf of the Governing Body, within the secondary co-ordinated admissions scheme operational in Devon's LA area. Allocations will be made on **1 March 2011** either online or by second class post.

#### **PAN**

The proposed Planned Admission Number (PAN) for 2011/12 is **203**.

#### **Oversubscription Criteria**

Where the number of applications exceeds the number of places available (the PAN) the Governing Body will use the following oversubscription criteria to determine those applicants to be offered a place (these are the same oversubscription criteria used by Devon County Council for Community Secondary Schools):

A child whose Statement of Special Educational Needs names Kingsbridge Community College will be admitted.

1. Children in Care
2. Children living in the school's designated area – with a sibling who will be attending the school at the time of admission
3. Other children living in the school's designated area – no sibling – but attending a contributory primary school
4. Other children living in the school's designated area – no sibling – and not attending a contributory primary school
5. Children living outside the school's designated area – with a sibling who will be attending the school at the time of admission
6. Children living outside the designated area – no sibling – but attending a contributory primary school
7. Other children living outside the school's designated area

#### **Notes**

- a) If it is necessary to differentiate between children in category 5, those children attending a contributory primary school will have priority over other children within that category.
- b) If it is necessary to distinguish between children in a particular category [or between pupils in a sub-category of category 5 – see note (a) above], priority will be determined on the basis of distance between home and school measured as a direct line from the entrance of the property (residential dwelling), to the school as plotted on Geographical Information System (GIS) [ie the shorter the distance, the higher the priority]. (Parents should note that the direct line policy does not apply to school transport decisions).
- c) Priority may be given to the admission of a child for whom an exceptional medical or social justification is demonstrated. Such decisions will be made using the

Kingsbridge Community College Protocol for Admission of children with Exceptional Medical or Social Justification [Appendix I].

- d) Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the same school, including offering place(s) above the (PAN) wherever possible. Where that is not possible, parents/carers will be invited to decide which of the children should be allocated the available place(s).

## Definitions

Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.
Home Address	This is defined as the address where the child is normally resident. Where a child resides through shared custody, the address will be with the parent who receives child benefit.
Children in Care	These children are looked after by or provided with accommodation in the exercise of its functions by Devon Local Authority or any other local authority which has informed Devon LA of its wish to place a child.
Designated Area	The geographical area served by a particular school. It is sometimes called the 'catchment' area.
Contributory Primary School	A school which works with a particular secondary school to develop curriculum links and to ease transition for pupils from primary school to secondary school. You should note that attending a contributory primary school <u>does not</u> guarantee a place.

Measurement will be based on GIS (Geographical Information System). This is an electronic mapping system which makes measurements using computer software

## Waiting Lists

Following allocation of Year 7 places the Local Authority will retain a waiting list until the end of the first full week of the autumn term 2009 as per the secondary co-ordinated admissions scheme.

Following that the school will retain the waiting list, in partnership with the Devon School Admissions Team. Waiting lists will be kept in order of the oversubscription criteria above.

## Late Applications

Any late application will be considered in line with the secondary co-ordinated admissions scheme.

## Admissions at other times

Admissions at times other than the usual transfer process to Year 7, sometimes referred to as 'In Year' admissions will be made in line with the published 'In Year Co-ordinated Admissions Scheme of Devon County Council.

This will apply to admissions made to Year 7 after the point at which the secondary co-ordinated scheme ceases (after 31st August 2011) and admissions made to other year groups at any time (Years 8 to 11).

It is a legal requirement that all applications for a school place must be made to the Local Authority for the child's home address. For Devon residents, this will be by completion of Devon's In-Year Common Application Form, copies of which are available at the school or by calling My Devon on 0845 155 1019.

For In-Year admissions, the oversubscription criteria will take no account of a child's primary school:

A child whose Statement of Special Educational Needs names the School will be admitted.

1. Children in Care
2. Children living in the school's designated area – with a sibling who will be attending the school at the time of admission
3. Other children living in the school's designated area – no sibling – and not attending a contributory primary school
4. Children living outside the school's designated area – with a sibling who will be attending the school at the time of admission
5. Other children living outside the school's designated area

### **Admission Appeals**

If a place is refused parents have a statutory right of appeal to the Independent Appeal panel. Information about the admission appeal process is available from the Devon School Admissions Team on **0845 155 1019**.

### **Admissions to Year 12**

Admission into the Sixth Form is dependent on students having suitable academic qualifications for their chosen course. Alternatively, depending on the level of course and where appropriate, the student may provide evidence of suitable enthusiasm and commitment for a given course.

The application procedure is advertised to our own Year 11 students and via the website. Provisional offers are usually made by the end of the Spring Term. Final and firm offers can be made upon receipt of examination results in August.

The Planned Admission Number for admission to Year 12 is 35 – this relates to pupils who are new to the school in Year 12 and does not include those pupils transferring from Year 11.

### **Review of Policy**

This policy is renewed annually by the Community Committee of the Governing Body.

**Ratified by the Community Committee of the Governing Body  
25<sup>th</sup> January 2010**

**Kingsbridge Community College**

**Protocol for Admission of Children with Exceptional Medical or Social Justification  
For the 2011 Admissions Round**

**1. Background**

- 1.1 When parents apply for school places, they are invited to give reasons why they prefer a particular school. Sometimes, they may feel there are strong and compelling reasons for their preference.
- 1.2 In these cases, the parent can request that consideration should be given and a place provided at the school even where it may be full.
- 1.3 For Devon County Council (DCC) these requests are for the admission of children with Exceptional Medical or Social Justification.
- 1.4 This protocol describes how DCC decides whether the requests are sufficiently compelling, what happens next and how parents are informed of the decision.
- 1.5 It is expected that the exceptional nature of these requests will mean that a small number of cases will be sufficiently compelling in any year.
- 1.6 Exceptional Medical or Social Justification could be:
  - a serious medical condition, supported by medical evidence;
  - the death of a parent;
  - significant caring responsibilities, endorsed by social care managers;
  - where one or both parents or the child has a disability that may make travel to a school further away more difficult.
- 1.7 It is intended that this protocol will pre-empt some admission appeals where it is considered that exceptional need can be demonstrated.

**2 Admissions in the Normal Round**

- 2.1 The Normal Round of Admission is either
  - entry into the Reception class of a primary or infant school or
  - transfer from an infant school into a junior school or
  - transfer from a primary or junior school into a Secondary school
- 2.2 DCC operates Coordinated Schemes of Admission to manage these processes. Parents are invited to express preferences for the school they would like their child to attend, together with reasons why these schools are preferred on a Common Application Form (CAF).
- 2.3 For Secondary places the CAF should be submitted to the Local Authority, directly or via the child's primary school by **31 October 2010** or online applications must be submitted by **31 October 2009**.

- 2.4 For primary schools the CAF should be submitted directly to the Local Authority or via the school ranked highest by the parent by **15 January 2011** or online applications must be submitted by **15 January 2011**.
- 2.5 For junior schools the CAF should be submitted directly to the Local Authority or via the school ranked highest by the parent by **15 January 2011**.
- 2.6 Parents can state on the CAF that they feel there are exceptional medical or social reasons and this protocol will then apply.
- 2.7 Alternatively, this protocol will apply where DCC officers feel the reasons given by a parent for preferring a particular school on the application form should be considered as demonstrating exceptional medical or social justification.
- 2.8 CAFs which require consideration for Exceptional Medical or Social Justification will be brought to the attention of the DCC Admissions Manager by individual Admissions Officers.
- 2.9 Where DCC is the admitting authority for the school The Director of Children and Young People's Services, or her nominated officer, will review applications with the Admissions Manager, and identify those which are considered to demonstrate Exceptional Medical or Social Justification.
- 2.10 Where the school is its own admitting authority – for Voluntary Aided, Foundation or Trust Schools – the request will be referred to the Admissions Committee of the school's Governing Body for consideration whether Exceptional Medical or Social Justification has been demonstrated.
- 2.11 Where the school lies within the area of another Local Authority, the request will be referred to that Local Authority for consideration whether Exceptional Medical or Social Justification has been demonstrated. This may require a Local Authority to refer to the Admissions Committee of the Governing Body of the school.
- 2.12 If Exceptional Medical or Social Justification has been demonstrated, a place will be offered to the child at the school the parent has ranked highest on the CAF, or at the school for which the parent claims there is Exceptional Medical or Social Justification for attendance. The parent will be advised of this without unreasonable delay.
- 2.13 Where a parent has cited Exceptional Medical or Social Justification but it is not agreed by the admitting authority that Exceptional Medical or Social Justification has been demonstrated, the Admissions Manager or delegated officer will write to the parent to advise that the evidence put forward has not been considered to be sufficient. The parent may then provide further supporting evidence for reconsideration.
- 2.14 Where an officer of DCC has identified an application as requiring consideration under Exceptional Medical or Social Justification but it has not subsequently been considered as sufficiently compelling, the Admissions Manager will decide whether to approach the parent to discuss the application and whether further material should be considered.

- 2.15 Where it has not been agreed that there is Exceptional Medical or Social Justification, a place will be offered for the child according to the Co-ordinated Scheme:
- where the child is eligible for a place at only one of the preferred schools, that school will be allocated;
  - where the child is eligible for a place at 2 or more of the preferred schools, the child will be allocated a place at the school ranked highest by the parent.
- 2.16 Where it has not been agreed that the justification is exceptional, and a place at the preferred school has therefore been refused, the parent will have the statutory right of appeal.

### **3 Admissions out of the Normal Round**

- 3.1 This happens where a parent requests a place in a Year Group which has already begun, either later in the academic year for Year 7, Year 3 (for Junior schools) or Reception or in another Year Group.
- 3.2 Parents are asked to complete a Moving to or within Devon form or request a place in writing to DCC. Parents may also request school places direct to schools.
- 3.3 Where a school has vacancies, a place should be made available to the parent without consideration for Exceptional Medical or Social Justification.
- 3.4 Where a request has been turned down on the grounds that the school has reached its Planned Admission Number in the Year Group which has been requested the request will be referred to the Admissions Team.
- 3.5 Requests for school places where the parent cites Exceptional Medical or Social Justification will be brought to the attention of the DCC Admissions Manager by individual Admissions Officers.
- 3.6 Alternatively, this protocol will apply where a DCC officer feels the reasons given by a parent for preferring a particular school should be considered as demonstrating Exceptional Medical or Social Justification.
- 3.7 The Admissions Manager will review applications in discussion with the Schools Access Services Manager, and forward to the Director of Children and Young People's Services those which are considered to demonstrate Exceptional Medical or Social Justification.
- 3.8 Where the school is its own admitting authority – for Voluntary Aided, Foundation or Trust Schools – the request will be referred to the Admissions Committee of the school's Governing Body for consideration whether Exceptional Medical or Social Justification has been demonstrated.
- 3.9 Where the school lies within the area of another Local Authority, the request will be referred to that Local Authority for consideration whether Exceptional Medical or Social Justification has been demonstrated. This may require a Local Authority to refer to the Admissions Committee of the Governing Body of the school.

- 3.10 If Exceptional Medical or Social Justification has been demonstrated, a place will be offered to the child at the school.
- 3.11 Where it is not agreed that Exceptional Medical or Social Justification has been demonstrated, a place will be offered using the relevant In Year admissions policy.
- 3.12 Where it has not been agreed that the justification is exceptional, and a place at the preferred school has therefore been refused, the parent will have the statutory right of appeal.

Updated October 2009  
Review in October 2010