

Preston School



A Business & Enterprise Academy

Preston School

Summary of proposed changes to the Admission Arrangements for 2021/22

Admission arrangements must be consulted on a minimum of every 7 years. Preston School last consulted for the 2013/14 academic year so are now consulting on the 2021/22 admission arrangements. The arrangements have been generally updated for clarification purposes and to bring them in line with DfE model wording.

The main changes are;

- Removing the word 'older' from the sibling criteria so this criteria can apply for all siblings at the school.
 - Clarifying how in year admission applications will be dealt with
 - Clarifying the home address definition



ADMISSIONS POLICY 2021/22

Staff Link:	Gregg Morrison	Date:	March 2019
Governor Link:	Brian Chappell	Review:	annually

PRESTON SCHOOL ADMISSIONS POLICY

Preston School is a member of the Yeovil Federation. Each of the 4 secondary schools in the Yeovil Federation shares the same values and ethos with regards to admissions and are committed to working together to provide high quality inclusive education for the local communities that we each serve.

Admissions arrangements for September 2021

1. Introduction

Preston School is a coeducational Business and Enterprise Academy for students aged 11 to 16 and we embrace all abilities and aptitudes.

As an Academy, Preston School is an admissions authority in its own right. This means that Governors, through their Admissions Panel, decide who should attend the Academy, whether starting the school year at the beginning of Year 7 or joining any year groups during the academic year. We aim to meet parental preferences whenever possible.

Governors liaise with the Local Authority, which co-ordinates admission arrangements for all young people in Somerset. Therefore, this document should be read in conjunction with Somerset's published co-ordinated Admissions Scheme for September 2021 which is available from Somerset County Council. **(See contact details at end of this document).**

2. The Published Admission Number

Governors have set an Admission Number of 203 for each year group. This is appropriate to the size and capacity of the buildings and other resources. However, as an Academy, the Governors reserve the right to admit over this Admission Number if this would not have a detrimental effect on the learning of students.

3. ASD Base – Preston Centre

Preston school is the host school for ASD provision in Yeovil. ASD students are allocated a place through the Complex Cases panel. These students are included within the 210 PAN. Access to a place requires an Education, Health and Care plan identifying ASD as primary need and allocated by complex cases panel.

4. Applying for a school place

- a) **For students wanting to enter Preston School at the start of Year 7** applications must be submitted to the home LA. If this is Somerset applications can be made on-line at www.somerset.gov.uk/admissions. Paper applications are available to download from the Somerset County Council website at www.somerset.gov.uk/admissions, or upon request by telephoning Somerset Direct on 0300 123 2224.

Applications must be received by 23:59 hours on 31 October 2020, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 1 March 2021 (or next working day if this falls on a weekend or bank holiday).

- b) **For students wanting to join any year group during the academic year** applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

The governors' admissions committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied

A decision will be notified in writing to the applicant within ten school days.

Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six month tenancy agreement. The Governing Body reserve the right to seek further documentary evidence to support a claim of residence.

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria and allocated up to the admission number/ limit.

Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including Diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

5. Published oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan (EHCP) naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children in the care of a Local Authority or have been previously and are now formally adopted or subject to a residence/child arrangement order or special guardianship order..
2. a) Children of staff who have been employed by Preston School for a period of no less than two years on 31 October 2020.
b) children of a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children living in the designated catchment area with a sibling attending Preston School on 31 October 2020, and who live at the same address.
4. Children living in the designated catchment area.
5. Children living outside the catchment area, with a sibling attending Preston School on 31 October 2020, and who live at the same address.
6. Children living outside the catchment area.

Tie Breaker

If in categories 1-6 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories 1-6 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN

6. Right of Appeal

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Details of how to appeal are included in the outcome email or letter.

Information on the timetable for the appeals process is published on our website by 28 February each year.

7. Waiting lists

If a student is refused admission to Year 7 in September 2020, his/her name will be held on a waiting list until the end of the first term on the new academic year. The waiting list will be held in ranked order according to the over subscription criteria and if a place becomes available within the published admission number this will be offered for the highest ranked student at that time. Preston School does not hold waiting lists for any other year group.

8. Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or in extreme circumstances where a child has suffered from particular social or medical issues impacting his or her schooling. There are many considerations to be made when admitting a child outside their normal age range and we would recommend parents view.

When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 8 child for a Year 7 place will be considered alongside applications for Year 7.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to transfer school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the school place application will be processed and an outcome will be sent on the National Offer Day

If a request for a child to transfer school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

For further information and important things you should consider please visit;

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>

9. Children from Overseas

The Governing Body will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

The Governing Body will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available the application will be considered on the current address. The only exceptions are children of UK service personnel and other crown servants (including Diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

The Governing Body will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. In such cases the LA will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition. Applicants who are citizens of countries from outside the EEA should first check that their visas will not be invalidated by taking up a maintained school or academy place before applying. If in doubt, parents should contact the Home Office

10. Children of UK Service Personnel

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address, the admissions authority will process the application on that address. If a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

11. Catchment map

The governors prioritise some school places on the basis of a designated school catchment area. A map indicating this catchment area is available to view on the Local Authority website https://maps.somerset.gov.uk/ishareLIVE.Web/new_SchoolCatchment_solo.html

12. Withdrawal of places

The Governing Body will consider withdrawing the offer of a place at the school if;

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.

13. Glossary and Definitions

Siblings

For the purpose of admissions, a sibling is defined as a child living at the same address as a half or fully brother or sister, an adoptive brother or sister, or children of the same household. Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

Parent

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 (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

Home Address

For the purposes of school admission, the governors' definition of a child's home address is considered to be where the child resides for the majority of their time with the person(s) who legally has/have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of the child's residence at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed minimum six month formal lease agreement in place at the time of application. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Governing Body reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor landlord or relevant professional.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The governors may withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered.

14. Contact Information

Preston School

Monks Dale

Team

Yeovil

Somerset

BA21 3JD

www.prestonschool.co.uk

Telephone: 01935 471131

Somerset County Council

Admissions & Entitlements

County Hall

Taunton

Somerset TA1 4DY

www.somerset.gov.uk/admissions

Telephone: 0300 123 2224