

## Admissions Policy 2018-19

This document sets out the Policy of Shaftesbury School as a Church of England Academy, with respect to Admissions. Shaftesbury School is a part of the Southern Academy Trust. For the purposes of this policy, the Governing Body of Shaftesbury School is the admission authority.

### 1. Admission of Pupils – General Principles

- The School follows the national Schools Admissions Code.
- The School serves Shaftesbury and a wide area of North Dorset and South Wiltshire.
- Our Christian religious character is highly inclusive, embracing those of all faiths and of no faith.
- The allocation of school places are made up to the planned admission number, in accordance with the oversubscription criteria.

### 2. Catchment area and Published Admission Numbers (PANs)

The catchment area in Dorset is available on an interactive map at [www.dorsetforyou.com/school-catchment-areas](http://www.dorsetforyou.com/school-catchment-areas). The Published Admission Number (PAN) for years 7 – 9 and the Sixth Form is 200 and for Years 10 – 11 it is 170.

### 3. Applying for a place at Shaftesbury School

#### a) Year 7 – Normal Year of Entry

Applications should be submitted, using the Common Application Form, available through the Local Authority in whose area the child resides. The Co-ordinated Admission Scheme may be read at [www.dorsetforyou.com/schooladmissions](http://www.dorsetforyou.com/schooladmissions). This also gives information on how to apply, the timetable and late applications. Please also read 'A Parents' Guide' available on this website. Parents are responsible for providing all relevant information with the application. If you live in Wiltshire or other counties you should apply through your Local Authority. This is then passed to Dorset.

#### b) In year admissions

If applying into an already established year group, please contact our Admissions Officer on 01747 859242 to discuss place availability. Allocation of places are made up to the planned admission number, in accordance with Dorset County Council's oversubscription criteria.<sup>1</sup>

#### c) Sixth Form

There are academic entry criteria to join the Sixth Form and to take certain courses. These are the same for internal and external students. The details of these criteria and the key dates for application are published each year in the course booklet which is available on the school website. For further information please contact our Sixth Form office on 01747 854498.

### 4. Admission of children outside their normal age group

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<sup>1</sup> Where applications are received from families with multiple birth siblings and by adhering to PAN these siblings could not be offered the same school, the admission number will be exceeded to accommodate the multiple birth siblings. This is not an indication that schools can exceed the admission number other than under these exceptional circumstances.

Normal age group refers to the year group in which the child would normally be according to their chronological age. This section of the policy should be read in conjunction with the guidance on the placement of a pupil outside his or her normal age group available on Dorset's school admissions website [www.dorsetforyou.gov.uk/school-admissions/out-of-normal-year-group-policy](http://www.dorsetforyou.gov.uk/school-admissions/out-of-normal-year-group-policy).

#### **a) Admission above Normal Age**

Only in exceptional circumstances, where a child is outstanding in every respect, will a child be considered for admission early or above their normal year group. It will also only be considered through the agreement of the Head Teacher, in conjunction with other professionals, where they have identified exceptional medical, physical, social or/and educational reasons for this.

#### **b) Back Yearing**

There are instances when a child's overall best interests are served by delaying admission or remaining in the existing year. Such arrangements will only be considered through the agreement of the Head Teacher, in conjunction with other professionals.

### **9. School Transport**

Details about school transport are provided in the Home to School Transport Policy found on <https://www.dorsetforyou.gov.uk/transport-policies>. Advice is also provided in the Policy and Parents' Guide to ensure parents, guardians and carers are aware that their preference of school and the admissions criteria will affect their entitlement to 'free' school transport. This includes later changes (e.g. change of address) which could have a bearing on continued eligibility for school transport.

### **10. Withdrawal of School Places**

Places will only be withdrawn where:

- A place has been offered in error by the admission authority and the affected child/ren have not yet started at the preferred school,
- A place has been offered on the basis of a false, fraudulent or deliberately misleading application.
- The place has not been taken up by the specified date – the parent will be contacted in advance of the withdrawal of a place,
- The place has been declined by the parent.

### **11. Waiting Lists**

If the school is oversubscribed for children due to start in 2018-2019 a waiting list will be maintained. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

### **12. Appeals**

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse an application for a school place. Details of the appeals procedure will be sent out with all refusal letters.

## **OVERSUBSCRIPTION CRITERIA**

Where all parental preferences for places at the school can be satisfied, all children seeking a place will be admitted. Where there are too few places available to satisfy all preferences, places will be allocated according to the following priority order:-

- 1) A **“Child in Care” or who was “previously a Child in Care”**. A “Child in Care” means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “previously a Child in Care” means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.
- 2) Where a **Child Protection Order or Children in Need document** identifies that there is a need for the child to be educated in a school closest to home or in an identified particular school/setting for their own safety.
- 3) **Children who have a physical or medical disability** where the identified school would be the only school providing specially adapted facilities to support the needs of the child or, in the case of the condition resulting in prolonged or recurring absence each year, would be best supported attending a particular school. This must be fully evidenced and supported by a community paediatrician or consultant.
- 4) **Children living within the school’s catchment area who will have a sibling(s)**<sup>2</sup> attending the school at the time of admission.
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- 7) **Children living outside the school’s catchment area and who are attending one of Shaftesbury School’s recognised maintained feeder schools** during the previous year at the time of application.
- 8) **Children living outside the school’s catchment area and whose parents wish them to attend a Church of England school on denominational grounds.**<sup>3</sup>
- 9) **Children of staff with** at least two years continuous service at the school or who have been recruited to a vacancy to meet a demonstrable skills shortage as at the date of application (in year) or relevant closing date under the LA co-ordinated scheme (normal year of entry) and who still intend to be employed at the school at the time of the child's admission.

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<sup>2</sup> The term ‘sibling’ means full brother or sister, half or step brother or sister, adoptive brother or sister and other non-blood related children who live with married or cohabiting parents in the same household and relates to all year groups provided by the school.

<sup>3</sup> In order to qualify for this category, parents will need to show that at least one adult family member and the child to whom the application relates have been attending their local church at least once a month for a minimum of one year prior to the closing date for applications. The application must also be supported by a written statement from the vicar/priest/minister or leader of the church confirming this.

**10) All other children living outside the school's catchment area.**

If oversubscribed within any of the priority order categories above, places will be allocated on the basis of the shortest straight line measurement using a geographical information based system which identifies an Easting and Northing for the home address and the school and calculates the distance between the two locations. NB. School transport is based on walking and driven distances.

5. Where applications are received from families with multiple birth siblings and by adhering to PAN these siblings could not be offered the same school, the admission number will be exceeded to accommodate the multiple birth siblings. This is not an indication that schools can exceed the admission number other than under these exceptional circumstances.

Review:

Title of Policy	Admissions Policy
Adopted	September 2017
Cycle	Annual
Policy Prepared By	Mr Mark Blackman
Date of Next Review	Autumn 2018
Review date:	Signed: