

Martin High School

*“Inspiring all to dream more, learn more,
do more and become more”*



ADMISSIONS POLICY FOR 2018/2019

Policy reviewed by: Head Teacher
Policy agreed at: Full Governing Body Meeting
Review date: 11th October 2018

Signed: (Head Teacher) Date:

Signed: (Chair of Governors) Date:

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Head Teacher: Mrs Laura Sanchez
Deputy Head Teacher: Mr Paul Wicken

Martin High School is an 11-16 Academy. This means that the Governing Body is the Admissions Authority for the school. The Governing body has chosen to use the Local Authority to administer admissions to the school.

Admission Arrangements

These admission arrangements apply to students that are applying for entry at age 11. Applications for admission will be considered from pupils who are aged 11 without reference to aptitude or ability. The school operates a separate policy for entry to post-16 education.

The projected admission number for September 2018 is 725.

Priority for admission will be given to children whose parents have requested a place using the Common Application Form obtained from the Local Authority the child is resident in and must be received by the Local Authority before 31st October 2017.

If the number of applications exceeds the number of places then the following criteria will apply:

1. Children who are in public care
2. Pupils who live in the catchment area
3. Pupils who will have an older brother or sister attending the school at the same time
4. 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)
5. Pupils living nearest the school measured in a straight line distance (home to school from front gate)

The school will maintain a waiting list for one term in the academic year of admission. (This waiting list is ranked in the same order as the published oversubscription criteria and not by date of application).

Parents of children not offered a place will be informed of their right to appeal to an independent appeals panel which will be convened by the Local Authority admissions department.

In cases where an appeal is unsuccessful, the admissions authority will not accept a further appeal during the same academic year unless there are significant and/or material changes in the circumstances of the child, or the school for which the supporting documentary evidence will be required.

The school will observe the principles of the Leicestershire County Council Admissions to Mainstream Schools' Policy and Procedures.

Appeals

The school will comply with the School Admission Appeals Code which came into force on 1st February 2012.

Unsuccessful Applicants to the school will be informed by letter which will give the reason for refusal of admission. Should the appellant then want to submit an appeal it must be sent in writing within 20 days of the date of notification that their application was unsuccessful.

The appellant will then receive at least 10 days' notice of their appeals hearing. The appeal hearing will be held within 40 days of the deadline of lodging appeals.

A decision will then be sent in writing no more than five school days after the hearing.

There is no right to a second appeal should an appellant be unsuccessful except in exceptional circumstances which would be detailed at the time the appellant is informed of the decision regarding their first appeal.

The Appeals Panel

The Appeals Panel will be convened by the Local Authority Clerk who will have knowledge of the school.

The appeals panel will consist of a minimum of three members. All appointed panel members will be independent of the school.

Mid Term Transfers

Parents wishing to be admitted to the school once the academic year has started must apply using the LA admissions process. If a parent is moving into catchment, proof of residence must be provided before a place can be considered and the application for a place must be made no later than 90 days after the house move.

Parents who were living in catchment before 31st October and chose not to take up their place at the school have no automatic right to a place later in the academic year.

If a mid-term application is unsuccessful, parents have a right to appeal as above.

Request for early transfer or admissions outside the normal age range

Early transfers or admissions or children staying on outside the normal age-range are exceptional and must be approved by the LA Admissions Section and the school.

The parent must request the exceptional arrangement in writing to the Admissions Section.

The school will 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 Need, the view of the Special Educational Needs Assessment Service (SENA) must be sought.

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 school agrees that early transfer is appropriate
- The admissions 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.

Parental proof of residence

When, after reasonable enquiry, the school is unclear about a family address, the matter must be referred to the Admissions Section.

The Admissions Section will need to seek evidence of residence from parents where the matter is unclear.