



ADMISSIONS POLICY 2016/2017

Approved by Governors

Autumn 2014

Full Governors

GEORGE PINDAR SCHOOL
PROPOSED ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2016/17

Pan Published Admissions Number 175 per year group

All Governing Bodies are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special needs that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) has been issued.

If the number of applications exceeds the Published Admissions Number (PAN), after the admission of children where the school is named in the statement of special educational needs (SEN) the following oversubscription criteria will apply:

ORDER OF PRIORITY	Notes:
<p><u>Priority Group 1:</u></p> <p>Children and young people in Public Care for whom the school has been expressed as a preference.</p> <p>Previously looked after children.</p>	<p><i>Children and young people in public care for whom the school has been expressed as a preference and previously looked after children, that is children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. This applies to all looked-after children, including those who are in the care of another local authority. In the case of previously looked after children, proof that the child was previously in the care of a local authority will be required to support the application.</i></p>
<p><u>Priority Group 2:</u></p> <p>Children the Governing Body believes have special social or medical reasons for admission.</p>	<p><i>We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the School is the most suitable school and the difficulties that would be caused if the child had to attend another school.</i></p> <p><i>Panels of professionally qualified people will consider all applications made under priority group 2.</i></p>
<p><u>Priority Group 3:</u></p> <p>Children living within the normal area of the School.</p>	
<p><u>Priority Group 4:</u></p> <p>Children living outside the normal area of the School.</p>	

Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (i.e. all applications, regardless of order of preference) unless a tie break is needed.

Tie break:

If there are not enough places for all the children in one of these priority groups, we will give priority first to those with a sibling at the School in September 2016 (in all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's 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) and then to those living nearest the School.

If within a priority group there are not enough places for all those with a sibling at the School in September 2016, we will give priority to those children with a sibling living nearest the School.

All distance measurements are based on the nearest route recognised by the County Council's electronic mapping system from a child's home address to School. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the schools admissions team.

We may be able to meet your preference for a place at George Pindar School even though it does not serve the local area you live in. In this case you will normally be responsible for travel arrangements and the costs of your child's travel to and from School.

Rationale

George Pindar School works within the framework of the Co-ordinated Admissions Arrangements as set out by North Yorkshire County Council for the admissions into Year 7. A waiting list will be kept until December 31 2016. Appeals will be heard by an independent panel. Further details can be obtained from the school.

For more information about the closing date for applications and the allocation date, please see the NYCC website, www.northyorks.gov.uk/admissions

Introduction

Admissions to George Pindar School can be defined as follows:

1. **Secondary transfer admissions;** students joining the school at the beginning of Year 7 through the Secondary Transfer Scheme.
2. **In-Year Admissions;** students joining a pre-existing year group or students joining the school as an in-year admission.
3. **In-Year Fair Access Protocol Admissions;** students joining the school who are admitted through the Collaborative as they are transferring outside the normal admissions round and may find it difficult to secure a school place.

Guidelines

Secondary Transfer Admissions

1. The primary/secondary transfer scheme is co-ordinated by the Local Authority Area Education Office (AEO). The LA write to all Year 5 families in June advising them that they should apply on-line for up to 5 secondary schools of their choice.
2. The deadline for applications is 31 October. The AEO will then allocate school places using the priorities listed in Appendix 1.
3. The offer of a single school place will be made to families on 1 March. On or just before this date, schools will receive their Year 7 admission numbers.
4. The Year 7 admission list will be held, co-ordinated and updated by Student Services.
5. Scarborough Area Common Transfer Forms will be delivered to the primary schools and completed and returned to School to inform setting, grouping and SEN resourcing.
6. The Head of Year 7 together with the SENCo will co-ordinate the sorting of Tutor Groups and will be kept updated as the admission list changes.
7. Applications for secondary transfer received by the LA after 2 March will be treated as in year admissions.

In-Year Admissions

8. In-year admissions are those which occur outside of the normal admissions round. Families who wish to transfer children into the local authority or within the local authority must apply through the AEO.

9. Once a parent has preferenced George Pindar School and a place has been offered the LA Admissions Office will contact the Student Services with details of the admission.

10. Student Services will contact the child's current school to gain information and data regarding attainment, reason for transfer and details of any special needs.

11. Once the admission has been approved, details will be passed on to the relevant Head of Year. The Headteacher may request further action regarding the admission or may wish to discuss the admission further with the AEO.

12. Student Services will make initial contact with the family and arrange a pre-admission meeting. This will involve a tour and a meeting to discuss George Pindar School's systems and procedures and any special arrangements. It may be appropriate for the Assistant Headteacher (Behaviour and Attendance) or SENCo to be present at this meeting.

13. Should the pre-admission meeting be deemed successful an admission date will be set (this will normally be the next Monday). Should the pre-admission meeting be deemed un-successful the admission will be referred to the Headteacher.

14. The child will be admitted once they have obtained George Pindar School uniform and we have received an Admission Form and all Declaration and Consent Forms. We should also normally receive a full student record from the previous school prior to admittance.

15. The Head of Year will place the new student in a tutor group and arrange a buddy, a timetable, sets, groups and options (as appropriate). The SENCo will arrange a Learning Passport, Teaching Assistant Support, intervention groups etc. (as appropriate).

In-Year Fair Access Protocol Admissions

16. The IYFAP ensures that a collaborative group made up of representatives from local schools meet regularly to discuss the in-year transfer of students who have been excluded from another school, children who have challenging behaviour and those children who are transferring outside the normal admissions round and may find it difficult to secure a school place.

17. The following are examples of children who may find it difficult to secure a school place and may be admitted through the IYFAP Collaborative:

- Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- Children who have been out of education for 2 months or more;
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- Children who are homeless;
- Children with unsupportive family backgrounds for whom a place has not been sought;
- Children who are carers; and
- Children with special education needs, disabilities or medical conditions (but without a statement).

18. George Pindar School is a partner school and is represented on the IYFAP Collaborative. 19. The school may wish to bring to the attention of the Collaborative any genuine concerns that we have regarding the admission of the child. (For example; a previous serious breakdown in the relationship between the school and the family).

20. The school may wish to bring to the attention of the Collaborative any compelling reason why a child should not be admitted to a specific year group.

Conclusion

The aim of the Admissions Policy is to ensure that new students are admitted to George Pindar School with sufficient information to allow them to settle quickly; and with their ability and any special educational needs met so that learning and progress is as uninterrupted as possible. The admission of Year 7 students will be accompanied by the transition procedures co-ordinated throughout the Scarborough Area Transition Team. This policy will be updated annually.

Approved by: _____

Date: _____