



Lytchett Minster School

# Admissions Policy

## 2020-2021

<i>Policy Status/Review Programme</i>	<i>Statutory</i>
<i>Reviewed by SLT</i>	<i>December 2018</i>
<i>Ratified by Governors</i>	<i>January 2019</i>
<i>Effective from</i>	<i>January 2019</i>
<i>Review scheduled for</i>	<i>January 2020</i>
<i>Responsible person</i>	<i>Headteacher</i>
<i>Responsible Governor Committee</i>	<i>Pastoral</i>

## **General Principles**

Lytchett Minster School is an 11-18 mixed comprehensive school.

The main principle of admission to Lytchett Minster School is to maintain the character of the school as a comprehensive school, providing for the needs of young people within the 11-18 age range living in our priority admission areas defined below and attending a named feeder school. We have a separate admission policy for the sixth form.

Admission to our school is not dependent on any 'voluntary' contribution.

The school will endeavour to provide places for students who live outside the priority admission areas and who do not attend a feeder school whose parents wish them to attend Lytchett Minster School provided they can be accommodated within the admission limits.

Students will be admitted at the age of 11+ without reference to ability or aptitude using the criteria below. The admission number/limit into Year 7 will be 260.

The school participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

As required by the School Admissions Code 2011, the school will give top priority to applications on behalf of children who are 'looked after'. A 'child who is looked after' (CLA) is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions. 'Previously looked after children' are children who were looked after, but ceased to be so because they were adopted, or became subject to a residence order or guardianship order.

Children with a Statement of Special Educational Needs naming the school will also be admitted.

## **Definitions and Details**

### **Our Priority admission area (Catchment area).**

Our priority admission area is largely the parishes of Lytchett Matravers, Bere Regis, Wareham St Martin and Upton and Lytchett Minster.

### **Feeder Schools**

We have strong curriculum links with the following local schools and give priority to applications from children who attend them.

- Bere Regis Primary School, Rye Hill, Bere Regis, Wareham, BH20 7LP
- Upton Junior School, St Martin's Road, Upton, Poole BH16 5NQ
- Lytchett Matravers Primary School, Wareham Road, Lytchett Matravers, BH16 6DY
- Sandford CE VC Primary School, Sandford, Wareham. BH20 7BN

### **Sibling**

By sibling we mean:

A full brother or sister, stepbrother or sister, adoptive brother or sister and non-blood related children who live with married, single or cohabiting parents in the same household and relates to all year groups provided by the school. We do not include "cousins" within our definition of sibling.

### **Home Address**

Proof of residence may be required by the Dorset County Council co-ordinated team. The offer of a place may be withdrawn if proof of residence is not met. Similarly the offer of a place may be withdrawn if it is found that the address is fraudulent.

### **Oversubscription**

In the event of oversubscription, applications will be considered using the following criteria:

1. Children who are in the care of a local authority and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order)
2. Children who live in the catchment area and have a sibling attending the school at the time of application with a reasonable expectation they will be attending at the time of the start of the new academic year.
3. Children of staff employed at the school at the time at which the application for admission is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children attending one of the named feeder schools.
5. Children who live in the catchment area.
6. Children who live outside of the catchment area but who have a sibling attending the school at the time of application with a reasonable expectation they will be attending at the time of the start of the new academic year.
7. Children with exceptional medical circumstances supported by written medical evidence. The evidence should come from at least one registered health professional and should set out the particular reasons why Lytchett Minster School is the most suitable school. Evidence pertaining to the need of the child to attend Lytchett Minster School because of an aptitude or ability or interest in our specialism will not be considered under this criterion. The evidence must be submitted with the application form.
8. Distance from Lytchett Minster School. If oversubscribed within any of the priority order categories above, places will be allocated on the basis of the shortest straight line measurement using a geographical information based system which identifies an Easting and Northing for the home address and the school and calculates the distance between the two locations. N.B. School transport is based on walking and driving distances. Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the address of the parent who lives closer to the school will be considered.

### **Tie Breaker**

In the event of oversubscription in any category above, priority will be determined by the proximity of the child's home to Lytchett Minster School using the shortest straight line measurement using a geographical information based system which identifies an Easting and Northing for the home address and the school and calculates the distance between the two locations, with those living nearest the school being given priority.

### **Waiting Lists**

The LA will maintain a waiting list for the academic year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

### **In Year Admissions**

Admissions for all year groups, Years 7-11, will be dealt with in accordance with this policy. Applications should be made directly to the LA.

**Appeals**

If a place at the school is not offered to a child, parents have the right to appeal to an independent panel. To begin an appeal, parents should visit the Dorset Admissions website:

<https://www.dorsetforyou.gov.uk/education-and-training/schools-and-learning/apply-for-a-school-place/appeal-a-school-place-refusal.aspx>

Appeals must be lodged within 20 days of receiving notification that the application has been unsuccessful.

**Sixth Form Entry**

The school welcomes 6<sup>th</sup> form applications from external students. All applicants (external and internal) need to meet the entry requirements for A level courses (i.e. 5 GCSE (standard) passes including a 4 grade or better in English and Maths) and have a successful interview with a member of SLT or the Sixth Form Leadership Team (which might involve suitability of the course and class sizes). Whilst we would not decline a request from an internal student to join the sixth form, we might advise them to study elsewhere if we felt we could not offer a course that was suitable for them.