

# DENEFIELD SCHOOL

## GOVERNORS' POLICY FOR ADMISSIONS 2013/2014

### Policy detail

#### 1. SECONDARY SCHOOL NORMAL ADMISSION POINT

September 2013 (autumn term) for a child whose 12<sup>th</sup> birthday falls between 1 September 2013 and 31 August 2014.

#### 2. ADMISSION NUMBERS

The school's admission number for entry to Year 7 in September 2013 and subsequent entry to Year 8 to Year 11 will be 180.

If applications from students with statements of special educational needs which specifically name Denefield School, are received prior to the closing date for the receipt of admissions then offers will be made to such applicants in preference to normal admission categories. These offers will be taken into account in the calculation of the number of places available for other applicants.

If applications from students with statements of special educational needs which specifically name Denefield School, are received after the closing date for the receipt of admissions then offers will be made to such applicants even although this may lead to the school being temporarily oversubscribed.

An offer of a place will be withdrawn when a parent has failed to respond to an offer of a place within a reasonable time (reasonable time is defined as 21 days from the offer being made) or when a place has been offered on the basis of a fraudulent or intentionally misleading application.

The admission process will be applied as detailed at section 11 below. The admission number for Year 12 is 30.

#### 3. CO-ORDINATED AND IN-YEAR ADMISSION SCHEME

Denefield School's governing body is the admissions authority for the school. Local Authorities are required to produce a scheme for coordinating admission arrangements for all maintained schools in their area from September 2010 and to exchange information on applications with their neighbours. It is intended that admissions to Denefield School's Year 7 will be administered by the LA according to the coordinated scheme. All applications will continue to be considered on an equal preference basis against the over-subscription criteria for each of up to three preferred schools, NOT considered on the basis of first preferences before other preferences. The admissions timetable is detailed in the attached appendix.

The scheme does not affect the duty of the governors of Denefield School to set and apply its own admission arrangements.

#### 4. OVERSUBSCRIPTION CRITERIA

Where the school is oversubscribed, places are allocated according to the over-subscription criteria as outlined below.

## A. Looked after children

**Looked after children who were in care but have since been adopted or become subject to a residence order or special guardianship order.**

## B. Catchment area students, ie:

Children whose permanent home address is in the school's designated catchment area (as shown on the maps in Appendices to the Parent's Guides). **Where necessary, priority will be given to siblings in catchment.** The home address is taken to be the address at the closing date for applications in the normal admissions round (**31 October 2012**). Where parental responsibilities are equally shared, the home address will normally be considered to be with the parent/carer with whom the child spends the majority of time and nights Monday to Friday; this will normally be expected to be with the parent/carer that receives the student's Child Benefit.

It is the child's normal permanent home address where he or she lives with his or her parents/carers that is used to decide in which school's catchment area the child lives. Temporary addresses cannot be used to obtain school places, eg temporary addresses whilst retaining a previous permanent home will not be accepted. If parents/carers plan to move, documentary evidence will be required, such as proof of exchange of contracts or a tenancy agreement to confirm residence at the time of admission. If such evidence is received by 1 January for a secondary place during a normal admissions round, the new address will be accepted for the forthcoming allocation. Confirmation received after these dates will not normally be taken into account until immediately after allocation dates and waiting lists adjusted accordingly. At all other times changes of address will be considered immediately on receipt of evidence. Any child offered a school place based on fraudulent or intentionally misleading information concerning a catchment area permanent home address will have their place withdrawn and a new application will be required, by which time preferred schools may be full. This may also occur after the child has been admitted to a school.

**Criteria C to E apply to children whose permanent home address is not within the preferred school's catchment area**

## C. Siblings, ie:

Students with a brother or sister including step/foster sibling and children of the parent/carer's partner living in the same family unit. All children living at the same address in a family unit are therefore deemed to be siblings even if there is no actual relationship between them. Children who are siblings but living at different addresses to each other will be treated as such for the purpose of admissions criteria. **A sibling is considered to be one who is already on the roll of Denefield School, and in relation to admissions at Denefield School's first point of entry, will continue to attend compulsory education at the school during the following academic year.**

D. The children of a member of staff who has been employed at Denefield School for a minimum of two years, and/or were recruited to fill a vacant post for which there is a demonstrable skills shortage.

## E. All other applicants.

## 5. TIE BREAKER

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the Denefield School. Distances will be measured using the

West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

**In the case of multiple births, the parents/carers will be approached to decide which sibling or siblings will receive the available places.**

## **6. WAITING LISTS**

Waiting lists will be maintained for the school and year groups where necessary for children not offered a school place. Position on the list will be determined by applying the over-subscription criteria. Waiting lists will remain until 1 September when parents will be asked to confirm in writing their wish to be placed on a newly constructed waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications or revised applications in respect of a change of preferred schools, and precedence is given to those subject to a direction or an admission in accordance with the In-Year Fair Access Protocol. The waiting list will be adjusted to take account of late, or in-year, applications.

## **7. LATE APPLICATIONS**

Late applications are considered as detailed in the co-ordinated and in-year admissions scheme.

## **8. IN-YEAR APPLICATIONS (AFTER THE NORMAL ADMISSIONS ROUND)**

The administration of applications outside the normal admission round is detailed in the coordinated and in-year admissions scheme in the attached appendix.

## **9. ADMISSION OUTSIDE NORMAL AGE GROUP**

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented students or for those who have experienced problems, eg having missed education due to ill health, etc. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the student's interests between the parents, schools concerned (both old and preferred) and any relevant professionals asked for their opinion on the case by Denefield School governors' admissions committee. Those refused places outside the normal age group will be informed of their statutory right of appeal.

## **10. APPEALS**

Any parent not offered a school place at their preferred school has the right of appeal to an independent appeals panel. This can be for a place at one or more of your preferred schools and against an alternative school place that has been allocated by this Council. Information on how to appeal will be provided with the result of the application. Appeals must be lodged by the dates set out in the co-ordinated and in-year admissions scheme for the normal admissions round or within 21 days from the date of the offer or refusal letter.

## **11. ADMISSIONS TO THE SIXTH FORM AT DENEFIELD SCHOOL**

We have an open admissions policy for students aged 16, subject to the availability of appropriate courses and to particular requirements as published in the Sixth Form prospectus.

Governors note that as a coeducational comprehensive school the Sixth Form is open to all and that all current Year 11 students have a right to progress to Year 12/13. To this end the school offers a range of courses, both academic and vocational, at level 3 (AS/A2), at level 2 (BTEC National and GCSE) and at level 1/2 (NVQ).

These arrangements apply to new students entering the school at Year 12 for the first time, not existing school students.

The school offers a wide range of courses based on grades achieved at GCSE and it is considered that acceptance is based on a student's capability of benefiting from a course and admission to the Sixth Form and any particular course will depend on students being appropriately qualified to start that course. Although admission will not be dependent on interview, a course guidance meeting may be advised.

Admission to the Sixth Form will respect parental preference as long as the school offers the course and the prospective student has appropriate pre-requisite qualifications for the course. All full time students are expected to follow 3 subjects at A/S and A2 or BTEC.

### **Admission numbers**

**The admission number for Year 12 is 30.**

**Places will be offered on the basis of the following criteria.**

#### **1. Criteria for academic courses:**

Students who wish to follow the two year advanced courses should have at least five GCSE passes at grade C or better, including English..

Students who wish to follow the one year level 2 courses, at least five GCSE passes at grade E or better.

- A. Students choosing to take four or five A/Ss followed by three A2, or two A2 and one A/S will be expected to have achieved mainly As and A\*s at GCSE.
- B. Students choosing to take four A/Ss followed by three A2, or two A2 and one A/S will be expected to have achieved mainly Cs at GCSE with at least five Cs at GCSE.
- C. Students choosing to take three A/Ss followed by three A2 will be expected to have achieved mainly Cs at GCSE with at least five Cs at GCSE.

#### **2. Criteria for vocational courses:**

- A Students choosing BTEC courses will be expected to have achieved two Ds or above at GCSE.
- B Some subjects will apply their own criteria, usually requiring a grade B at GCSE in the relevant or related subject as detailed in the school's Sixth Form prospectus.

If the Sixth Form is oversubscribed a waiting list will be operated on the same criteria as for Year 7 entry.

Appeals for Sixth Form entry will also follow the same rules as for Year 7 entry.

Most entry to Year 13 will be students completing the second year of a two year Sixth Form course. Other applications will be considered on the basis of AS level results.

When applying for a place at Denefield School, parents must complete the application form of their 'home' local authority, and return it to the same authority by that authority's closing date. Information about the arrangements for making an application is available on the West Berks website - [www.westberks.gov.uk/secondaryadmission](http://www.westberks.gov.uk/secondaryadmission) - there is a link from the school's website - [www.denefield.org.uk](http://www.denefield.org.uk).

**Secondary Schools – Normal admissions round timetable**

31 October 2012	Closing date for applications
22 November 2012	LA transfer of applications data to other LAs.
28 January 2013	First provisional allocation list sent to other LAs.
1 March 2013	Offers and refusals issued to parents
15 March 2013	Parents' acceptance of offer
31 March 2013	Closing date for appeals