



<b>Policy Title</b>	Admissions Policy 20-21				
<b>Author</b>	Headteacher				
<b>Governor Committee</b>	Board of Trustees				
<b>Reviewed</b>	Jan 19	<b>Approved</b>		<b>Next Review</b>	

### **Purpose**

The purpose of this policy is to describe how students are admitted into the school.

### **Aims**

The aim of the admissions policy is to give clarity and a common understanding to all applicants as to the process of selection when allocating places. It ensures that applicants are absolutely clear, at time of submission, as to which criteria they fall into.

### **Wider School Ethos**

Costello is a non selective, comprehensive school which caters for the educational needs of the local community. Inclusion is an important part of the school ethos which is supported by the motto 'high aspirations and excellence for all'. Applicants are treated equally with respect, empathy and a sense of justice.

### **Sources and References**

- Children Act 1989
- Adoption and Children Act 2002
- Schools Admissions Code 2014
- Costello Equalities Policy

### **Procedures and Practice**

The Published Admissions Number (PAN) for the school is 1120 which equates to a PAN of 224 per year group. For Year 7 applications for September 2020, the school will consider first all those applications received by the published deadline of midnight on Thursday 31 October 2019. Applications submitted after midnight 31 October 2019 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications. Notifications to parents offering a secondary school place will be sent by the County Council on 1 March 2020.

## Oversubscription

For the main admission round, all preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated. If the school is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria.

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, 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). An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' (see definition in paragraph 1.7 of the Admissions Code) is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).]
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends The Costello School rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children who at the time of application have a sibling on the roll of The Costello School and who will still be on roll at the time of the sibling's admission.\*
4. Children of staff who have been employed by the school for more than two years. The date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications (31<sup>st</sup> October 2019).
5. Children living within the catchment area of The Costello School.
6. Children living outside the catchment area of The Costello School who, at the time of application, attend one of the linked primary schools. Linked schools: Fairfields Primary School; Great Binfields Primary School; Rucstall Primary School and St Mary's C of E Junior School, Old Basing.
7. Other children living outside the catchment area of The Costello School.

\* This includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending. 'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister or foster brother or sister.

## Permanent Residence

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

### **Distance measurement**

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances. For applicants living in the catchment area, distance will be measured from the Ordnance Survey home address point to the school address point. Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. For applicants living out of the catchment area, distance will be measured from the Ordnance Survey home address point to the closest part of the school's catchment boundary.

### **Tie Breaker**

If in the case of oversubscription, once all the admissions criteria have been applied, it is still not possible to determine between two applicants who are equidistant (calculation method above), then a random allocation will be made to designate the final place by virtue of a controlled drawing of lots conducted by the Headteacher, Chair of Governors and an independent witness.

### **Multiple births**

If the last student to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further same cohort sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other student will be admitted until a place becomes available within the PAN.

### **Students with an Education, Health and Care Plan**

The governors will admit any student whose final Education Health and Care plan names the school. This is not an oversubscription criterion. Where possible such children will be admitted within the PAN.

### **In-Year Fair Access placements by the local authority**

The local authority must ensure that all students are placed in schools as quickly as possible. It may therefore sometimes be necessary for a student to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through Fair Access raises the number on roll above the PAN, no further student will be admitted from the waiting list until a place becomes available within the PAN.

### **Waiting list**

If the school is over-subscribed, offers of places will be made strictly in accordance with the published admission criteria. Applicants who have not been offered a place in the school will be put on the waiting list and will be asked to confirm that they wish to remain on the waiting list.

Parents who wish their child to be included on the waiting list after the main admission round for Year 7 must inform the school in writing. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main

admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances will affect their priority;
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

If a child has not been offered a place in Year 7 after the final review in the summer term, applicants may nevertheless appeal against the decision not to admit their child. The appeal will be considered by an independent appeals panel. Appeals will be considered in the light of the circumstances of the school, such as actual student numbers, safety factors and the interests of other students, and any circumstances that the applicant may wish to bring to the attention of the panel.

### **Admission to other year groups**

Students will be admitted to other year groups provided that the relevant admission limit has not been reached. If a student is not offered a place, then the same rules as set out above, regarding waiting lists and appeals, apply. Whilst the majority of children will be admitted to their chronological year group, parents may seek places outside their normal age group. To do so, parents should include a request with their application, specifying why admission out of the normal year group is being requested. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

### **Evaluation**

This policy has been evaluated with direct reference to issues of equality and diversity (see Equalities Policy)

### **Appendices**

- None