

Admission to Chipping Sodbury School (Co-operative Foundation Trust)

Purpose of the policy

The purpose of this policy is to make the admissions process to Chipping Sodbury School clear and open.

Year 7 admissions

The governing body of Chipping Sodbury School is supported by South Gloucestershire Council in allocating places to Chipping Sodbury School and informing families.

Chipping Sodbury School has an admission number of 150 places in each year group from year 7 to year 11. Should Chipping Sodbury School be over-subscribed (i.e. if there are more applications than places available), initial allocations will be made according to the following criteria. These are listed in order of priority and will be applied to all applications received by the published closing date for applications.

1. **Children in public care or previously in public care.**
2. **Local siblings** (those living within a school's Area of Prime Responsibility and who have named the school as a preference).
- 3a. **Geographical considerations (those living within a school's Area of Prime Responsibility).**
- 3b. **Geographical considerations (those living outside a school's Area of Prime Responsibility).**
4. **Tie breaker:** Where it does not prove possible to resolve allocations to an over-subscribed school by the application of criteria 1-3, any remaining places will be allocated by drawing lots.

Notes:

1. Children in public care* are those in the care of a local authority or being provided with accommodation by a local authority within the meaning of Section 22 of the Children Act 1989.

Children previously in public care* are those who were looked after, but ceased to be so because they were adopted¹ (or became subject to a residence order² or special guardianship order³).

* Documentation will need to be provided to South Gloucestershire Council as proof of care status.

¹ Under the terms of the Adoption Act 1976 and the Adoption and Children Act 2002.

² Under the terms of the Children Act 1989 and the Children and Families Act 2014.

³ Section 14A of the Children Act 1989.

2. Local siblings: Children are defined as local siblings if:

- they live within the APR; or,
- where there is no APR, local siblings will be deemed to be those living up to a maximum of two miles from school by straight line measurement; or,
- where the distance is over two miles but the school is still the nearest school;
AND
- they are full or half brother or sister; or
- they are adoptive brother or sister; or
- they are children of the same household;
AND
- the older sibling is already in attendance at the preferred school and will be in attendance in September 2019 (statutory school age only).

Please note that the offer of a place at any particular school does not guarantee an offer of a place for a sibling at a later date. Different authorities will vary in the priority that they give to siblings. You will need to consult the relevant admission authority for further advice, i.e. where an admission authority serves an Area of Prime Responsibility, only children who live within the Area of Prime Responsibility will be afforded priority of admission under the local sibling criterion.

- 3a. Geographical considerations (for those living within a school's Area of Prime Responsibility): Priority will be given to those children who live within the Area of Prime Responsibility for the school. Where a school also has an area of First Responsibility, children living in this area will be given the highest priority. If in any year there are more children living within the Area of Prime Responsibility than the number of places available at the school, priority will be given to those children who live closest to the school. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using South Gloucestershire Council's computerised mapping system.
- 3b. Geographical considerations (for those living outside a school's Area of Prime Responsibility): After places have been allocated from within the Area of Prime Responsibility, any remaining places will be allocated to those children who live closest to the school.

Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using South Gloucestershire Council computerised mapping system. All applications will be considered at the same time and the published over-subscription criteria applied.

Area of Prime Responsibility: More detailed information is available at the school or from South Gloucestershire Council.

4. Tie breaker: Lots will be drawn by a senior officer of South Gloucestershire Council who is independent of the school admissions process.

Children of multiple births

Whenever possible, South Gloucestershire Council and Chipping Sodbury School will endeavour to place children of multiple births in the same school within the places available. However, where the last child to qualify for a place is a twin or child of multiple birth, the places will be offered to one child and the other child/children considered under the admission criteria.

Children with education, health and care plans (EHCPs) (formerly statements of special educational needs)

Children with EHCPs are placed in schools through the arrangements set out in the SEN Code of Practice and not through these admission criteria. Each governing body is required by Section 324 of the Education Act 1996 to admit to the school a child with an EHCP that names the school whether or not there are places available. Any appeal concerning the EHCP or the admission is to the independent First-tier Tribunal (Health, Education and Social Care Chamber).

Children of UK service personnel (UK armed forces)

South Gloucestershire Council and Chipping Sodbury School recognises the particular needs of children of UK service personnel (UK Armed Forces). The council on behalf of the governing body ensures that the needs of these children are taken into account by:

- Allocating a school place in advance if the application is accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering address.
- Accepting a Unit postal address, or, if appropriate, a quartering area address (the address of the closest house in the relevant quartering area), for applications from service personnel in the absence of a new home postal address.
- Accepting a late application from UK service personnel as 'on time' where a notification of posting has been received after the closing date and before the date of exchange of information with other admission authorities.
- Considering an application on the criterion of 'local sibling' where another child in the family has been offered a place at the preferred school and the Unit postal address or quartering address is within the Area of Prime Responsibility for the preferred school.
- Wherever possible, children of UK service personnel will be offered a place at the preferred local school but taking into account the admission number for the school.

Home address

The child's home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). South Gloucestershire Council cannot accept an address of a business, relative, friend, childminder, a temporary address or an address of a house it is intended to move to.

The only exceptions are for children of UK service personnel for whom special arrangements apply. South Gloucestershire Council reserves the right to seek documentary evidence to support a claim of residence.

Where a child spends time with each parent/carer at two different addresses, South Gloucestershire Council will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents/carers will also be considered in reaching a decision on the home address for admissions purposes.

Appeals - year 7 September intake appeals

After the 31 October each year (closing date for applications) South Gloucestershire Council will send Chipping Sodbury School a list of all their applicants. This will include first, second and third preferences, but won't state the preferences. The council will rank the list for Chipping Sodbury School and allocate 150 students.

Parents/carers will be informed of the allocation of places. Included in this information will be an appeal form and an explanatory statement from Chipping Sodbury School. If parents/carers wish to appeal they need to complete and return the appeals form to the governing body of Chipping Sodbury School.

An independent appeals panel will be convened by South Gloucestershire Council at which both parents/carers and the governing body of Chipping Sodbury School will represent their case. Decisions made by the panel are legally binding.

Waiting lists

Where the school is over-subscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently arise. The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. The list will be maintained by the school.

In-year transfer years 7 – 11

Parents/carers should apply to the governing body of Chipping Sodbury School for a place at Chipping Sodbury School. If the year group is full or over-subscribed the governing body of Chipping Sodbury School will refuse the place and the applicant will be placed on a waiting list and given the opportunity to appeal. If parents/carers wish to appeal they need to complete and return the appeals form to the governing body of Chipping Sodbury

School. An independent appeals panel will be convened at which both parents/carers and the governing body of Chipping Sodbury School will represent their case.

Decisions made by the panel are legally binding. If a place becomes available and there are applicants on the waiting list, the place will be offered according to the criteria set out for year 7 September intake, and not by reference to the date of joining the waiting list.

Post 16 admissions

Children and their parents/carers applying for post 16 (sixth form) places should contact Chipping Sodbury School directly. For post 16 admission:

- Applications will be considered for admission at the age of 16+.
- Where the number of applications exceeds the number of places available, and after admission of any students with an Education, Health and Care Plan, priority will be given in accordance with the over-subscription criteria set for admissions to the school at 11+ years.
- In the case of applicants in public care or previously in public care, the applicant must meet any set academic criteria.
- Chipping Sodbury School will apply the same criteria for admission to the sixth form for both internal and external transfer.
- Under the School Admissions Appeal Code there will be a right of appeal to an independent appeal panel for unsuccessful applicants, both internal and external.