

## Admission to

# Chipping Sodbury School

## 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 the LA 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 oversubscribed 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 looked after 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 adopted<sup>1</sup> (or became subject to a residence order<sup>2</sup> or special guardianship order<sup>3</sup>).

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

<sup>1</sup> Under the terms of the Adoption and Children Act 2002.

<sup>2</sup> Under the terms of the Children Act 1989.

<sup>3</sup> Section 14A of the Children Act 1989.

2. Local Siblings: children are defined as local siblings if:

- they are full or half brother or sister; or
- they are adoptive brother or sister; or
- they are children within the school's defined Area of Responsibility; and they have indicated that school as a preference; and
- the older sibling is already in attendance at the preferred school and will be in attendance in September 2014 (statutory school age only).

Please note: to be defined as a 'local sibling' a child must live in the Area of Prime Responsibility for the school.

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 the Local Authority'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 the Local Authority's computerised mapping system. All applications will be considered at the same time and the published over-subscription criteria applied.

Area of Prime Responsibility: An indicative map showing details of the Area of Prime Responsibility is available from the school or can be found in the Admission to Secondary Schools in South Gloucestershire booklet published on the council's website.

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 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 of UK service personnel (UK armed forces)

South Gloucestershire Council recognises the particular needs of children of UK service personnel (UK Armed Forces). The Local Authority 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 may 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) the LA 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 LA 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 the LA 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.

## 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.

## Consultation process

This policy was developed in consultation with governors.

## Roles and responsibilities

The Head Teacher will ensure that all parents/carers of students, or potential students, are fully aware of the admissions policy and process in appropriate meetings, publications etc.