



# The Stourport High School & VI<sup>th</sup> Form College

## Admissions Policy

### For Admissions in September 2018

#### Admissions Process

Applications for all school places must be made on the Common Application Form (CAF) provided by Worcestershire County Council, with the opportunity to nominate schools, ranked in order of preference. The CAF can be obtained by parent(s)/carer(s) on-line at [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk). (Different links can be used if the family are resident in another Local Authority). The CAF must be completed by the deadline which is **31 October 2017**. Parent(s)/Carer(s) should also complete a Supplementary Application Form to provide the additional information required by the Governors to place the applications in order of priority according to this Admissions Policy. The Stourport High School & VIth Form College's Supplementary Application Form is available from the school website and will also be contained in the school's Prospectus. The Supplementary Application Form must be sent to The Stourport High School & VIth Form College and be received by **31 October 2017**.

The parent(s)/carer(s) of children not on roll in a maintained Worcestershire Authority school are reminded that the requirements relating to the deadline for the submission of the Supplementary Application Form referred to above also apply to them. These parent(s)/carer(s) must also fill in a Common Application Form which is available from their home Local Authority.

**The Local Authority, not the school will notify parent(s)/carer(s) of the outcome of their application for a place.**

Applications arising later in the year will follow a similar process as explained in the Coordinated Scheme published by Worcestershire County Council.

#### Applying for Places

Applications are welcomed from all who wish their children to attend The Stourport High School & VIth Form College. Students and their parent(s)/carer(s) who are considering applying are warmly invited to visit the school. The school holds an Open Evening for students and their parent(s)/carer(s) in the September of the year prior to intended admission. The Governors have a Published Admission Limit of 240 places for Year 7. The following procedure for applications is designed to ensure that the Governor's Admissions Policy is applied as fairly and consistently as possible. This policy is in line with the Local Authority Policy and that of the Department for Education (DfE) Code of Practice.

## **Application for Admission Outside Normal Age Range**

**The Stourport High School & VIth Form College will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.** This will include taking account of the parent(s)/carer(s) 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The opinion of the Headteacher of the previous school attended will be taken into consideration. **When informing the parent(s)/carer(s) of the decision on the year group the child should be admitted to, The Stourport High School & VIth Form College will set out clearly the reasons for their decision.**

## **Procedure**

All applications submitted to the Local Authority naming The Stourport High School & VIth Form College will be forwarded to the school. The Governing Body will rank all applications against the published Admission Criteria. The Local Authority will sort applications into preference order and will send those nominating The Stourport High School & VIth Form College in any position to the Governing Body for assessment. The Supplementary Application Form data will then be used to place applications in order of priority according to the scheme below.

Applications will be sorted in descending order according to the Oversubscription Criteria below. With 240 places available, this number will be reached at varying levels each year, depending on the number and nature of applications received.

## **Supplementary Application Form**

Parent(s)/Carer(s), who have any doubt about how to complete the Supplementary Application Form, or what information to include, should contact the Clerk to the Governing Body at The Stourport High School & VIth Form College who will be pleased to assist in the completion of the form.

The Supplementary Application Form should be completed by the parent(s)/carer(s). **This is not a requirement of the admission process, however could result in a lower ranking against the admission criteria if not completed.** Where special consideration is requested, please give whoever is providing this information time to complete the relevant documentation before returning it to parent(s)/carer(s). It is the parent(s)/carer(s)' responsibility to return the Supplementary Application Form and the relevant information to the school.

## **Statemented or Education, Health & Care Plan (EHCP) Students (Students for whom a Statement of Special Educational Needs or where an Education, Health & Care Plan (EHCP) has been agreed naming the school on the Statement/EHCP).**

These students are automatically admitted to the school. Where places required by Statemented/EHCP students are known before the Admissions Committee meets, the number of students with statements naming The Stourport High School & Vith Form College will be deducted from the published admission number (PAN) of 240 places available to be offered.

## **Definitions**

### **Looked After Children**

Students who are in the care of a Local Authority or provided with accommodation by the Local Authority in accordance with Section 22 of the 'Children's Act 1989' will be given top priority in accordance with the Admissions Code of Practice. In the Admissions Criteria for The Stourport High School & Vith Form College **"Looked After"** means all those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority who immediately after being „looked after“, became subject to an adoption, residence or special guardianship order.

### **Children of Staff Employed at School**

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **Parent(s)/Carer(s)**

Parent(s)/Carer(s) and others who have actual care of a student and whose address appears on the student's Child Benefit Book or other legal agreement confirming the care of the student.

**Sibling** Students who would have a **sibling connection** attending the school at the time of application and still attending at the time of admission. The sibling connection, as well as brother and sister will include half-siblings (that is children who share one birth parent) and legally adopted children. They must also be living at the same home address. In the case of only 1 place being available for multiple births the Governors will exceed the PAN and admit all children from the multiple births. The Governors will then regulate admission into that year group so as to ensure the number on roll returns to PAN.

### **Home**

Must be the address where the student usually lives.

## Catchment Area School

A 'catchment area school' is the school allocated by the Local Authority to take children for the geographical area within which their address falls. It is likely to be the school nearest to their home address however this will not always be the case.

## Criteria for Admission to The Stourport High School & Vith Form College

The Stourport High School & Vith Form College is a popular school, which is often oversubscribed. The purpose of the published Oversubscription Criteria is to give everyone a fair opportunity to apply for a place at the school. The Governor's Admissions Committee take considerable time and the utmost care to ensure that the system is applied fairly.

The Oversubscription Criteria is applied where there are more applications than places, students will be admitted in the following order of priority:

- i. Relevant „**Looked After**“ and previously „**Looked After**“ children.
- ii. **Children of staff employed at school.**
- iii. Students who attend our main contributing schools: • Burlish Park Primary School • Hartlebury Church of England Primary School • Lickhill Primary School • St Bartholomew's Church of England Primary School • Stourport Primary School • Sytchampton Endowed Primary School • Wilden All Saints' C of E Primary School
- iv. Students living within the **catchment area** of the school. A copy of the catchment area is available to view at the schools Main Reception. A copy can also be obtained from the Local Authority.
- v. Students who would still have a **sibling connection** (as defined in the schools Admissions Policy) attending the school at the time of application and still attending at the time of admission.
- vi. Students who have a **significant reason** for admission, such reasons, the validity of which will be determined by the Admissions Committee of the Governing Body, will include medical, social or compassionate grounds. To be considered under this category it has to be shown that only this school can meet the medical, social or compassionate needs of the child.
- vii. Parent(s)/Carer(s) are required to produce a medical certificate or other appropriate information from an independent source. **(Significant reasons will not be considered unless independent supporting information is attached to the Supplementary Application Form when submitted).**

- viii. Students who live **nearest** the school by the shortest available walking route. The measurement will be taken from the front entrance of the student's home to the nearest school entrance, which is the access point to the school site, along a road or made up footpath. In the event of equidistance any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process.

Where there are too many applications from within any of the categories the next criteria will be applied.

- In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health & Care Plan (EHCP) will be offered a place at the school named in the Statement/EHCP.
- This deadline will be adhered to **strictly** and applications received after this date will be at a disadvantage in the event of oversubscription.
- **We remind parent(s)/carer(s) that they will only receive a single offer of a school place under the Co-ordinated Admissions process. This offer will be of their highest ranked school where a place is available.**

## **Worcestershire Fair Access Protocol**

As part of the new Worcestershire Fair Access Protocol, incorporating the 'Hard to Place Protocol', all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit students covered by the Protocol.

## **Offers of Places**

The Governors' Admissions Committee will rank all applications received in order of priority as described above. The list of students for whom places could be offered will then be provided to the Local Authority who, according to the Co-ordinated Scheme, will make offers. The offer of a place will be a single offer to parent(s)/carer(s) of their highest ranked school where a place is available. Those for whom no place can be offered are advised of their right to appeal within fourteen days of the date of the Local Authority posting the letter.

**Firm offers will be made by the home Local Authority on the published date. They will not be made by The Stourport High School & Vith Form College.**

The Governors reserve the right to withdraw the offer of a place before the student is admitted to the school where it is found that the:

- Offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a student with a stronger claim.
- Or where the parent(s)/carer(s) have not responded to the offer within a reasonable time of the offer being made.

## **Waiting Lists**

The parent(s)/carer(s) of students who are unsuccessful in gaining a place will have the student's name placed on a waiting list for a place at The Stourport High School & VIth Form College irrespective of whether they make an appeal against the decision not to offer them a place. If a place becomes available, it will be allocated according to the Oversubscription Criteria listed above. Each term the waiting list is rewritten and a renewed expression of interest to remain on the waiting list must be reviewed by the school and Local Authority.

## **Appeals**

The parent(s)/carer(s) of children who are unsuccessful in gaining a place at The Stourport High School & VIth Form College will be able to appeal to an Independent Appeals Panel. Parent(s)/Carer(s) wishing to exercise this right should contact in writing the Clerk to the Governing Body of The Stourport High School & VIth Form College within fourteen days of receipt of notification. The Independent Appeal Panel's procedures are in accordance with the 'Schools Standards and Framework Act 1998', as amended by the 'Education Act 2002' and the Schools Appeals Code of Practice. Parent(s)/Carer(s) may attend the hearing of their appeal and make their case to the panel.