

# Aylesford School

and Sixth Form College



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## ADMISSIONS POLICY

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Lead: Assistant Headteacher (Community)  
Via: Standards, Personnel and Curriculum

**'from potential to reality'**

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A charitable company registered in England and Wales, company number 7848367  
**Headteacher: Steven Hall BSc MA**

**AYLESFORD SCHOOL AND SIXTH FORM COLLEGE  
TAPPING WAY  
WARWICK**

**Admissions Policy**

**(Primary Phase: Foundation Stage Reception Class, Year 1 and Year 2  
Secondary Phase: Years 7 to Year 11  
September 2018 Entry**

The Governing Body of Aylesford School Trust is the admission authority for the school and they have delegated the admission arrangements to Warwickshire County Council as part of the co-ordinated scheme. The Local Authority administers all admissions on behalf of the Academy Trust.

The School's admission number to the Secondary School is 206.  
The School's admission number to the Primary Phase is 30.

(Details of the School's priority area can be found on the Warwickshire County Council website <http://www.warwickshire.gov.uk/admissions> ). In the event of more applications than places, (Planned Admission Number), the following oversubscription criteria will be used.

- 1 Children living in the priority area who will have a brother or sister at the school at the time of admission
- 2 Other children living in the priority area
- 3 Children living outside the priority area who will have a brother or sister at the school at the time of admission
- 4 Other children living outside the priority area

Please note: Children with an Education, Health and Care Plan that name a school; children in the care of, or provided with accommodation by, a local authority or children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship or order) will be admitted. In such an event the number of places available on the PAN will be reduced.

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 the straight line measurement from the centre of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of Aylesford School. (All measurements are subject to prepositional accuracy changes). This applies equally to those living inside and outside the County boundary.

(The priority area is as defined in the Warwickshire Central Area Admissions booklet).

**Appeals**

Parents will be informed by their home authority 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.

Appeal forms are available from the Local Authority.

**Waiting Lists** will be held by the Local Authority, who administers the admissions process for Aylesford School, as detailed in the Secondary Schools in Central Area Admissions booklet available from WCC.

Waiting lists although are compiled in strict priority order against the published over-subscription criteria. Offers will be made from the waiting list 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 the waiting list although the amount of time a child has been on a school's waiting list is relevant.

Waiting lists will be held until the end of autumn term. The parents of all children on the list will then be contacted and asked if they wish their child to remain on the list. Parents must respond within the relevant timescale. If they do not register their continued interest the child will be removed from the relevant list.

### **In-Year Admissions**

Parents should apply directly to Warwickshire County Council.

### **In-Year Fair Access Protocol**

The School adopts the Warwickshire County Council protocol.

### **Definitions Applying to the Criteria**

#### **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 parents' partner where the child for whom the school place is sought is living in the same family unit 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 (professional or with 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 that place is liable to be withdrawn.

#### **Separated Parents**

Where a child lives with two parents in 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 need to nominate which address they wish to be the child's main address for school admission purposes.

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

#### **Admissions above PAN**

Children with a Statement of Special Education Needs that names the school will be admitted. If the school is full in a particular year group a 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 Local Authority and the schools admission authority are in agreement

Due to the operation of a waiting list it is not normally 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 agree, then all applicants on the waiting list or groups of children failing 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 the Local Authority will secure an educational placement within 20 school days.

### **Under Age and Over Age Applications**

Aylesford School have adopted Warwickshire County Council's policy in that all children should be educated within their appropriate age group. In rare cases where it might not be appropriate for a 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 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 Unit postal address or quartering area address which can be used for the allocation against the relevant oversubscription criteria.

### **Late Applications**

Late applications will only be considered after the applications received by the closing dates (on-time applications).

### **Late applications due to an impending move**

Offers of places will take account of a future move involving the child's address only if it can be confirmed before 2<sup>nd</sup> February 2018 i.e. if parents can provide independent proof of the move, such as a tenancy agreement that terminates after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house.

Timetable for 2018 entry as detailed in the Secondary Schools Central Area Admissions booklet available from WCC – Warwickshire Admissions Service has made arrangements for parents to apply electronically 'on line' for places via [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)