

# **SCHOOL POLICY**



## **ADMISSIONS POLICY 2015-2016**

September 2013

# School Admission Arrangements for 2015/2016

## KELVIN HALL SCHOOL

### 1. REGULATIONS

- 1.1 Regulations published under the School Standards and Framework Act requires admission limits and admission arrangements for the 2015/2016 school year to be determined in April 2014 following a period of consultation between January and March, if there is a proposed change to the admission limit .
- 1.2 Regulations also require Local Authorities (LAs) to formulate schemes for co-ordinating admission arrangements for all maintained schools within their area. The LA has already established co-ordination schemes that were implemented from September 2006 onwards. The co-ordinated schemes for Hull's secondary schools also covers schools in the East Riding of Yorkshire.
- 1.3 The Secretary of State has issued guidance in the Code of Practice on School Admissions. The LA and other admission authorities are required to act in accordance with the Code of Practice.
- 1.4 The allocation of school places is based on parental preference following the High Court judgement against the Rotherham LA. Under the 'Rotherham Judgement' places cannot be reserved, or allocated at schools in advance of applications being submitted and considered. Parents can apply for a place at any school irrespective of where they live. Only where there are more preferences submitted for a school than there are places available would the 'nearest to school' admissions criterion be used along with the other criteria to determine which applicants take priority for the places.
- 1.5 The Governing Body is the Admission Authority for Kelvin Hall School. All admissions are determined by the Governing Body which reserves the right to consider each application on its merit in accordance with the admissions criteria outlined below. The Governing Body of Kelvin Hall School will follow the Local Authority Coordinated Admissions Scheme.

## KELVIN HALL SCHOOL ADMISSION CRITERIA

Kelvin Hall School has an agreed admission number of 270 pupils for Years 7 - 11 in 2015-2016. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply.

Applications for pupils having statements of special educational needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's statement following consultation with the Head and Governors, the governing body is required to admit the pupil. After the allocation of statemented pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

1. Looked after children. A looked after child is a child in the care of a Local Authority or provided with accommodation by that Authority (section 22 of the Children Act 1989).
2. Significant medical factors or exceptional family circumstances. (See note (i) below)
3. Having a brother or sister who will be attending the school at the expected time of admission. (See note (ii) below)
4. Geographical, with priority given to those living nearest to the school. (See notes (iii) and (iv) below)

### Notes

**(i)** Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school preference.

Exceptional family circumstances must be supported at the time of application by a letter from a supporting agency (eg. Social Worker or Family Support Worker) indicating how the circumstances relate to the school preference.

These applications will be given consideration under a review procedure in advance of school allocations being completed.

### **(ii)** Brothers and sisters include

- children with the same natural parents living at the same address
- children with the same natural parents living at different addresses (e.g. due to separation of natural parents)
- half-brothers/sisters living at the same address
- step-brothers/sisters living at the same address
- children living as part of the same family unit with their parents/guardians at the same address

**(iii)** Residence is defined as the normal family address where the child resides.

The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure).

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (ie. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

**(iv)** The measurement of distance is the shortest available safe route for pedestrians along footpaths alongside roads marked on the current street map of the City. (The only exception to this for admissions to Kelvin Hall School is the footbridge across the railway line from Priory Drive, via a public footpath to Hotham Road North.) Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.

### **Application for a place at a Secondary School**

You will have to apply for a secondary school place in your child's last year of primary school. You must make your application to the Local Authority and not directly to the school, for a child's transition from Primary School.

### **Application for Admission to Kelvin Hall School (other years)**

If you wish to apply for a place at Kelvin Hall School for your child who is currently in Secondary School education, please contact the Headteacher's PA on 342229 to make your request. You will be sent a form to complete about your child's previous education and schools attended. This includes details of any additional educational needs (for example statement of SEN), attendance or behaviour/exclusion issues if relevant. Please return your form to the school for consideration. If we are able to offer a place the transfer will be processed and your child admitted as soon as possible to ensure continuity of education.

### **How to appeal against a school placement decision**

If we are unable to offer you a place at Kelvin Hall School, you will be sent an appeal form with your allocation letter for you to make a formal appeal. Details of how to appeal will be on your appeal form. Your appeal will be heard within 20 school days of the closing date for appeals by an independent appeal panel arranged locally.