



King's Norton Boys' School

# Admissions Arrangements Policy

**Adopted by the Governing Board: September 2018**

**To be reviewed by: September 2019**

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Signed by:

Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

Chair of governors: \_\_\_\_\_ Date: \_\_\_\_\_

## Statement of intent

At King's Norton Boys' School, we welcome all students, irrespective of faiths, cultures, races, disabilities or family backgrounds.

We admit our student's in-line with the Equality Act 2010, School Admissions Code 2014, the School Admission Appeals Code 2012, and Human Rights Act 1998 and the School Standards and Framework Act 1998.

The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way.

The number of places available is determined by the capacity of the school, and is called the 'agreed admissions number'. Our published admissions number (PAN) for year 7 students starting September 2018 and future year 7 admissions is 150 Students.

Our current Student PAN numbers for other year groups are:

Year 7 2018 - 2019	150
Year 8 2018 - 2019	150
Year 9 2018 - 2019	128
Year 10 2018 - 2019	120
Year 11 2018 - 2019	120

The table below sets out the admission authority and other responsible bodies in our school.

<b>Type of school</b>	<b>Who is the admission authority?</b>	<b>Who deals with complaints about arrangements?</b>	<b>Who is responsible for arranging/providing for an appeal against refusal of a place at a school?</b>
Foundation school	Governing body	Schools adjudicator	Governing body

## **1. Legal framework**

- 1.1. This policy has due regard to the related statutory legislation, including but not limited to, the following:
  - Equality Act 2010
  - Human Rights Act 1998
  - School Standards and Framework Act 1998
- 1.2. This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:
  - DfE (2014) School Admissions Code
  - DfE (2012) School Admissions Appeals Code

## **2. The admissions process**

- 2.1. The LA collate and publish all the admission arrangements in the area in a single prospectus.
- 2.2. Parents apply to the LA for places at their preferred schools. They may express a preference for up to three schools. The common application form (CAF) allows parents to provide their name, address (including proof of address), and date of birth of their child. If a school is undersubscribed, any parent that has stated a preference for that school must be offered a place. If a school is oversubscribed, the school must rank applications against its published oversubscription criteria and send that list back to the LA.
- 2.3. All preferences are collated and parents then receive an offer from the LA at the highest preference school available.
- 2.4. King's Norton Boys' School, as well as all other schools and academies, is required to comply with the Greenwich Judgement (1989), which states that maintained schools may not give priority to children for the sole reason that they live within the LA's administrative boundaries. We do not treat students living outside the LA area in which the school is located less favourably just because they live outside the area.
- 2.5. Admission authorities must determine arrangements annually. If no changes are made for seven years, the arrangements must be consulted on for a minimum of six weeks and take place between 1 October and 31 January.
- 2.6. Determined arrangements can be objected to and referred to the schools adjudicator by 15 May in the determination year. Any decision made by the schools adjudicator must be acted on by the admission authority and arrangements amended accordingly.

### **3. Clear and fair admissions**

#### **3.1. Unacceptable admission criteria – our admission arrangements will not:**

- Place any conditions on the consideration of any application other than those in the oversubscription criteria.
- Take into account any previous schools attended, unless it is a named feeder school.
- Introduce any new selection by ability.
- Prioritise students whose parents rank the school higher than others.
- Give priority to children whose parents provide financial or practical support to the school.
- Give priority to children based on the occupational, marital, financial or educational status of their parents.
- Discriminate against those applying for a place outside their normal age group, where the admission authority has agreed to this practice.
- Name fee-paying schools as feeder schools.
- Include interviews for children or parents.

### **4. Admission arrangements**

#### **4.1. King's Norton Boys' Schools admissions arrangements include:**

- A clear, fair and objective set of admission arrangements and oversubscription criteria.
- A PAN for each relevant age group.
- Oversubscription criteria for each point of entry.
- Procedures to admit students with an Education, Health and Care (EHC) Plan which names the school.
- Procedures to give highest priority to looked after children (LAC) and previously looked after children (PLAC).
- An explanation of the right of appeal to an independent appeals panel.

### **5. Considerations**

#### **5.1. Children outside their normal age group**

- Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

## 5.2. Children of UK service personnel

- For families of service personnel with a confirmed posting to their area, or Crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance.

## 5.3. Children from overseas

- King's Norton Boys' School will treat applications for children coming from overseas in accordance with European Union (EU) law or Home Office rules for non-European Economic Area (EEA) nationals.

## 5.4. Excluded children

- King's Norton Boys' School does not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools, there is no need for an admissions authority to comply with parental preference for a period of two years from the last exclusion.

## 5.5. Fair access

- Children who have moved into our area, or who need to move school as a result of severe bullying or social issues, are covered by our Fair Access Protocol.
- Children under this protocol may be offered a place even if there are no places available in the relevant year group, and will take priority over other children on the waiting list.
- The list of children to be included in a Fair Access Protocol is agreed with the majority of schools in the area but **must**, as a minimum, include the following children of compulsory school age who have difficulty securing a school place. Children who will be considered will be:
  - Children from the criminal justice system or student referral units who need to be reintegrated into mainstream education.
  - Children who have been out of education for two months or more.
  - Children of Gypsies, Roma, Travellers, refugees and asylum seekers.
  - Children who are homeless.
  - Children with unsupportive family backgrounds for whom a place has not been sought.
  - Children who are carers.
  - Children with special educational needs, disabilities (SEND) or medical conditions (but without a statement or EHC Plan).
- King's Norton Boys' School **must not** refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools, there is no need for an admission authority to comply with parental preference for a period of two years

from the last exclusion. The twice excluded rule does not apply to students who were below compulsory school age at the time of the exclusion, children who have been re-instated following a permanent exclusion (or would have been had it been practicable to do so), and children with SEN statements or EHC Plans.

## **6. Oversubscription criteria**

6.1. Criteria must be clear, reasonable, objective, procedurally fair and comply with all relevant legislation.

6.2. King's Norton Boys School's oversubscription criteria include:

- Distance from school. (The local Authorities 'distance' definition has been adopted)
- Siblings at the school, who will be in attendance at the time the sibling enters the school. (The local Authorities 'sibling' definition has been adopted)
- Supplementary application form.
- Any catchment area.
- Waiting list arrangements.
- An effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated.
- If a child's SEN statement or EHC Plan names our school, they must be admitted.
- King's Norton Boys' School will not disadvantage a child from a particular social or racial group, or a child with a SEND.

Definitions: Sibling – Children with a brother already at the school who will still be in attendance at the time the sibling enters the school. Siblings are considered to be those children who live at the same address and either:

- i. have one or both natural parents in common, or
- ii. are related by a person's marriage, or
- iii. are adopted or fostered by a common parent

Distance – Distances are calculated on the basis of a straight-line measurement between the applicant's home address and a point decided by the school (the front door to the main building). The Local Authority uses a computerised system which measures all distances in metres. Ordnance Survey supply the coordinates that are used to plot an applicant's home address within this system.

## **7. Admission appeals**

7.1. Parents have the right to appeal an admission authority's decision. An independent appeals panel must hear the appeal and our school must act according to the panel's decision.

7.2. The admissions appeals panel for King's Norton Boys' School is comprised of three members of the staffing, student welfare and safeguarding committee of the

Governing Board, Parents may appeal direct to the Governing body post using the schools contact information addressing the letter to 'The Chair of Governors or email to [enquiry@knbs.co.uk](mailto:enquiry@knbs.co.uk) using FAO the Chair of Governors in the subject line.

- 7.3. The Governing Board follow the guidelines set out in the DfE (2012) School Admissions Appeals Code
- 7.4. Any person or body who considers our arrangements unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the schools adjudicator. The schools adjudicator must consider whether the referred arrangements comply with the Code and with the law relating to admissions.
- 7.5. Objections to admission arrangements for entry in September 2018 must be referred to the schools adjudicator by 30 June 2017. For all subsequent years, objections must be referred to the schools adjudicator by 15 May in the determination year.

## **8. Student registration regulations**

- 8.1. King's Norton Boys' School promotes good attendance, aims to reduce absence and acts early to address patterns of absence.
- 8.2. The 'Student Registration Regulations 2006' make it compulsory for schools and academies to keep and maintain an admissions register and an attendance register for every student.
- 8.3. Our admissions register contains an index in a clearly identified order and the following fields:
  - The student's full name
  - The student's gender
  - The name and address of every person known to be a parent of the student
  - The emergency contact number for at least one parent
  - The day, month and year of the student's birth
  - The day, month and year of the student's admission or re-admission to the school
  - The name and address of any previous school that the student has attended
- 8.4. The attendance register will specify, both in the morning and afternoon sessions, whether each student recorded on the register is:
  - Present.
  - Absent.
  - Attending an approved educational activity.
  - Unable to attend due to exceptional circumstances i.e. bereavement or sickness.
- 8.5. We ensure any information recorded in the registers is legible and recorded in ink or electronically. Subsequent corrections made to either register are clearly distinguishable from the original entries.

- 8.6. Children at risk of missing education: King's Norton Boys' School must inform the LA of any student who will be deleted from the admission register, and must have LA agreement before a decision is made.

## **9. Terms and conditions**

- 9.1. Copies of our school's terms and conditions are made available to parents during the admissions process.

## **10. Monitoring and review**

- 10.1. This policy will be reviewed by the governing body on an annual basis.
- 10.2. Any changes must be consulted on and where no changes are made, consultation is required at least every seven years.