NEWENT COMMUNITY SCHOOL
AND SIXTH FORM CENTRE

ADMISSIONS POLICY 2028 / 2029

Committee Assigned:	**FULL TRUSTEE BOARD**
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SLT Author:	**HEADTEACHER / DEPUTY HEADTEACHER**

Admissions Policy 2028 -2029

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Newent Community School do not accept applications for students outside of their normal age group. We will, however, consider exceptional circumstances in a case-by-case basis.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 239 students in each year group 7-13.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.

*a. A '*looked after child' *(1)* or a child who was previously looked after but immediately after being looked after became subject to an adoption*(2)* child arrangements order (residency order) *(3)* or special guardianship order(4) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted(5).

(1) *A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.*

(2) *This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).*

(3) *Under the provisions of s.12 of the Children and Families Act 2014.*

(4) *See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

(5) *A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

b. Children living in the priority catchment (6) area normally served by the school, who will have siblings (7) registered at the start of the term in September when the applicant would start year 7.

c. Children living in the priority catchment (6) area normally served by the school with the strongest geographical claim, measured in a direct line (8)

d. Children for whom only one particular school is appropriate due to an exceptional medical condition. *Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school concerned.*

e. Children who live outside the priority catchment area normally served by the school, who will have siblings attending the school when the younger child is admitted. (6)

f. Children who live outside the priority catchment area normally served by the school with the strongest geographical claim, measured in a direct line.

Notes:

(6) A map of the catchment area is available on request from the school
(7) A sibling is a brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent's/carer's partner, and in every case, the child must be living in the same family unit at the same address. Section 576 of the 1995 Education Act defines 'parent' to include:

- *all natural parents, whether they are married or not;*
- *any person who, although not a natural parent, has parental responsibility for a child or young person; any person who, although not a natural parent, has care of a child or young person*

(8) Where any particular category at criteria is oversubscribed, criterion (strongest geographical claim based on straight line distance) will be used to determine which child will be offered a place.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Watery Lane. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.4 Offered Place

Verbal confirmation of a place will be followed up with a formal written offer. Parents are required to respond to the written offer of a place within 10 working days, after which the place will be made available to the next person on the waiting list.

6.5 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

6.6 Fair Access Protocol

We participate in Gloucestershire's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

admissions@newent.gloucs.sch.uk

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

clerk@newent.gloucs.sch.uk

You can find details of the school's appeals procedure on the following webpage:

Policies and Protocols | Newent Community School

9. Sixth Form Admissions Policy

At Newent Community School Sixth Form we offer a range of Level 3 subjects and our policy is to ensure that all students accepted into the Sixth Form are placed on appropriate courses where they are likely to succeed. We also accept applications from students wishing to transfer to Newent Community School Sixth Form from other schools.

Students will be admitted to begin Sixth Form courses at age 16 (on 1st September of the year of entry) in line with the whole school admissions policy. In all cases, successful entry to Sixth Form at Newent Community School Sixth Form is based on the academic entry requirements stated in this policy.

Entrance Criteria for Sixth Form Admissions

- A minimum of 30 points from their top 6 GCSE subjects must be achieved.
- In addition to achieving 30 points the students must also meet the specific subject entry requirements which are available on the Sixth Form section of the school website Sixth Form Welcome | Newent Community School
- Most students will study a combination of three Level 3 subjects from the subjects available
- Students wishing to study a combination of four Level 3 courses will be reviewed on an individual basis
- Must achieve a grade 4 in English Literature or Language, and grade 4 in mathematics
- Students who do not achieve a grade 4 in English or mathematics at GCSE are required to re-sit the exam in the November series. This process will continue until a student meets the required grade 4
- The same admissions criteria applies to external applicants

To enrol, all students must sign the Sixth Form Agreement which sets out the expectations that the school has of all students, including the requirement to attend all registrations/tutorials, timetabled lessons, study periods and enrichment sessions.

Applicants refused admission to our Sixth Form are entitled to appeal to a trustees appeals panel. In this event, firstly an applicant should write to the Headteacher requesting a place. If this request is denied, a letter should be written to the Clerk to the Trustees which will initiate the formal appeal process.

10. Monitoring arrangements

This policy will be reviewed and approved by the Trustees' Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the trustee board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.