

# Martin High School



## ADMISSIONS POLICY

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Head Teacher: Mrs Laura Sanchez  
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October 2015

**The Martin High School Governing Body adopted this Policy on 5<sup>th</sup> November 2015.**

**For entry in September 2016 and in-year from September 2015**

The admission authority for Martin High School is the Leicestershire County Council. The County Council is also responsible for arranging an independent appeal against refusal of a place at the school.

**Purpose of this Policy**

The purpose of the Policy is to ensure that places at Martin High 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. Parents apply to the local authority in which they live for a place at Martin High School and any other preferred schools. The annual closing date is 31 October for a place the following September.

**Decision**

The Pupil Admission Number for entry in September is 180 pupils. Martin High School will accordingly admit at least these numbers if sufficient applications are received. All applicants will be admitted if these numbers or fewer apply. If Martin High School is undersubscribed, any parent that applies will be offered a place. If oversubscribed, Martin High School will rank applications in order against its published oversubscription criteria and return that list to the local authority.

**Oversubscription criteria**

When there are more on-time applications for Martin High School than there are places available, after children with Statements of Special Educational Needs or EHC where Martin High School is named in the Statement, the following criteria (table 1) will be used to allocate places.

**Table 1**

1 <sup>st</sup>	Children who are in public care and those children who were previously looked after children (ii)
2 <sup>nd</sup>	Pupils who live in the catchment area (iii)
3 <sup>rd</sup>	Pupils who will have an older brother or sister attending the same school at the same time (iv and v)
4 <sup>th</sup>	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.) (v)
5 <sup>th</sup>	Pupils who will have attended a feeder school for at least two years before the time of transfer (vi)
6 <sup>th</sup>	closest distance from gate to door (vii)

Notes:

- i. Combinations of the above criteria are used where appropriate, in priority order.
- ii. 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) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order<sup>19</sup> or special guardianship order).
- iii. The child's place of residence is taken to be the parental home. Living in the catchment area does not guarantee you a place at your catchment school.
- iv. The term "brother or sister" includes half brother or sister or legally adopted child being regarded as the brother or sister.
- v. If criterion 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:-
  - Crown Servants
  - Children in the care of an LA
  - Children subject to Child Protection Plans
  - Hard to Place children - who fall under the Fair Access Protocol
  - Parents suffering domestic violence. (This is dependent on documentary evidence by a lead professional)
  - A child for who transfer to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child having attended the present school for at least a year).

Each case will be assessed on its individual merits.

- vi. For criterion<sup>5</sup> above, the child must have been enrolled at the feeder school on or before the start date of the Autumn Term two years before transfer.
- vii. Random allocation will be used as a tie-break in criterion 6 above to decide who has highest priority for admission if the distance between two children's homes and The Martin High School is the same.

Some admissions authorities use other criteria when allocating places. For the purposes of clarity, Martin High School **does not** allocate places on the basis of faith, ability or aptitude. The 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, residence 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. Parents then receive an offer from the local authority at the highest preference school at which a place is available on **1 March** or the first working day thereafter in the year in which the child will be admitted.

### **Out-of-Catchment Requests and Admissions**

- Parents should be encouraged to visit both the catchment and the preferred school, in order to make informed judgements.
- When a parent approaches a school for an out-of-catchment place, the Head Teacher (and other staff):
  - suggests that the parents visit the catchment school;
  - Informs them that if they still wish to apply to the preferred school, they must request this in writing to the School Admissions Service.

School Admissions Service on receiving a request outside the normal transfer cycle:

- contacts the requested school to confirm numbers in relevant year groups;
- suggests to parents that they visit the preferred school;
- Allocates a place at a later stage if there is space available within AN for the relevant year group in the preferred school (by standard letter).

During the main period when parents are considering transfer requests, the School Admissions Service will endeavour to keep schools aware of possible numbers. It is helpful if schools can maintain contact with the School Admissions Service at this time.

### **Right to appeal**

Parents have the right to appeal against Martin High's decision to refuse admission. Martin High School will set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals. Martin High School will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal Martin High School is required to admit the child.

When Martin High School informs a parent of a decision to refuse their child a place at the school, it 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**

Martin High School will withdraw an offer if:

- It has been offered in error.
- A parent has not responded within a reasonable period of time (the parent will be notified that the offer may be withdrawn and given an opportunity to respond and explain).
- It is established that the offer was obtained through a fraudulent or intentionally misleading application.

Martin High School will not withdraw a place once a child has started except where that place was fraudulently obtained.

### **Waiting list**

If Martin High School is oversubscribed, it will maintain a clear, fair and objective waiting list. 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 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 Martin High School will make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal.

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

For families of service personnel with a confirmed posting to this area, Martin High 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**

Martin High 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**

Martin High School will, on receipt of an in-year application:

- Interview pupil and parent at first instance, especially where the pupil is from key Stage 4, before making a decision about the suitability of our curriculum offer for the pupil
- 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.

- Notify the local authority of both the application, and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

### **Children with challenging behaviour**

- Martin High 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.
- Martin High 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 The Martin High School or other admissions authorities to comply with parental preference when allocating places through the Fair Access Protocol.
- Where the governing body 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 area Behaviour and Attendance 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 already on roll.

### **Early Transfer or Admission of Children Staying on Outside the Normal Age-Range**

- Early transfers or admission of children staying on outside the normal age-range are exceptional and must be approved by the School Admissions Service.
- The parent must request the exceptional arrangement in writing to the School Admissions Service.
- Schools affected should submit a view regarding the suitability of the arrangement. Expected numbers in the year group and the AN will be taken into account.
- Professional advice (e.g. From an Educational Psychologist) on the suitability of the arrangement may be sought in some cases, but this would not override any admissions decision. If the child has a Statement of Special Educational Needs or an Educational Health Care Plan, the view of the Special Educational Needs Assessment Service (SENA) must be sought or EHC.
- Children transferring younger than the normal age for transfer are subject to the same priority criteria as children in the normal transfer age-group, as long as:
  - The relevant schools agree that early transfer is appropriate;
  - The Local Authority considers early transfer appropriate;
  - The child has been taught in classes with the academic year group which is one year older for at least three years. (NB: this would normally exclude vertical grouping arrangements in primary schools.)

### Children Who Move Out of the Catchment Area

A child who has started attending and whose place of residence changes to an out-of-catchment address is entitled to retain his/her place in the school and should not be asked to leave or have their name deleted from the register. If there are queries about transport in these situations, refer to the School Admissions Service.

### 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 Martin High School 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

Transfer process	Dates
Application letter posted to parents	End of August 2015
Online applications open	Tuesday 1 September 2015
Closing date for applications	Saturday 31 October 2015
Allocation day	Tuesday 1 March 2016
Appeals	May to July 2016

Date approved by Governors: .....

Review Date; Annually: .....

Head Teacher's Signature: ..... Date: .....

Print name: .....

Chair of Governor's Signature: ..... Date: .....

Print name: .....