

Document type: Policy

**Admission
Arrangements
for
Community and
Voluntary Controlled
Secondary Schools
2008 - 2009**

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Introduction

Barnsley Education Authority is the admissions authority for all community and voluntary controlled schools within the administrative area of Barnsley as listed in Annex 1.

Admission to all the Authority's secondary schools is into Year 7 which is referred to as the Relevant year group.

The admission number for each secondary school is the number of pupils to be admitted into the relevant year group during the normal admissions round. The admission number for each secondary school is provided at Annex 1.

The Authority does not operate defined communities (catchment areas) or feeder primary schools for allocating places in secondary schools.

The timetable for implementing the normal admissions round is given at Annex 2.

Nothing in these arrangements relates to:

- (i) the admission to the sixth form at Penistone Grammar School;
- (ii) St Michael's Catholic and Church of England High School;
- (iii) The Academy (formerly The Elmhurst School).

The Governing Bodies of these schools are the admission authority for their respective arrangements.

Definition of the normal admission round is the process by which:

- a) an application for the admission of a child to a relevant age group at a school is submitted in accordance with the requirements of the scheme;¹
- b) that application is considered by the relevant admission authority for the school in determining, in accordance with the school's admission arrangements, the order of priority in which the application is ranked; and
- c) a determination relating to that application is communicated to the parent on the offer day.

¹ The scheme referred to is a scheme adopted by a local education authority to co-ordinate the admissions process. Details of the scheme to be adopted in Barnsley are contained in the document.

A Expressing a preference for a secondary school

- 1 For admission to secondary school parents will be invited to express three preferences for schools at which they wish their child to receive education and give reasons for those preferences.
- 2 Preferences will be made on the common application form.
- 3 The common application form will provide three spaces in which parents can state their preferences, with reasons, in rank order.
- 4 Submitting the common application form:
 - (i) where the child is attending a primary school in Barnsley the common application form for admission to school during the normal admissions round will be returned to the child's primary school;
 - (ii) for applications on behalf of children resident in Barnsley but not attending a Barnsley primary school the common application form will be sent directly to the Admissions Officer.
 - (iii) submitted through the Council Website using the Online Admission system.
- 5 All applications will be submitted to the child's primary school the Admissions Officer, or through the Online Admissions System by 19 October 2007.

B Single offer of a school place

- 1 All preferences for individual secondary schools will be treated equally.
- 2 For each preference expressed, the Authority will determine whether the child is eligible for admission to that school.
- 3 Where a preference is expressed for a secondary school which is oversubscribed, the Authority will apply the priority of admission oversubscription criteria.
- 4 The Authority will make a single offer of a school place to Barnsley residents for the highest ranked preference where the child is eligible for admission to school.
- 5 For children not resident in Barnsley, the offer of a place will be made by the Authority in which the child resides.
- 6 The Authority will only make a single offer of a school place.

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- 8 No acknowledgement of an offer will be required from the parent where they accept that single offer of a place.
- 9 However, where a parent declines an offer of a place made to them by the Authority they must inform the Authority within 10 working days from the date of receipt of the offer letter.
- (Criteria for the offer of a single place at a secondary school is provided at Annex 3).
- 10 Where the Authority cannot make a single offer for any of the preferences expressed by a parent resident in Barnsley, a place will be offered to the child at the nearest* secondary school in Barnsley with places available to their ordinary place of residence.
- 11 The offer of a place under point 9 will be done after the offers made for all other preferences to secondary schools and before offer day.
- 12 Parents must inform the Authority where they decline the offer of a place made under point 9 within 10 working days from the receipt of the offer letter.
- 13 a) Where a place has been allocated and the parent declines that place and requires a place at a school ranked lower on the original common application form, the parent must notify the Authority in writing.
- b) Where a place has been allocated and the parent declines that place and requires a place at a school not named on the original common application form, the parent will be required to complete another common application form.
- The allocated place will remain assigned to the child until such time as the parent accepts an offer for another school.
- 14 Where a common application form submitted by a parent contains fewer than three preferences, it will be dealt with under the same criteria as one which contained three.
- 15 In the case where a parent fails to complete and submit a Barnsley common application form by the closing date they will not receive the offer of a single place at a Barnsley secondary school on the Offer Day. See Section J.

*(see Section D1 – criterion 4)

C Late applications

- 1 Late applications received by the Authority up to 30 November 2007 will be included in the offer of places made on the offer day.
- 2 Late applications received after 30 November by the Authority will be considered after the determination of the single offer of a school place for those common application forms received by 30 November.

D Oversubscription criteria

- 1 Where the number of applications for a secondary school received during the normal admissions round exceeds the admission number of the school, or, an admission limit set higher than the admission number, then admission will be determined in accordance with the following priority of admission criteria:

First, children in public care;

Second, to children with brothers and/or sisters attending the school on the proposed date of admission;

Third, to children living nearest the school; the distance to be measured by a straight line between the child's ordinary place of residence and the main entrance to the school building.

- 2 The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

- 3 For the sibling criterion to be applicable one of the following conditions must exist:
 - a) brother and/or sister to be permanently resident at the same address
 - b) stepbrother and/or stepsister to be permanently resident at the same address (to include half brothers/sisters).

E Appeals against the Authority's decision not to offer a school place

- 1 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.
- 2 The right of an independent appeal applies to all preferences expressed.
- 3 Parents who intend to make an appeal must submit a Notice of Appeal to the Authority within 10 working days of receiving the offer letter.

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- 4 Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.
 - 5 For twice excluded pupils see section H.

F Applications for admission to secondary school outside of the normal admissions round

1 Year 7

Where applications are received for admission to school following the national offer day they will be dealt with as follows:

- a) single admission to Year 7 where the year group is below the admission number.

The parent will be offered a place.

- b) single admission to Year 7 where the year group is above the admission number.

Where the Authority determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered a place.

Where the Authority determines that there would be prejudice to the provision of efficient education or the efficient use of resources the parent will not be offered a place.

- 2 a) Single admission to Years 8 to 11 inclusive where the year group is below the admission number or what was the admission number when the year group was the relevant year, and the number on roll is below the net capacity of the school.

The parent will be offered a place.

- b) Single admission to Years 8 to 11 inclusive where the year group is below the admission number or what was the admission number when the year group was the relevant year group, and the number on roll is above the net capacity of the school.

Where the Authority determines that there would not be prejudice to the provision of efficient use of resources by the admission the parent will be offered a place.

Where the Authority determines that there would be prejudice to the provision of efficient education or the efficient use of resources the parent will not be offered a place.

- 3 Single admission to Years 8 to 11 inclusive where the year group is above the admission number or what was the admission number when the year group was the relevant year group.

Where the Authority determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered a place.

Where the Authority determines that there would be prejudice to the provision of efficient education or the efficient use of resources the parent will not be offered a place.

- 4 Sibling admissions to Years 7 to 11 inclusive.

- a) The respective year groups are below the admission number or former admission number and the number on roll is below the net capacity of the school.

The parent will be offered places.

- b) The respective year groups are below the admission number or former admission number and the number on roll is above the net capacity of the school.

Where the Authority determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered places.

Where the Authority determines that there would be prejudice to the provision of efficient education or the efficient use of resources the parent will not be offered places.

- c) The respective year groups are above the admission number or former admission number.

Where the Authority determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admissions the parent will be offered places.

Where the Authority determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admissions the parent will not be offered places.

- d) One or more of the respective year groups is above the admission number or former admission number and the remainder of the year groups are below.

Where the Authority determines that family circumstances outweigh the prejudice that would otherwise be caused by any or all of the admissions the parent will be offered places.

- 5 Where the admission is for Years 8-11 inclusive and the pupil is deemed to be a pupil with challenging behaviour the Authority can determine not to offer a place even though there may be places available in the appropriate year group because to do so would prejudice the provision of efficient education or the efficient use of resources.

This will be where the school to which the application is made has a particularly high concentration of pupils with challenging behaviour and where either:

- a) it is under special measures or has recently come out of them (within the last two years); or
- b) it has been identified by OFSTED as having serious weaknesses; or
- c) it is subject to a formal warning notice; or
- d) it is a Fresh Start school;
- e) or it is a secondary school, less than 25% of whose pupils are achieving 5 or more GCSEs at grades A* - C.

- 6 Where a parent is not offered a place at a school outside of the normal admission round they have the right to an independent appeal.

G Waiting lists

- 1 The Authority will establish a waiting list for all secondary schools where the number of applications for those schools has exceeded the places available in Year 7.
- 2 Names of children will automatically be placed on the waiting list for a school where they have not been offered a place where that school is ranked above that at which a place has been offered to the parent.
- 3 Parents have the right to request their child's name be placed on the waiting list of a school ranked lower than that at which they have received the single offer of a school place.
- 4 A vacancy arises in Year 7 only when the number of allocations to a particular school falls below the admission number (or a higher admission limit where one has been set). Any vacancy which arises in Year 7 following allocation of places will be filled from the waiting list.
- 5 The waiting list will be established on the offer day and be maintained for up to 15 school days following the first school day of the school year.
- 6 The waiting list is determined according to the Authority's priority of admission oversubscription criteria.
- 7 Following the offer day should an application be received for a school where the pupil has a higher priority for a place at the school, as determined by the admissions criteria, they will be placed above those with a lower priority.
- 8 Parents who intend to appeal against the Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list.

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- 9 For those parents who proceed to an independent appeal, no consideration is given to a child's position on the waiting list.
 - 10 Parents who have their case considered at an Independent Appeal Panel and who are unsuccessful will have their child's name retained on the school waiting list.

H Twice excluded pupils

- 1 Where a child has been permanently excluded from two or more schools and at least one of the exclusions took place after 1 September 1997, parents can express a preference for a school place, but the requirement to comply by the Authority does not apply.
- 2 Where the Authority does not comply with a parent's preference, the parent does not have the right of an independent appeal.
- 3 Where a child has been permanently excluded from two or more schools this provision applies to him during the period of two years beginning with the date on which the latest of those exclusions took effect.

I False information

- 1 Where the Authority has made a single offer of a place at a secondary school on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school the offer of a place will be withdrawn.
- 2 Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school. Where a place or an offer has been withdrawn the application will be re-considered and an independent appeal offered where the child is not re-admitted to the school.
- 3 Where it is established that the place was obtained on the basis of fraudulent or intentionally misleading information and the child continues to attend the school the sibling criterion will cease to apply in the event of the parent making an application to the same school on behalf of a younger child in the family.

J No common application form received for children resident in Barnsley

- 1 On 1 July 2008 the Authority will identify children for whom no common application form has been received.
- 2 These parents will be contacted to determine whether they intend to apply for a maintained school in any local education authority area.

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- 3 Where parents inform the Authority that their child will be attending a school not maintained by a local education authority (private/independent) no place will be allocated to the child.
 - 4 All other children not included under Part 3 will be allocated a place as follows:
 - a) where subsequently a common application form is submitted – a single offer of a school place will be made in accordance with the admission arrangements;
 - b) where no common application form is received – a place will be allocated to the child at the nearest community and voluntary controlled school in Barnsley with places available to their normal place of residence.

K Distance Criterion : Tie-Break

- 1 Where the offer of the remaining place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, it will be for the parent to determine for which sibling the single offer of the school place will be made.
- 2(a) Where the offer of the remaining place in the relevant year group could be made for a number of eligible children resident equi-distant from the school the determination of the single offer will be by Random Allocation.
 - (b) The Random Allocation will:
 - (i) be independently supervised by a representative of the Borough Secretary's Department;
 - (ii) take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses.

ANNEX 1

Admission numbers for community and voluntary controlled secondary schools

SCHOOL	ADMISSION NUMBER
Darton High	235
Edward Sheerien	180
Holgate	190
Kirk Balk	240
Penistone Grammar	270
Priory School Sports College	178
Royston High	130
The Dearne High	265
The Foulstone	190
The Kingstone	280
Willowgarth High	198
Wombwell High	196

ANNEX 2

Timetable

Closing date for receiving applications 19 October 2007

Offer day 1 March 2008

Appeals completed 31May 2008

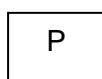
ANNEX 3

Criteria for the offer of a single place at a secondary school

- 1 A resident in Barnsley will only receive a single offer of a school place at any secondary school if they have completed a common application form.
- 2 Parents are to express three preferences and give reasons for secondary schools they wish their child to attend and list them in rank order.
- 3 All three preferences will be treated equally by the Authority.
- 4 Where a preference meets the criteria for a school the child becomes eligible for a potential offer.
- 5 Where there is only one potential offer, that will be the single offer of a school place at a secondary school made to the parent on the offer day.
- 6 Where there are two or three potential offers, the ranking of the expressed preferences on the common application form will be used to determine which of those potential offers becomes the single offer of a place.

1st	School A
2nd	School B
3rd	School C

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	*8
1st	School A	P ✓			P ✓	P ✓	P ✓		
2nd	School B	P	P ✓		P			P ✓	
3rd	School C	P	P	P ✓		P			

Key

Places available – child eligible for admission and therefore a potential offer exists



School oversubscribed – child not eligible for admission based on priority of admission criteria

✓ Highest ranked preference available for which the single offer of a school place will be made

*see section B