



St Dunstan's School

GLASTONBURY

School Admissions Policy

(Determination of Admissions Arrangements)

Academic Year 2017/2018

Policy to be reviewed annually

Staff member in charge of policy: Headteacher

Policy last reviewed: Spring 2016

Admission Arrangements for Transferring to year 7 in September 2017 or joining a year group during the 2017/18 academic year

1.0 Rationale

St Dunstan's School is an Academy providing comprehensive education for students aged 11-16 from Glastonbury and the surrounding villages. It is a popular school and is highly regarded for the individual care it provides for the children who attend.

The Governing Body is the Admissions Authority for St Dunstan's School

The governor's admission arrangements and practices comply fully with the requirements of the School Admissions Code and School Admissions Appeals Code. All admission decisions are taken by an Admissions Committee which comprises of at least 3 governors.

Governors liaise with the Local Authority, which is required to co-ordinate admission arrangements for all young people in Somerset. Therefore, this document should be read in conjunction with the Somerset Local Authority published 'Co-ordinated Admissions Scheme' for September 2017 which is available from Somerset County Council. (See contact details at the end of this document).

2.0 Published Admission Number and admission limit

The Published Admission Number for year 7 and the admission limit for all other years is **132**

The governors reserve the right to admit over this limit providing it will not prove detrimental to the learning of students.

Twins or multiple birth children of the same family and living at the same address will all be admitted regardless of the admission number.

3.0 The Application Process

(a) Applications to transfer to year 7 in September 2017

These applications must be submitted using the 'Common Application Form' which is available from Local Authorities or from the office at St Dunstan's School. Completed application forms can be submitted electronically or on paper and must be sent directly to the applicants home Local Authority, to be received no later than 23.59 hours on 31 October 2016.

Application forms for children to start in Year 7 which are delivered or post marked after 23.59 hours on the 31 October 2016 will be recorded as late and cannot be administered until all on time applications have been considered.

Somerset Local Authority will forward all September 2017 applications to the Governing Body for decisions. If there are more applications than places available, the governors will rank them against the oversubscription criteria set out below. The governors' decisions will be notified to the Somerset Local Authority for final co-ordination after which decision letters will be sent out by the applicants home Local Authority on 1 March 2017 by email or second class letter.

(b) Applications to join any year group during the academic year (in-year)

Applications must be submitted using the governors', in-year application form which is available from the school office or to download from the school website. Applications may be submitted directly to the school office at any time during the academic year (see contact details at the end of these arrangements).

The Governors' Admissions Committee will consider applications on a weekly basis and applicants will receive a written response within 10 school days following receipt of the application. Where a school place is offered it will be held open for 21 school days and applicants will need to confirm acceptance within this time.

4.0 Over Subscription Criteria

Following the admission of any children with a Special Educational Needs Statement naming St Dunstan's School, the governors' will consider all other applications. If the number of applications for admission exceeds the Published Admission Number (PAN), or admission limit for the year group concerned, the Governors' will apply the following Oversubscription Criteria to every application received and rank children in priority order, admitting up to the PAN or admission limit and refusing all other applications.

1. Looked After Children – Children who are in the care of a Local Authority or have been previously and are now formally adopted
2. Children living within the designated St Dunstan's School catchment area who will have sibling(s) attending the academy at the time of admission
3. Children living within the designated St Dunstan's School catchment area
4. Children living outside the Designated St Dunstan's School catchment area who will have sibling(s) attending the school at the time of admission
5. Children living outside the designated St Dunstan's School catchment area
6. Children not satisfying a higher criterion

Important Note

This means a 'looked after' child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). Adoption is defined under the terms of the Adoption and Children

Act 2002 which did not come into force until 31 December 2005 and therefore only children adopted after this date qualify as previously looked after children.

5.0 Tie Breaker

A tie breaker will be applied where the Admissions Number is reached part way through any oversubscription criterion and there is a need to decide which children meeting this criterion are to be allocated places and which are to be refused. For this purpose, a straight line measurement will be calculated between home and school for each child falling within the particular criterion. Places will be allocated to those children living nearest to the school by straight line, according to a Geographic Information System (GIS) measurement. Where two straight lines are exactly equal, priority for available places will be decided by drawing lots independently.

6.0 Catchment Map

A copy of the St Dunstan's School designated catchment map can be viewed by arrangements with the school office, or viewed electronically on the Somerset Local Authority website www.somerset.gov.uk/admissions.

7.0 Right to Appeal

Applicants whose school place application is turned down have the legal right to appeal to the Governing Body against the decision. Details on how to appeal will be explained in the decision letter.

8.0 Waiting Lists

Waiting lists will be maintained for every oversubscribed year group during the 2017/18 academic year. These lists will hold the names of every child formally refused admission; in ranked order according to the oversubscription criteria. If a place becomes available within the Published Admission Number or admission limit, this will be offered to the highest ranked child at the time.

9.0 Withdrawing Places

The Governing Body reserves the right to withdraw the offer of a place if;

- An address is found to have been fraudulently used to support an application
- The child has not started school within 21 days of the agreed start date

10.0 Statement of Education Needs

Students with a current Education, Health and Care (EHC) Plan naming St Dunstan's School must be legally allocated a place within the Admission Number before any other students are considered or the Oversubscription Criteria are applied.

11.0 Retained or Accelerated Entry

The governors will consider applications for retained or accelerated entry in cases where parents would like their child to be admitted to a year group either the side of the child's chronological age year group. The reasons for the request must be fully explained in a separate letter submitted at the same time as the application form. Without supporting information, the request cannot be considered.

12.0 Children from Overseas

The governors' will not allocate a place to anyone moving in the country from abroad prior to their arrival in the county. Governors' will require proof of residency – see definitions. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

13.0 Issues relating to shared residency arrangements

The administering of school applications may be severely delayed where shared residence arrangements are in place and parents/carers of the child submit 2 separate applications for different schools. In this situation the Governing Body required parents to resolve matters between themselves, and inform the LA which application should be processed. The Governing Body does recognise that there may be situations where parents cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Governing Body to make the decision. Where this is the case the Governing Body will try to establish the child's permanent address and prioritise the application made by the parent living at this address.

14.0 Glossary of Terms

Siblings

For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister, or children of the same household.

Parent

Natural parents, whether they are married or not, any person who although not a natural parent, who has parents responsibility for a child or young person. Any person who although not a natural parent, has care of 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

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child. Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

Distance Measurements

For the purpose of measuring home to school distance, all calculation will be measured using a straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method. Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from the Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail. In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

15.0 Contact Information

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