

# **Admission Arrangements for Community Schools 2015/2016 School Year**

- 1 The Local Authority (LA) is the Admission Authority for community schools. Only the LA is able to decide who is eligible for a place in these schools. Neither the Headteacher nor their representatives are able to offer a school place.

## **General Statement**

- 2 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, each school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

## **Admission Number**

- 3 A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the LA consults with the Governing Body of the school before the admission number is set. (See Appendix 1.)
- 4 Before making a final decision, the LA consults schools on the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form<sup>i</sup> (AF) or Transfer Form<sup>ii</sup> (TF) under a Co-ordinated Admission Scheme<sup>iii</sup> (CAS).

## **Expressing A Preference**

- 6 Applications for admission should be made in accordance with the relevant CAS.

## **Closing Date For Receipt Of Parental Preferences**

- 7 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.
- 8 Late applications for the year of entry are processed in accordance with the relevant CAS.

## Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) **Looked After Children or Previously Looked After Children<sup>iv</sup>**

b) **Catchment Area**

Children who are ordinarily resident<sup>v</sup> in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA.)

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

c) **Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding sixth form and nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) **Link Schools**

Children attending a school which is a linked pyramid school and who have, on the closing date for late applications, attended a linked school continuously for more than one calendar year. (See Appendix 2.)

This criterion does not apply in the case of the admission of pupils from nurseries.

e) **Proximity**

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence<sup>v</sup>, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

## **The Offer Of A Place At A School**

- 10 Decisions will be sent to parents in accordance with the Authority's CAS.

## **Waiting Lists**

- 11 For the year of entry, pupils will be added to the waiting list(s) of community schools where they are refused a place and those schools were ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 12 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the LA receive written confirmation of the vacancy.

## **In Year Transfers**

- 13 Applications for in year transfers are considered in accordance with the LA's CAS.
- 14 Applications should be made on the LA's TF and submitted to the LA for consideration.
- 15 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply<sup>vi</sup>. However, a pupil may not be eligible for a place if the circumstances of the year group have changed since it was the year of entry and admission of an additional child would 'prejudice the provision of efficient education or the efficient use of resources' i.e. class size prejudice in an infant class.
- 16 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 9.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is offered, the headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DFE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

## **Allocation Of Places**

- 23 If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school a place will be offered at an alternative school in accordance with the LA's CAS.

## **Admission To Sixth Form**

- 24 Each School will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum entry requirements for the sixth form.
- 25 The total number of children to be admitted each year will depend upon the published Admission Limit for the sixth form of the school preferred.
- 26 Priority is given to applications from pupils in year 11 already at the school.
- 27 External pupils will be admitted if a sixth form is undersubscribed by its own pupils. In such circumstances it will apply the same academic entry requirements as it does to pupils already on roll at the school. If a tie-break is necessary to determine who is admitted, the criteria set out in section 9 above will be applied.
- 28 The closing date for external sixth form applications is available from each school.

## **Independent Appeals**

- 29 If a place is not offered at a preferred school parents, and in the case of sixth form, the pupil, have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.
- 30 Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

## **General Information**

### **Deferred Entry**

Where parents apply for admission to a reception class for a child who is not of statutory school age, and parents wish to defer entry, a child should be admitted to the class no later than the beginning of the summer term in the reception year.

Parents can request that their child attends part-time until the child reaches compulsory school age and the request will be considered where it appears to be in the best interest of the child.

### **False Information**

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application.

## **Multiple Addresses**

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

## **Further Information**

Further, more detailed information about the admission process is available from the LA and can be found in the Admission To School Booklets, available as follows:-

**Telephone:** 01302 737204 or 01302 737234

**Address:** Admissions & Pupil Services, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

**Email:** [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk) **Web:** [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

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## **Explanatory Notes**

### **<sup>i</sup> Application Form (AF)**

This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

### **<sup>ii</sup> Transfer Form (TF)**

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

### **<sup>iii</sup> Co-ordination/Co-ordinated Schemes(CAS)**

All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### **<sup>iv</sup> Looked After Children or Previously Looked After Children**

Children who are in the care of a local authority as defined by Section 22 of the Children Act 1989 at the time of application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (Section 46 of the Adoption and Children's Act 1989) or became subject to a residence order (Section 8 of Children Act 1989) or special guardianship order (Section 14a of the Children Act 1989).

### **<sup>v</sup> Ordinarily Resident/Residence**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

### **<sup>vi</sup> Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.

School Name	Admission Number	School Name	Admission Number
Adwick P	60	Mexborough Doncaster Road J	40
Arksey P	20	Mexborough Highwoods P	30
Armthorpe Southfield P	30	Montagu P	75
Armthorpe Tranmoor P	60	Mexborough Pitt Street I	40
Askern Moss Road I	40	Morley Place J	75
Askern Spa J	90	Norton I	60
Balby Central P	60	Norton J	60
Barnburgh P	30	Owston Park P	60
Bawtry Mayflower P	30	Park P	60
Bentley High Street P	60	Plover P	50
Bentley New Village P	50	Rossington Toredale I	60
Bessacarr P	50	Sandringham P	50
Carcroft P	60	Scawsby Rosedale P	30
Conisbrough Balby Street P	20	Scawsby Saltersgate I	90
Copley J	50	Scawsby Saltersgate J	90
Denaby Main P	40	Scawthorpe Castle Hills P	50
Edenthorpe Hall P	40	Scawthorpe Sunnyfields P	50
Edlington Victoria P	60	Sprotbrough Orchard I	50
Hatchell Wood P	60	Stainforth Kirton Lane P	30
Hatfield Sheep Dip Lane P	30	Stirling P	40
Hawthorn P	40	Thorne Brooke P	50
Hayfield Lane P	30	Thorne Green Top P	60
Hexthorpe P	60*	Thorne King Edward P	50
Hill Top P	50	Tickhill Estfeld P	30
Intake P	60	Toll Bar P	30
Kingfisher P	60	Town Field P	60
Kirkby Avenue P	40	Wadworth P	30
Lakeside P	50	Warmsworth P	60
Littlemoor Children's Centre and N	60	Waverley P	40
Long Toft P	60	West Road P	50
Mallard P	60	Windhill P	40
Marshland P	30	Woodfield P	50
Mexborough	224	Woodlands P	60

\*The Local Authority is to publish a proposal to extend the school from 60 to 90 effective from September 2015.