

# ADMISSIONS POLICY

## FOR ENTRY AUGUST 2023 ONWARDS

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## **ASHBY SCHOOL – ADMISSIONS POLICY**

This policy is for the normal round of Year 7 entry in August 2023 onwards and all in-year transfers in the academic year.

The admission authority for Ashby School is LiFE Multiacademy Trust.

The Ashby School is also responsible for arranging an independent appeal against refusal of a place at the school. Ashby School has appointed the Local Authority (LA), Leicestershire County Council, to manage its Admissions on behalf of the Trust.

The Pupil Admission Number (PAN) is deemed to be the maximum number of children to be admitted in each year group.

### **Purpose of this policy**

The purpose of the policy is to ensure that places at Ashby School are allocated and offered in an open and fair way.

### **Applying for a place**

A parent can apply for a place for their child at any state-funded school in any area. The catchment area for Ashby School is indicated on the map in appendix 1. This is the same catchment area for the other secondary schools in the Ashby de la Zouch and Ibstock area.

Parents apply to the local authority in which they live for Ashby School and any other preferred schools. For most parents this will be Leicestershire.

The annual closing date is 31 October for a place the following academic year.

### **The decision**

The Published Admission Number (PAN) for Year 7 entry to Ashby School in August 2023 onwards is 222.

Ashby School will admit this number of pupils to our academies if sufficient applications are received. All applicants will be admitted if these numbers or fewer apply.

If Ashby School is undersubscribed, any parent that applies will be offered a place. If oversubscribed, oversubscription criteria will apply unless the application meets the requirements of the Fair Access Protocol.

### **Children with an Education Health Care Plan**

All children with an EHCP which names Ashby School will be offered a place, provided that we feel we can successfully meet the child's needs.

### Oversubscription criteria

When there are more applications for Ashby School than there are places available, the following criteria will be used to allocate places (in the order listed):

1st	Children who are in public care and those children who were previously looked after children.
2nd	Pupils who live in the catchment area.
3rd	Pupils who will have an older brother or sister attending the same school at the same time. The term "brother or sister" includes half brother or sister or legally adopted child being regarded as the brother or sister.
4th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application.)
5th	Children of staff in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6th	Pupils who are attending a feeder primary school at the point of application. A list of the current feeder primary schools is shown in Appendix 2.
7th	Pupils transferring to secondary school who will have an older brother or sister attending the linked upper secondary school (Ashby School) at the same time.
8th	Pupils living nearest to the school measured in a straight line distance (home to school front gate).

### ADDITIONAL INFORMATION Home Address

The home address of the child excludes any business, relative or childminder's address and must be the child's normal place of residence.

- Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time.
- In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school.
- We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.
- All distances will be measured by Routefinder, the computerised Geographical Information System maintained by the Local Authority's Admissions and Transport Team.

- The address to be used for the initial allocation of a place at Ashby School will be the child's address at the closing date for application. Changes of address may be considered if there are exceptional reasons behind the change, such as if a family has just moved into the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address.
- Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Leicestershire Local Authority and Ashby School of any change of address.

### **Multiple Births**

In the case of multiple births, where a child whose twin or sibling from a multiple birth is admitted, otherwise than as an excepted pupil, subsequent siblings will be admitted to the year group as an "excepted child" (as defined in the School Admissions Code).

### **Tie Break Criteria**

Where the number of applications exceeds the number of places available, children will be put in priority order by using a combination of the highest criteria and distance. Distances are measured in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Routefinder) available to the Local Authority.

A tie-break whereby an independent person will draw lots will be used to decide who has highest priority for admission if the distance between two children's homes and Ashby School is the same.

Some admission authorities use other criteria when allocating places. For the purposes of clarity, Ashby School does not allocate places on the basis of faith or ability.

Ashby School may need to ask for proof of the following when applying the oversubscription criteria:

- Address
- Child's date of birth
- A copy of an adoption order, child arrangement order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

All preferences are collated and school places allocated by the local authority on behalf of Ashby School. Parents then receive an offer from the local authority on the National Offer Day for secondary school applications, which is normally 1<sup>st</sup> March.

### **Right to appeal**

Parents, and in some circumstances children, have the right to appeal against Ashby School's decision to refuse admission.

The local authority, on behalf of Ashby School will set out the reasons for the decision, confirm that there is a right of appeal and explain the process for hearing such appeals. An independent appeals panel will be established to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, Ashby School is required to admit the child.

When a parent is informed of a decision to refuse their child a place at the school, correspondence will include:

- The reason why admission was refused.
- Information about the right to appeal.
- The deadline for lodging an appeal.
- The contact details for making an appeal.

Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing.

### **Withdrawing an offer or a place**

Ashby School will withdraw an offer if:

- It has been offered in error.
- It is established that the offer was obtained through a fraudulent or intentionally misleading application.

Ashby School will not withdraw a place once a child has started at Ashby School, except where that place was fraudulently obtained.

### **Late Applications**

Late applications after the closing date will be considered on their merit but will have a lower priority than on time applications, even if Ashby School is the catchment school. If there is a significant reason for the lateness that has documented evidence the application may be considered as on time.

### **Waiting list**

If Ashby School is oversubscribed then the local authority, on behalf of Ashby School, will maintain a clear, fair and objective waiting list which is kept until the end of the autumn term. Priority will continue to be based upon the oversubscription criteria.

Priority will not be given to children based on the date their application was received or when their name was added to the list.

Parents of gifted and talented children, those with special educational needs or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. The Trust's academies will make decisions on the basis of the circumstances of each individual case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at any Trust academy.

### **Children of Staff**

The child of a member of staff who does not qualify for priority admission under the conditions in the over-subscription criteria 5, will be ranked according to the remaining oversubscription criteria.

### **Children of UK service personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to this area, Ashby School will:

- Allocate a place in advance, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address for considering the application against the oversubscription criteria.
- Ensure that arrangements support the Government's commitment to removing disadvantage for service children.

### **Children from overseas**

Ashby School will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

### **In-year applications**

Ashby School will not admit pupils to any year group once it is full, i.e. has reached the planned admission number for that year group.

Ashby School have appointed the Local Authority Admissions Service to manage the in-year application process. Any In-year applications should be made via the LA online application system and the process will be:

- Allocate a place if one is available.

- If a place is not available, add the child to the waiting list and consider the application against the oversubscription criteria.
- Inform parents of their right to appeal against the refusal of a place.

### **Children with challenging behaviour**

Ashby School will not refuse to admit children in the normal admission round on the basis of their poor behaviour elsewhere except where the child has been permanently excluded from two or more schools.

Ashby School will participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. However, there is no duty for any Trust academy or other admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

Where the governing board does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the local Inclusion Partnership under the Fair Access Protocol. A fair access referral is only appropriate when the school is able to demonstrate a high proportion of children with challenging behaviour are already on roll.

Ashby School will not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

### **Admission of Children outside their Normal Age Group.**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request. If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must: complete the LA common application form or the in-year admission form, as appropriate and attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

### **Home School Transport**

An offer of a school place at Ashby School does not guarantee an offer of free home to school transport as this is the responsibility of the local authority.

Please refer to Leicestershire's Home to School Transport policy which sets out the circumstances that children might qualify for free home to school transport. The full policy is available on the Local Authority's website at <https://www.leicestershire.gov.uk/education-and-children/school-transport>

### **Human Rights Act 1998**

The Human Rights Act 1998 confers a right of access to education. This right does not however extend to securing a place at a particular school. The Trust will consider parents' reasons for expressing a preference when making admission decisions, though this may not necessarily result in the allocation of a place.

### **The Admissions Timeline**

31 October	Closing date for standard applications to the local authority.
28 February	Publication of Ashby School's appeals timetable on website.
1 March	National offer day for secondary school places.
April and May	Appeals process and outcomes.
August	New intake starts.

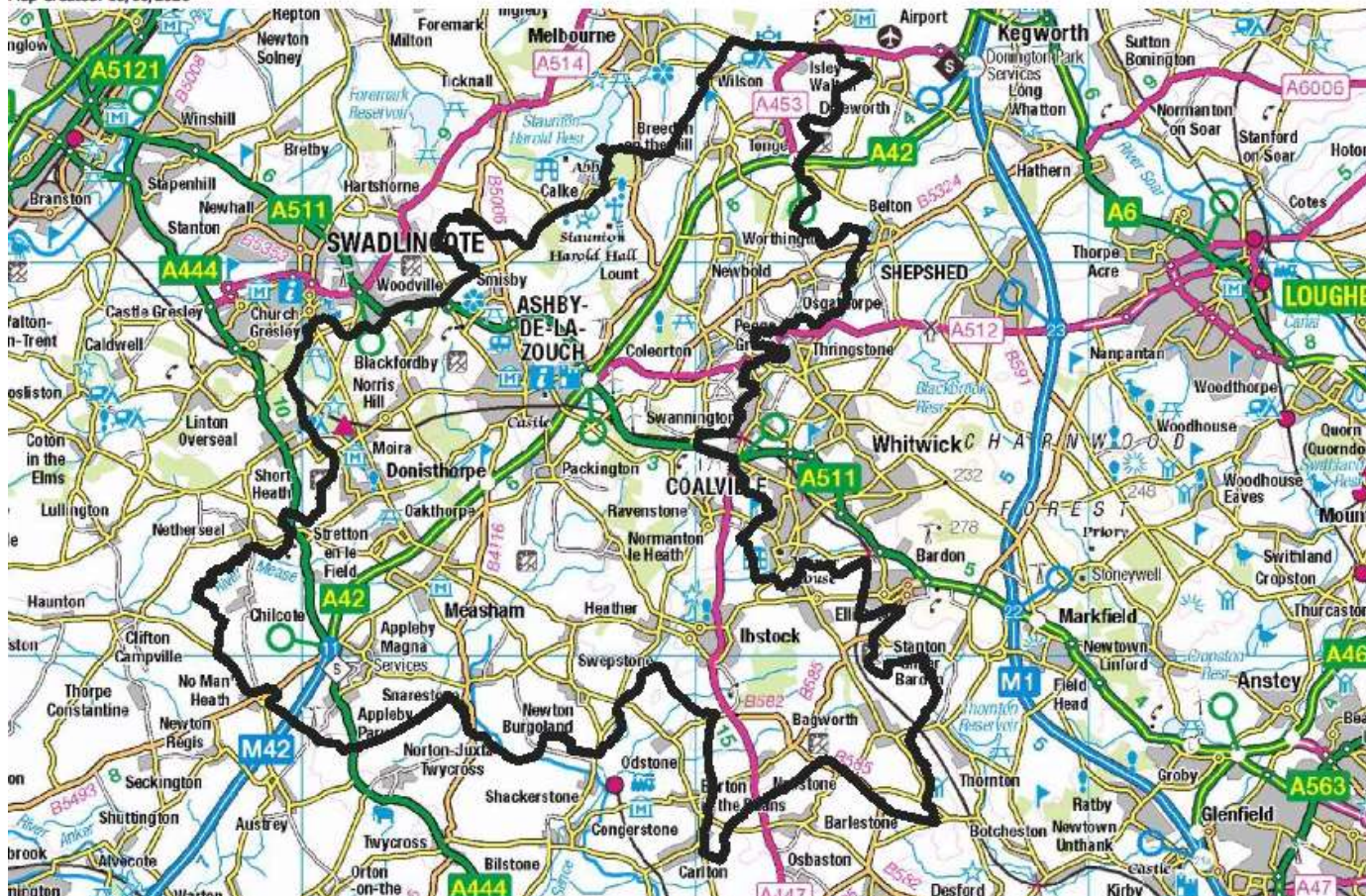
Anyone who considers that Ashby School's arrangements are unlawful can make an objection to the Schools' Adjudicator. Objections must be referred to the Adjudicator by 30 June in the determination year. Further information on how to make an objection can be obtained from the Office of the Schools' Adjudicator:

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>



**Note:** The Ashby School catchment is the same shared catchment area for secondary schools in the Ashby de la Zouch and Ibstock area of North West Leicestershire. The other secondary schools with the same catchment are Ashby School and Ivanhoe College.

Map Created: 15/10/2021



## **Appendix 2 – Feeder Primary Schools**

- Albert Village Community Primary School
- Appleby Magna Church of England Primary School
- Ashby-De-La-Zouch Woodcote Primary School
- Ashby-De-La-Zouch Church of England Primary School
- Ashby Hill Top Primary School
- Ashby Willesley Primary School
- Blackfordby St Margarets Church of England Primary School
- Coelorton Viscount Beaumont Primary School
- Donisthorpe Primary School
- Ellistown Community Primary School
- Griffydham Primary School
- Heather Primary School
- Ibstock Junior School
- Measham Church of England Primary School
- Moira Infant School
- Oakthorpe Primary School
- Worthington School
- Nailstone Dove Bank Primary School
- Newbold Church of England Primary School
- Newton Burgoland Primary School
- Packington Church of England Primary School
- Snarestone Church of England Primary School
- Woodstone Community Primary School