



ADMISSIONS POLICY

Date of review: 2017
Date of next review: 2018
Person responsible: Debra Treharne

Admission arrangements to secondary schools (Year 7)

Details of initial placement, parental preference and transfer requests.

The Local authority, the LA, is the admitting authority for all community schools in the area.

Each child about to transfer from primary to secondary education will be invited to apply for a place at a school maintained by the LA.

Parents/carer's can apply on line for a place at the catchment school or express a preference for a placement at an alternative school. Requests for a place will be granted unless to do so would:

- prejudice the provision of efficient education or the efficient use of resources, and
- for voluntary aided schools, be incompatible with the admission arrangement agreed between the governing body and the LA.

Those parents who apply on time for a place at any school will be given priority over those who have not.

(a) Admission limits - community schools

Availability of places is determined by reference to the school's admission number. Schools must admit up to the admission number in the year of entry (ie. Year 7 in secondary school) and must not exceed this number. Parents/carer's who are refused a place at the school must be given right of appeal.

The admission number applies to all year groups.

(b) Oversubscription criteria - community schools

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of a Local Authority i.e. looked after children (LAC) or previously looked after*.
2. Children who live within the school's defined catchment area. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
3. Children who have a brother or sister of statutory school age attending the school at the date of their admission***. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.

4. Children attending a designated partner primary school but who live outside the catchment area of that school. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
5. Other children for whom criteria 1 to 4 above do not apply. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.

*Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

**The measurement will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The Local authority GIS computer programme is used when undertaking the measurement.

*** A brother or a sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children for that place are twins/triplets, the LA will admit both/all children.

The LA **will not** provide transport or make any contribution towards transport costs for children admitted from outside the school's defined catchment area. However, if the catchment area is full in the year group, transport will be provided to the nearest school with room if that school is more than 3 miles walking distance from the home address.

Children who have a statement of special educational needs

The oversubscription criteria does not apply to pupils for whom the LA holds a statement of special educational needs although the rights of parents/carer's to be involved in the placement of their child are protected in law. The LA in consultation with parents/carer's and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with a statement of special educational needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the admission number unless they are placed in a special teaching facility with planned places.

Voluntary aided schools

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing body. (The governing bodies of voluntary aided schools are responsible for determining their own admission arrangements).

(c) Admission procedures - community schools

Parents/carer's will be asked to apply on line for a place for their child at the catchment school or to state a preference for an alternative placement using the admission application.

Requests for admission will be granted provided there are places available as determined by the published admission number.

Where admission requests exceed the number of places available, places will be allocated by applying the LA's oversubscription criteria.

Applications for admission to the relevant age group (i.e. the age group at which children are normally admitted to the school) submitted on or before the administrative closing date, **25th November 2016** will be processed collectively. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be processed in date order once all on time applications have been dealt with.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, or interviewing pupils with or without parents/carer's for the purpose of assessing ability or aptitude.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements. Parents/carer's who have applied by **25th November 2016** will be advised whether they have been allocated a place on the **1st March 2017**.

Right of appeal

Parents/carer's will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents will be informed in writing that they have right of appeal to an independent appeal panel. If they exercise that right, the appeal must be forwarded to the [School and Governor Team](#) at Civic Centre by **31st March 2017**. The appeal will be considered by an independent appeal panel of 3 or 5 people comprising lay members, and persons with experience in education.

Waiting lists

For all admissions, where parents/carer's are refused a place for their child/children they are automatically placed on the waiting list and an opportunity to meet with an independent appeal panel is offered. Pupils names will remain on the waiting list for the whole academic year and will only be removed if they are successful at appeal or if a parent confirms in writing that they no longer wish their child/ren's name to remain on the waiting list. If a place

becomes available it will be allocated by the LA in accordance with the oversubscription criteria.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

Note: During this period the local authority (LA) may undertake a consultation to propose changes to a number of catchment areas.

Admission arrangements in-year transfer

Details of admission arrangements for transfer requests.

The Local authority, the LA, is the admitting authority for all community schools in the area.

Admission to community schools - primary and secondary

Parents/carers can apply for a place at the catchment school or express a preference for a placement at an alternative school. Requests will be granted unless to do so would:

- prejudice the provision of efficient education or the efficient use of resources, and
- for voluntary aided schools, be incompatible with the admission arrangement agreed between the governing body and the LA.

(a) Admission limits - community schools

Availability of places is determined by reference to the school's admission number. A child will be refused a place once the admission number has been reached. Parents/carers who are refused a place at the school must be given right of appeal **(there is no right of appeal for nursery)**.

The admission number applies to all year groups (except nursery).

(b) Oversubscription criteria - community schools

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of a local authority ie. looked after children (LAC), or are previously looked after*.
2. Children who live within the school's defined catchment area. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
3. Children who have a brother or sister of statutory school age attending the school at the date of their admission***. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
4. Other children for whom a place has been requested for whom criteria 1 to 3 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.

* Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

** The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

*** A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children.

The LA will not provide transport or make any contribution towards transport costs for children admitted from outside the school's defined catchment area. However, if the catchment area school is full in the year group, transport will be provided to the nearest school with room if that school is more than 2 miles for primary or 3 miles for secondary from the home address.

Children who have a statement of special educational needs

The oversubscription criteria does not apply to pupils for whom the LA holds a statement of special educational needs although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with parents/carers and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with a statement of special educational needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the admission number unless they are placed in a special teaching facility with planned places.

Voluntary aided schools

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing body (the governing bodies of voluntary aided schools are responsible for determining their own admission arrangements).

(c) Admission procedures - community schools

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an independent appeal panel (**there is no right of appeal for nursery**). If they exercise that right, the appeal must be forwarded to the [School and Governor Team](#) at the Civic Centre. The appeal will be considered by an independent appeal panel of 3 or 5 people comprising lay members, and persons with experience in education.

Please note:

Because of the statutory class size maximum of 30, there are very restricted circumstances in which an appeal for a place in an infant class (reception, year 1 and year 2) can be successful.

Waiting lists

For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list and an opportunity to meet with an independent appeal panel is offered (**there is no right of appeal for nursery**). Pupils names will remain on the waiting list for the whole academic year and will only be removed if they are successful at appeal or if a parent confirms in writing that they no longer wish their child/ren's name to remain on the waiting list. If a place becomes available it will be allocated by the LA in accordance with the oversubscription criteria.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

Note: During this period the local authority (LA) may undertake a consultation to propose changes to a number of catchment area.

Admission arrangements to sixth form

Criteria for entry

Application closing date

Pupils can apply for a place at a sixth form at a Swansea school in the spring term prior to them seeking a place for the following September. **Closing dates for applications will be confirmed by schools.** [contact your school for confirmation](#)

Provisional offer

Pupils will be offered a provisional place. This provisional place will be subject to achieving certain specified entry qualifications as published by each individual school. The schools should be contacted regarding their specific entry qualifications.

GCSE/equivalent results

When GCSE grades are published i.e. the third Thursday in August ordinarily, it will be necessary for individual pupils to contact the school of choice to confirm grades.

Choice of subjects

Pupils who have achieved satisfactory grades at GCSE or equivalent will be given a firm offer of a place in the sixth form at the school of choice where places are available. It must be noted, however, that it may not be possible to study **all** the chosen subjects at the school of choice. It may be necessary for students to link with a sixth form at another school to pursue some subject choices.

Students who have achieved satisfactory grades at GCSE or equivalent but are unable to study all subject choices at the school of choice can be offered an alternative choice of subjects being taught at the particular premises, or seek a place at an alternative venue such as Gower College.

Pupils will not be required to sit an entrance interview.

Admission limits - sixth forms

All school sixth forms can admit up to their admission number subject to students achieving a schools entry requirements (which are available from individual schools), in the year of entry i.e year 12 in sixth form. Parents and pupils who are refused a place at the school sixth form must be given the right of appeal.

Admission arrangements

The arrangements for admission into year 12 and 13 form maintained community schools are delegated to the establishments directly. Details on admission arrangements for voluntary aided

schools may be obtained directly from the establishments concerned and will form part of their admission policies.

Waiting list

If a school sixth form is over-subscribed and the school cannot meet the demand for courses a waiting list will be maintained. Applicants who have met the entry criteria (see above) but who have been refused a place due to the limit on places available will be offered an opportunity to put their name on a waiting list. In the event that a place/s becomes available, pupils whose names are on the waiting list will be offered a place in accordance with the oversubscription criteria (see below).

Oversubscription criteria

For pupils who achieve the specified entry qualifications, where more applications have been received for any school sixth form than there are places available, the following order of priority will apply:

1. Pupils who are looked after by a local authority (LAC) or are previously looked after*.
2. Pupils who live within the school's defined catchment area. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
3. Pupils who have a brother or sister of statutory school age *** attending the school at the date of their admission****. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
4. Pupils who attended the school in year 11 but who live outside the catchment area of that school. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
5. Other pupils for whom a place has been requested for whom criteria 1 to 4 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.

* Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

** All distances are measured electronically taking the distance from home to school by the shortest available walking route. The measurements will be taken from outside the entrance of the property (house or flat) to the nearest official school entrance.

*** Statutory school age is defined as pupils who are between age 5 and 16 i.e. pupils in any year group between and including reception to year 11.

**** A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible pupils are twins/triplets then the LA will admit both/all pupils.

Note: A small number of pupils with statements of SEN may transfer to sixth forms in Swansea schools. The decision to transfer is made by the local authority in consultation with the relevant school.

Note: During this period the local authority (LA) may undertake a consultation to propose changes to a number of catchment areas.