



A SPECIALIST SPORTS COLLEGE
Going for Gold

ADMISSIONS POLICY

Accepted :

Review :

Failsworth School Admissions Policy

Rationale

Failsworth School is a co-operative foundation school for 11 – 16 year old and its status requires the Governors to be responsible for all admissions.

The school takes seriously its role to further build the aspirations of the Failsworth community for the future. This policy meets statutory requirements regarding admissions whilst still retaining that core aim.

The School is a partner in the Failsworth learning partnership trust and has a long term partnership with Oldham Sixth Form College, Oldham Council and the Co-operative Movement. A long term aim of the partnership is to raise aspirations and achievement through valuing education, embedding life-long learning in the community and supporting the co-operative values and principles for the benefits of all members of the community.

Points

- ∞ The Local Authority is Oldham Council, who will co-ordinate the applications
- ∞ The published admission number (PAN) is 300, which is based on the net capacity assessment of the School.
- ∞ The policy fully complies with the School Admissions Code(2010) and all relevant Education Acts and Regulations
- ∞ All applicants will be offered a place as long as the total does not exceed the PAN.
- ∞ Where application exceeds the PAN, the school will follow its published over-subscription criteria for offering the available 300 places
- ∞ The school holds a waiting list for children unsuccessful in their application. The school will offer places as they come available to those on the list
- ∞ All parents have the right to appeal to the Independent Appeals Panel against a decision not to award their child a place. This Policy will be reviewed annually, and seen before the Governors for their continued acceptance.

Conclusion

In recent years, the school has been heavily oversubscribed. The school is committed to having a fair and transparent system for admissions, and to work in partnership with the Local Authority to ensure this.

FAILSWORTH SCHOOL - School Admission Policy – Guidance 1 - Admissions

1. Statutory Framework

- 1.1 Oldham Council is the local authority for Failsworth School.
- 1.2 The Admission Arrangements complies fully with all the statutory requirements of school admission legislation and related regulations as published in the School Admissions Code 2010 (The Code).

- 1.3 The acts relevant to school admissions are:-

Education Act 1996 (EA1996)
School Standards and Framework Act 1998 (SSFA1998)
Education Act 2002 (EA2002)
Education Act 2005 (EA2005)
Education and Inspections Act 2006 (EIA2006)
Education and Skills Act 2008 (ESA 2008)

- 1.4 The Regulations relevant to school admissions are:-

The School Admission (Admission Arrangements) Regulations 2008
The School Admissions (Co-ordination of Admission Arrangements) Regulations 2008.
The Education (Admission Appeals Arrangements) Regulations 2008

2. Duty To Comply With Parental Requests

Section 86 of the School Standards & Framework Act 1998 states the following:

“Subsection 1) A local education authority shall make arrangements for enabling the parent of a child in the area of the authority;

to express a preference as to the school at which he wishes education to be provided for his child in the exercise of the authority’s functions; and
to give reasons for his preference.

subsection 2) Subject to subsection (3), a local education authority and the governing body of a maintained school shall comply with any preference expressed in accordance with arrangements made under subsection (1).

subsection 3) The duty imposed by subsection (2) does not apply if compliance

with the preference would prejudice the provision of efficient education or the efficient use of resources.”

3. Planned Admission Numbers

- 3.1 In order to comply with the statutory timetable, the LA will consult with the governing body of Failsworth School about the PAN (and other admission arrangements) 18 months before it comes into effect. PAN's for September 2012 will have been consulted on by March 2011.
- 3.2 Admission numbers should reflect the maximum number of pupils that it is possible to educate efficiently in a school and should not be exceeded except by direction from the Independent Appeal Panel or according to the statutory exceptions detailed within the School Admission Code.
- 3.3 Planned admission numbers (PAN) must be set with regard to the net capacity assessment of the school premises.
- 3.4 The Department for Education method of calculating Net Capacity takes into account all usable spaces in a school. Usable spaces include every space in the school except corridors, toilets and showers, boiler and plant rooms, kitchens and the area occupied by the internal walls.

The first calculation is the net area. This is the total of all usable space in the school. This includes all buildings on the site used by the school that are intended to be secure and weather-tight. All spaces in the net area have to be measured except the above parts which are specifically excluded.

The net capacity method measures the area available in units known as “workspaces”. Workspaces are used as the unit of measurement to ensure that the places in the school are weighted fairly. This is because different activities require different types of space e.g. a classroom 50m² and a sports hall of 260m² will both accommodate a class of 30.

The number of workspaces is then added together to give the maximum number of workplaces for a school. This figure is then multiplied by 90% to give the minimum number of workplaces. The decision is then made as to where the capacity will be within the two figures by considering a number of matters, such as the size and shape of the classrooms, the size of communal areas and the size of corridors. In addition, the decision can also consider the school resources, provision made for students with additional educational needs and the number of classes.

The net capacity is then divided by the number of year groups to give the published admission number.

3.5 The published admission numbers for Failsworth School is 300.

4. Oversubscription criteria for Failsworth School.

4.1 The duty to comply with parental preferences requires that all applicants will be offered a place providing there are enough places in the school for everyone who applies.

4.2 If the number of applications exceeds the admission number (300) it will be necessary to determine which pupils can be offered a place by applying the following oversubscription criteria in priority order.

4.3 All schools are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special educational need that names the school. This is not an oversubscription criterion and all children with statements naming a school will be admitted before other children are offered places.

4.4 For all other applications the following criteria will be applied to prioritise children for admission to the school:-

Criterion 1

Children in care are highly vulnerable children and will be given the highest priority for admission as required by part 3 of the Admission Arrangement Regulations.

Criterion 2

Those children who are considered to have exceptional medical or social reasons as to why they should attend a particular school. Parents will be required to submit evidence to support their application under this criterion (see note (a) below).

Criterion 3

Those children living within the geographical priority area of the school who will have a sibling (see note (b) below) attending the school when the younger child is admitted.

Criterion 4

Those children living within the geographical priority area of the school who will not have a sibling at the school, as defined at 3 above. Children will be prioritised in proximity order, with those living next nearest to the school being admitted first. Distance is measured in a straight line between the home postcode and the school's postcode, measured electronically by GIS software within the admission database that is linked to Post Office data and Ordnance Survey Data.

Criterion 5

Those children living outside the geographical priority area of the school who will have a sibling (see note (b) below) attending the school when the younger child is admitted.

Criterion 6

Those children living outside the geographical priority area of the school who will not have a sibling at the school as defined at 5 above. Children will be prioritised in proximity order, with those living next nearest to the school being admitted first. Distance is measured in a straight line between the home postcode and the school's postcode, measured electronically by GIS software within the admission database that is linked to Post Office data and Ordnance Survey Data.

Notes

(a) Exceptional reasons for priority over other applicants - Decisions must be consistent and based on objective evidence, which must be provided in writing by suitably qualified professionals. Section 2.29 of the School Admissions Code 2009 states clearly that admission authorities must not give higher priority to children under this criterion if the required documents have not been produced.

(b) Siblings - The Local Authority (LA) accepts that in some family units (1 or 2 parents/carers and children), the children may not be natural brothers and/or sisters. Other children from the same family unit can be considered as a sibling link under this criterion provided that proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. Failsworth School accepts this guidance.

(c) Tie breaker - Should it be necessary to distinguish between applicants with equal priority within any of the above criteria, the distance between home and school measured in a straight line between the home and school will be used. Measurements are calculated using relevant postcodes by the associated GIS software that is linked to Post Office data and Ordnance Survey Data.

5. Application Procedures

- 5.1 Oldham residents will apply for a place at Failsworth by completing the Secondary School Application Form or using the on-line facility.
- 5.2 Applications received after the appropriate closing date will be regarded as late unless, , there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required; the decision will be taken by Oldham Council.
- 5.3 Late applications are not considered until all on-time applicants have been allocated places.

5.4 A child's name will be automatically placed on the waiting list for Failsworth School where they have been refused a place in the school's normal year of entry.

5.5 Oldham residents, who wish to apply for a place in the first year at school after the first school day in September 2011, or to any other age group at any time, will apply on the Oldham Council secondary in-year school transfer application form.

6. Permanent Address

Failsworth School follows all LA guidance on this aspect.

6.1 The only address the LA can consider is the address of the adult with whom the child is permanently resident. Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is permanently resident.

6.2 If a childminder, grandparents or another member of the family cares for the child on a daily basis at another address, the LA cannot consider this address for the purpose of its admission process to schools.

6.3 The LA will undertake any necessary investigations and an allocated place may be withdrawn if a false address is given or one where the child is not actually living when s/he is not at school.

7. Intention To Move House

7.1 An intention to change address cannot be considered by the LA until such a move has actually taken place and proof is available to substantiate the change of address. Proof of change of address will be accepted up until the latest reasonable date prior to the final allocation of school places on 1st March. Failsworth follows LA guidance on this aspect.

8. Twins or Triplets

8.1 Where a family of twins or triplets or brothers and sisters living in the same household and requiring admission to the same school year, request admission and there is only one school place available, it will be left for the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline a place.

9. Flats

- 9.1 In the event of two or more children living equal distant from the school, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn out of the bag will be offered the place.

10. Unsuccessful Applications

- 10.1 This aspect of the process is managed entirely by the LA, and the School will accept the LAs guidance/decisions on it.
On completion of the allocation of places at the 1st March there may be applications where none of the parent's preferences have resulted in the offer of a school place. If it has not been possible to comply with any of the parent's preferences the LA will identify all the schools with vacant places and invite parents to submit a further preference.
- 10.2 The LA has a responsibility to ensure that there is a school place available for all children resident within the borough. Should parents fail to secure a school place for their child the LA will offer a place at a school that still has vacant places. If more than one school is identified the LA will determine the school to be offered by selecting the school with vacancies closest to the home.

11. Appeals

All parents have the right to appeal against the refusal of a school place by submitting an appeal to the Independent Appeal Panel. If parents wish to appeal they can do so by completing a School Admission Appeal Form and returning it to Legal and Administrative Services. A decision by an Admission Appeal Panel is binding on the LA, school governors and parents.

FAILSWORTH SCHOOL – Admissions Policy Guidance 2 - Scheme for In Year Transfers

Statutory framework

1.1 The School Admissions Code states that from the 2010-2011 academic year, local authorities must formulate schemes for co-ordinating applications made during the academic year and applications for admission to age groups other than the normal year of entry (“in year applications”). Such schemes must comply with the requirements set out in laws and regulations (as listed in earlier guidance (part 1)).

1.2 This Scheme must not disadvantage families who are resident in other authorities but who apply to the school.

1.3 This Scheme does not affect the rights and duties of the governing body of Failsworth School, which has Trust status. The elements of this Scheme are fully compliant with laws and regulations, and also with our Admissions criteria.

2 Applying for a school place outside of the normal transfer times

From September 2010, Oldham Local Authority will coordinate **all** applications for school places for **all** schools for children resident in Oldham. This includes Failsworth.

Parents with children of statutory school age who move into or within Oldham and require a school place outside of the normal transfer times should apply for a school place using the online application form or contact the School Admissions Team for a paper in year application form. Parents will need to complete the application form (online or paper) and submit any additional supplementary papers/evidence which may be required, before their application can be considered.

School places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of formal lease agreement (Crown/Forces personnel are exempt).

Children **must** be resident within the country before an application can be considered. Service and Crown Personnel are exempt from the above.

Documentary evidence in the form of a solicitor’s letter to confirm exchange of contracts or a rental agreement may be required. Oldham Local Authority reserves the right to seek further documentary evidence to support a claim to residence.

3 Application Forms

Parents **must** apply to Oldham Local Authority regardless of the school they are applying for. The online or paper application form allows parents to apply for any school (excluding independent schools), and to give reasons for their preferences. If parents apply direct to a school, the governing body **must** inform the Oldham Local Authority. All applications are co-ordinated by the Oldham Local Authority.

The application will ask the parent for the following information:

- ∞ To express up to three preferences
- ∞ List their preferences in rank order
- ∞ Give details of siblings who currently attend the preferred school
- ∞ Give details of the child for whom the application is being made (address, date of birth, any relevant medical information or special social circumstances)
- ∞ Indicate if the child has a statement of special educational needs
- ∞ Give any reasons for their preferences
- ∞ Name the child's current school
- ∞ Give details about the person completing the application (name, address, relationship to the child, contact details)

If additional information is required by the governing body of Failsworth School in order to apply its oversubscription criteria, parents will need to complete a supplementary form. Forms are available direct from Oldham Council – School Admissions website. Applications may not be considered until these forms have been received. Supplementary forms need to be returned along with the application form to the Admissions Team.

4 Applications for Foundation, Voluntary Aided Schools and Academies

The Admissions Team will ensure that all parents' preferences are logged on the admissions database within 5 school days of receipt of application.

The Admissions Team will send details of all applications received, including any supplementary information, to Failsworth School.

Failsworth School will consider all applications without unnecessary delay. The school will admit the child if there is a space available (unless exempt under 3.32 of the School Admissions Code), and if the school is suitable. If there are more applications than places available the school are required to apply their oversubscription criteria and advise the local authority within 10 school days if they can offer a place.

If Failsworth is oversubscribed, we will place the pupil on the waiting list, and refer back to the local authority. To maintain public confidence and to ensure transparency, the Oldham Local Authority will periodically in agreement with schools, review school waiting lists.

It may be that some children, determined to be eligible for admission, will be allocated places at alternative schools for which they are also eligible and which have been placed higher in the rank order of parental preference.

Offer letters will be sent out by the Oldham Local Authority for all schools for in year applications. These will be done in conjunction with information supplied by schools who are their own Admission Authority once the Admissions Team has received written or email confirmation from the school.

5 Children with Statements of Special Education Needs

Children with a current Statement of Special Educational Needs will be referred to their local Special Educational Needs (SEN) team. The SEN team will work with the parents of the child to secure a place at a school where the specific needs of the child can be met.

6 Offer of a School Place

6.1 The Admissions team will post out a letter to the child's home address to inform them of the outcome of their application and the right to appeal if applicable. Within this letter parents will be required to complete and return an acceptance slip to the Oldham Local Authority, if they have been offered a school place, by the date specified on the letter. The Admissions team will write to the parent to remind them of the need to respond should the slip not be returned by the date specified. Failure to respond to this may result in the place being withdrawn and allocated to another child.

6.2 Failsworth will additionally send a letter to welcome the new student, and to arrange an interview/familiarisation day/meeting.

7 Information for Parents

The Starting Primary School and Starting Secondary School information booklets are available in PDF format on the Oldham Local Authority website – www.oldham.gov.uk/learning/going_to_school. They contain the following information

A list of schools by local area

The published admission number for each school

Each schools oversubscription criteria

Information relating to children with special educational needs

Home-to-school transport information

Details on where to access further information

Details regarding In Year applications (those received outside of the normal transfer period)

Information and important dates for applying for school places

Contact details for the Oldham Local Authority Admissions Team