



HENLEY-in-ARDEN SCHOOL

Admissions Policy



Written: June 2013

Revised: December 2014 (date change only)

Approved by Governors: November 2013 (date changes not submitted for approval)

Review: an revised admissions policy is now being prepared (April 2015)

This Policy is derived from the Warwickshire Model Admissions Policy. The information in this document is believed to be correct at the time of publication and is based on the School Admissions Code which came into effect on 01 February 2012.

If there are queries that are not answered here please contact the Warwickshire Admissions Service or consult the Warwickshire County Council website for the most up to date information. www.warwickshire.gov.uk

Admission Arrangements for 2016/2017

1. Background

1.1. The Local Authority (LA) is the admissions authority for community and controlled schools and is therefore responsible for determining the admission arrangements for these schools. The School Standards and Framework Act 1998 requires local authorities to consult with parties annually about admission arrangements before determining or varying them and the School Admissions Code lists those who must be consulted.

1.2. In academies, voluntary aided, foundation and trust schools, the governing body is the admissions authority and it must consult the local authority and other local admission authorities by 01 March 2015. This applies unless it is exempt from consulting in accordance with paragraph 1.26 of the 2010 School Admissions Code. This states that '*admission authorities must consult **unless** (in the case of admission arrangements for entry in 2011-12 and subsequent years) their admission arrangements were consulted on in one or both of the two previous years and they are the same as the arrangements since the last consultation*'.

1.3. All Local Authorities (LAs) are required to have in place a scheme for coordinating admission arrangements for maintained schools and academies within their area.

1.4. Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism that ensures as far as is reasonably practicable, every parent of a child living in a LA area who has applied for a place at a maintained school or academy is sent a single offer of a school place by the Local Authority in which their home address falls (their Home Authority).

1.5. Parents of children living in Warwickshire are able to name six (6) schools on their Common Application Form (CAF) in their preferred order.

2. Operational Scheme

2.1. All schools must have a Published Admission Number (PAN or admission number) for each 'relevant age group'. This is the age group at which pupils are normally admitted to the school.

2.2. In Warwickshire each community and voluntary controlled school has an area identified as its priority area (other LAs refer to catchment areas). A small number of schools share priority areas; these are known as shared priority areas. Full details of priority areas are available on the Warwickshire County Council website.

2.3. Parents are able to express up to six (6) preferences for schools within Warwickshire or any other LAs and to give reasons for their preferences.

2.4. All of the preferences will be treated equally when allocating school places against the over-subscription criteria for each school or academy in Warwickshire.

2.5. Preferences for schools or academies in other LAs will be considered against the relevant over-subscription criteria.

2.6. Where it is possible to offer a place at more than one of the schools listed on the application form a place will be offered at the highest preference possible.

Priority will be given as below:-

Please note:

Children with an Education Health and Care Plan (EHC) or Statement of Special Educational Needs that names Henley in Arden School will be admitted. In this event the number of places that remain for allocation will be reduced. Where a child with an EHC or Statement of Special Educational Needs that names Henley in Arden School lives out of county, the school and the local authority must be consulted before a child is named on the plan or statement.

1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children living in the priority area who have a brother or sister at the school at the time of admission.
3. Children living in the priority area who have a brother or sister at the partner primary school at the time of admission.
4. Other children living in the priority area.
5. Children living outside the priority area who have a brother or sister at the school at the time of admission.
6. Children living outside the priority area who have a brother or sister at the partner primary school at the time of admission.
7. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school. (shortest distance = highest priority).

Distance will be calculated by straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (All measurements are subject to repositional accuracy changes).

2.7 Waiting lists will be held for all maintained schools and those listed in the 'Waiting Lists' section until 31 December of the year of entry into the first normal year of the school, at which point an applicant will enter the in-year admission arrangements.

2.8 .Where the LA is unable to allocate a place at any preferred school, a place will be allocated at the next nearest community or voluntary controlled school maintained by Warwickshire with availability **or** the next nearest own admission authority school (voluntary aided, trust, foundation, or academy, **excluding selective schools**) with availability where the admission authority is prepared to offer a place.. The next nearest school with availability will be identified based on distance calculated by straight line measurement.

3. Timetable

The details of the timetable for processing applications is available via Warwickshire Admissions

4. Appeals

4.1. Parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference expressed, but not allocated, even if it was a lower preference than the one offered.

4.2. Appellants will be expected to lodge appeals prior to the publicised deadline, but will be given at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal; in the case of voluntary aided, foundation, trust schools and academies, appeal forms will be available from the school's admission authority unless stated below.

4.3.. The Local Authority will provide appeal forms for all community and voluntary controlled schools and the following voluntary aided, foundation, trust schools and academies.

5. Waiting Lists

5.1.Waiting lists for all of Warwickshire's primary and secondary community and voluntary controlled schools will be held by the Council. Warwickshire LA will also hold waiting lists for the following voluntary aided, foundation, trust schools and academies.

5.2. Children will be automatically added to the waiting lists of all Warwickshire schools listed as a higher preference than the school at which a place is allocated. This excludes grammar schools where waiting lists are set by a child's performance in the selection (11+) test. The Admissions Service will advise parents if their child is on a grammar school waiting list. The 11+ test is operated by Warwickshire County Council on behalf of the six grammar schools in Warwickshire. Full details can be found in the school's own admission arrangements.

5.3.Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.

5.4. The parents of children on waiting lists will be contacted at the end of the Autumn term and asked if they wish for their child to remain on the list. Parents must respond within the relevant timescale. If they do not register their continued interest their child will be removed from the relevant list. In the case of certain own admission authority schools parents may need to contact the school directly in order to be added to the waiting list. Parents will be advised where this is the case.

5.5. Following the end of the Autumn term students on waiting lists will enter the 'In-Year Admission Arrangements'.

5.6.Warwickshire parents wishing for their child to be placed on the waiting list of a school outside of Warwickshire must contact Warwickshire Admissions.

6.Warwickshire County Council's In-Year Admission Arrangements.

6.1.Under the School Admissions Code that came into effect on 01 February 2012, there is no requirement for Local Authorities to co-ordinate in-year admissions from September 2013 onwards. However, Warwickshire County Council will co-ordinate in-year applications for all community and voluntary controlled, voluntary aided, foundation, trust schools and academies in Warwickshire

6.2..The Council's application form enables parents to name up to six preferences within it and all preferences expressed by parents will be treated equally. This means that each

preference will be measured against the published oversubscription criteria only, without reference to the order that they are given on the application form. Only one school place will be offered, and this will be the highest possible preference expressed that can be agreed. Application forms will be available from:

- Warwickshire County Council's Admissions Service;
- Warwickshire County Council's Website;

6.3. The application form will allow parents to provide:

- information about their child's educational history;
- their reasons for changing their child's school; and
- details of the official Services and individuals involved with their child, for example Education Social Workers.

6.4. Parents will be encouraged to obtain from the headteacher of their child's current school confirmation of the accuracy of the educational information provided before it is submitted to the Council; this will enable a discussion to take place with the current school regarding any concerns the parents may have.

6.5. Parents will be asked to provide proof of address when submitting an application form.

6.6. Once an application form has been submitted its contents will be assessed and, if the child's circumstances are covered by the Council's In-Year Fair Access Protocol (IYFAP), a place will be allocated to them under this Protocol, as the IYFAP allows hard to place children, i.e. those with greater needs or more challenging behaviour, to be shared across schools.

6.7. If a preference is expressed for a voluntary aided, foundation, trust school or academy (using their own admissions criteria), details of the application will only be sent to the school if it is ranked first or an offer cannot be made at a higher ranked school.

6.8. Voluntary aided, foundation, trust schools and academies will be required to notify the Council, within seven school days of receipt of an application, if a place can (or cannot) be offered.

6.9. Where it is not possible to offer any of the named preferences and the applicant does not want their child to remain at their current school, a place will be allocated at the next nearest community or voluntary controlled school maintained by Warwickshire with availability or the next nearest own admission authority school (voluntary aided, trust, foundation, or academy) with availability where the admission authority is prepared to offer a place. The next nearest school with availability will be identified based on distance calculated by straight line measurement.

6.10. The Council will notify the parents of children living in its area of the outcome of their applications, regardless of whether the Council is the school's admission authority. Notification letters will not be sent by individual schools, as an official offer can only be made by the child's home local authority.

6.11. Parents are expected to confirm acceptance of the offer of a school within fourteen days after the date of the offer and to ensure that their child begins attending the school awarded within six weeks of receiving the offer, as the offer can be withdrawn if parents fail to do so.

Appeals

7.1 .Parents will be informed of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed, but not allocated, even if it was a lower preference than the one offered.

7.2. Appellants will be expected to lodge appeals prior to the publicised deadline, but will be given at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal; in the case of voluntary aided, foundation, trust schools and academies, appeal forms will be available from the school's admission authority unless stated below.

7.3.The local authority will provide appeal forms for all community and voluntary controlled schools and the following voluntary aided, trust, foundation schools and academies.

In Year Admissions

For in-year admission to schools outside of Warwickshire parents will be required to contact the relevant local authority.

Timetable for In-Year Admissions.

8. Warwickshire County Council's In-Year Fair Access Protocol (IYFAP).

8.1. Introduction and Background

8.2. Admission authorities are required by law to ensure that no school, whether it has places available or not, is asked to admit a disproportionate number of pupils who have been excluded from other schools, have challenging behaviour, or who are believed likely for other reasons to present additional demands on the receiving school. (A full list of categories of children who fall under the terms of the Warwickshire IYFAP is detailed in paragraph 11.19). The aim of the protocol is to ensure that such pupils are distributed between schools in an area of the county as fairly as possible. The protocol applies equally to all publically funded schools, including Community, Controlled, Aided, Academy, Trust, Foundation, and Free schools, and serves to promote the best interests of all children and all schools.

8.3. The School Admissions Code published in February 2009 set out the responsibilities of admissions authorities to devise and operate an agreed In-Year Fair Access Protocol. This requirement has been confirmed in the revised Admissions Code, effective from 2012. Local Authorities have an additional duty to monitor the performance of the IYFAP in their geographic area, and to include a statement in their annual report to the Schools Adjudicator, assessing operational effectiveness and detailing numbers of children admitted to each school under the terms of the protocol. In Warwickshire an annual report is also submitted to the Warwickshire Admission Forum and the Overview and Scrutiny committee of the Warwickshire Cabinet.

8.4. This In-Year Fair Access Protocol has been redrafted in January 2012 following an internal review of the protocol's operation and in light of the changing relationship between the Local Authority and schools, not least with the advent of Academy schools and new arrangements for the prevention and management of exclusions. Although the key principles and criteria for

inclusion in this protocol are identical for both secondary and primary schools, a different placement mechanism will apply in each phase as detailed in the relevant sections.

8.5. Key Principles

8.6. The essential purpose of the IYFAP is to ensure as far as possible a fair and equitable distribution of pupils seeking a school place (other than at age of transfer) in any area of the county, likely to pose additional demands on a receiving school. For the purposes of this IYFAP, such pupils are those deemed to fall under one of the eligibility criteria detailed in paragraph 11.19 .

8.7. It is principally the responsibility of the Local Authority, as the relevant commissioning agency, to identify and secure a placement for all such pupils falling under the terms of the IYFAP and to ensure the active participation of all state funded schools in the provision of schooling for children in challenging circumstances.

8.8. The Local Authority is under a legal duty to acknowledge and wherever possible accommodate parental preference in respect of a child's school placement. This duty applies equally to pupils falling under the IYFAP, with the exception of those subject to a second permanent exclusion. In such cases the requirement to comply with parental preference is removed for a period of 2 years from the date when the last exclusion took place. Parents do still have a right of appeal.

8.9. Under certain circumstances schools may furthermore not be obliged to admit an IYFAP pupil where :

- a) the school at which a place has been requested requires Special Measures or has been removed from Special Measures within the previous two years.
- b) the school concerned has been issued with a Notice to Improve.
- c) the school concerned has been issued with a Formal Warning Notice issued by the Local Authority.
- d) the school is a Fresh Start school and has been open for less than two years.
- e) the secondary school has less than 20% of pupils achieving 5 or more A* - C grades at GCSE including English and Maths.

8.10. Where a school is requested by the Local Authority to admit a pupil under the terms of the IYFAP, the availability of places in the relevant year group ceases to become a barrier to admission, with all schools expected to offer places above their planned admission number under these circumstances. Such pupils will be given priority for admission over any other child on a waiting list or awaiting appeal.

8.11. In order that the admission of a pupil subject to IYFAP is not unduly delayed, schools are expected to respond promptly to requests for admission so as to allow such pupils to be placed within 15 school days of being identified under the protocol.

8.12. Where a child returns to an Area, having previously attended a local school, the child's previous school will be expected to give first consideration to re-admitting them, subject to parental preference, where the IYFAP criteria are met. Consideration will, however, always be given to the circumstances of the individual pupil in terms of what is best for them, including whether or not a mainstream school is appropriate, and if the school in question meets their needs.

8.13. Where a school reasonably fails to comply with a Local Authority request to admit a pupil under the IYFAP within the required timescale, the Local Authority reserves the right to direct the school to admit or in the case of an Academy school to refer the matter to the appropriate body in order to seek a direction.

8.14. Selective Grammar Schools will be required to participate in and admit under this protocol should a young person meet the entry requirements for the school concerned.

8.15. Children with a Statement of Special Educational Need are exempt from the IYFAP in so far as legislation requires a school to admit such pupils if the school is named in their final statement.

8.16. Looked After Children are not included under the terms of the IYFAP but are provided for under the School Admissions Code and elsewhere in this document.

8.17. Eligibility criteria for children falling under the terms of the Warwickshire In-year Fair Access Protocol

8.18. It is acknowledged that the vast majority of pupils who move school other than at normal ages of transfer (ages 7+ and 11+) do so under the established in-year admission arrangements and as such do not fall under the terms of the In-Year Fair Access protocol.

8.19. The criteria for eligibility under the terms of the Warwickshire IYFAP are those of compulsory school age identified as falling into at least one of the following categories (or any other relevant category as set out in the School Admissions Code):

- a) Children excluded from school who are eligible to be re-integrated back into mainstream education.
- b) Children who have been out of education for two months or more.
- c) Children whose parents have been unable to find them a place after moving in to the area, e.g. because of an absolute shortage of available places.
- d) Children moving school during year 11.
- e) Children withdrawn from school by their family and unable to find another school place.
- f) Children of refugees and asylum seekers.
- g) Homeless children.
- h) Children where the family have not sought a school place.
- i) Children engaged with the Youth Justice system.
- j) Children without a school place and with a significant history of persistent non-attendance (defined as below 85% for the relevant academic year).
- k) Children of Gypsies, Roma Travellers, refugees and asylum seekers.
- l) Children who are recognised carers.
- m) Children with special educational needs but without a statement (defined as at School Action Plus).
- n) Children with significant disabilities or serious diagnosed medical conditions.
- o) Children who are recent arrivals in the UK and have little or no English.
- p) Children of UK service personnel and other Crown Servants.

8.20. Placement Procedures – Secondary Age Pupils

8.21. The placement procedures for secondary age pupils will be considered within the framework of Warwickshire's secondary schools Area Behaviour Partnerships, unless parental preference indicates otherwise.

8.22. An IYFAP database will be maintained by the Local Authority, employing a points system to acknowledge where schools have admitted pupils under the protocol and to help identify which school in an Area is deemed 'next to take' in each year group. The points system will endeavour to also take into account the following factors:

- a) size - the number of pupils on roll in each year group of a school.
- b) disadvantage - the percentage of pupils on roll registered for Free School Meals in each year group of a school.
- c) Special Educational Need - the percentage of pupils on roll in receipt of a Statement in each year group of a school.

8.23. Identification of pupils subject to the IYFAP will rest principally with the Warwickshire Admissions Service by means of a standardised in-year application form. Where a pupil admitted to school under normal in-year arrangements (i.e. after the end of the Autumn term of Year 7) is subsequently identified as falling under the protocol, it will be the responsibility of the school to inform the IYFAP officer in order that the admission may be recorded and credited to the school.

8.24. The local authority IYFAP officer will be responsible for all administrative aspects of the IYFAP including production and dissemination to schools of necessary pupil information in support of an admissions application, and liaison between parents, headteachers and, where appropriate, other agencies.

8.25. Where necessary, an Education Planning Officer from the local authority will assist in the placement process for those cases presenting a particular challenge, and will be responsible for providing termly an annual report to the respective Area Behaviour Partnerships in order to monitor the implementation and performance of the IYFAP function.

8.26. Where appropriate, consideration may be given to the provision of free home-to-school transport for pupils placed under the protocol and meeting the necessary qualifying distance criteria.

8.27. All education placements will be considered in light of individual pupil needs and, where appropriate, consideration will be given to placement other than in a mainstream school.

8.28. The aim will be to place all IYFAP pupils within 15 school days following identification.

9 Glossary / Key Terms

Looked After Children Children in the care of, or provided with accommodation by a local authority (under Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Sibling, i.e. brother or sister, attending the school at the time of admission Sibling is defined in these arrangements as; a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister or the child of the parents' partner where the child for whom the school place is sought is living in the same family unit and at the same address as that sibling.

Definition of Home Address

Where the child normally resides / sleeps when they attend school. Addresses involved in child minding arrangements, whether with professional childminders, friends or relatives, are excluded.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place can be withdrawn.

Postal Address File (PAF)

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

Applications made from the same multiple dwelling sharing a single Postal Address File (PAF) / Other applications where the distance from home to school is identical

Where required, individual priority for such applicants within a particular criterion will be set by random allocation (lottery). The draw will be carried out by two officers of the Admissions Service in the presence of a Local Authority Solicitor from Law & Governance Division. The order of draw will be recorded and countersigned at the time.

Separated Parents Where a child lives with each of their parents at separate addresses, the qualifying address will be the one where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the parents themselves will be asked to nominate which address they wish to be the child's main address for school admission purposes. Should they fail to do so by the published closing date the Council has the right to nominate the address that it considers appropriate.

In the case of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make a single application which both are in agreement with.

Twins, Triplets or other multiple-births Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, the Council will normally offer a place to the other multiple-birth child(ren) even if this means going above the school's Published Admission Number

Admissions above PAN

Children with a Statement of Special Educational Needs that names the school will be admitted. In this event the number of places that remain for allocation will be reduced or may result in a school exceeding its PAN (also see 'Infant Class Size').

If a primary or secondary school is full in the year group another place can be offered provided that:

- a) no other applicants have been refused places in the same year group – wherever they live
- b) the child is living or moving into the school's priority area (proof of address will be required)
- c) the admission will not breach the infant class size limit (where applicable unless the child falls under one of the 'excepted' groups as set out in the infant class size section)
- d) The Local Authority believe it would be unreasonable not to offer a place and the school's admission authority (where applicable) are in agreement with the place being offered.

If a school has a waiting list then it will not normally be possible to offer additional places as other applicants **will** have been refused places in the same year group. However, if the Local Authority and the school's admission authority (where applicable) agree, then **all** applicants on the waiting list, or groups of children falling under a particularly high criterion (such as out of area with siblings) **may** be offered a place.

Admission above PAN for Looked After Children

Except where a child is placed in an emergency, no care placement should be made without the education element being satisfactorily arranged. Where the placement has had to be made in an emergency, and education has not been secured, or where educational

provision breaks down, then local authorities must secure an educational placement within 20 school days.

Moves of care placement can occur outside the normal admissions round when many schools are full. To avoid delays resulting from the local appeals procedure, Community and Controlled schools will be asked to admit, without appeal, looked after children resident within their priority area even though their admission limit has already been reached or exceeded.

Where this process would result in a breach to infant class size limits, the local authority would consider the case of the individual child and the reasonableness to refuse admission. Where the local authority deems a school to be the most suitable for the child, an exception to breach the 30 limit will apply (See 'Infant Class Size').

Under Age and Over Age applications Warwickshire County Council's policy is that all children should be educated within their appropriate age group. In rare cases where it might not be appropriate for the child to be educated in the normal year group, there is a detailed process to consider the child's physical, emotional and social maturity before any decisions are made.

Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to their area, a place will be allocated in advance if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address which can be used for the application against the relevant oversubscription criteria. Also see 'Infant Class Size'.

Late applications (Entry or Transfer Year Groups)

Late applications will only be considered after the applications received by the closing dates (on-time applications). The details of this are available from Warwickshire County Council Admissions.