



**Twynham School**

A member of Twynham Learning

## Admissions Policy

2020-2021

**Last amended 17.09.18 by Heather Watson**

**Ratified by the Board of Trustees 12.09.18**

*This policy has been reviewed in line with the 8 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.*

## 1. Admission of Pupils – General Principles

Twynham School policy is centred on the principles of:

- Serving a traditional area/community identified as a catchment area;
- The social and educational advantages of children attending their local schools;
- Admission arrangements being consistently and equally applied to all requests being made by parents for admission, irrespective of background;
- The school complies with the Local Authority co-ordinated scheme/s for in-year and normal year-of-entry admissions;
- That the feeder school system offers continuity of education, the feeder schools being Twynham Primary School, The Priory CE VA School and Christchurch Junior School.

## 2. Oversubscription Policy

The allocation of school places up to the planned admission number is in accordance with the oversubscription criteria below.

## 3. Planned Admission Numbers (PAN)

For admissions from September 2020, the PAN for Twynham School is 264 for statutory school years.

## 4. Exceptional Circumstances

A school will be asked to exceed its PAN only where:

- An event/incident occurs in another educational establishment which could not have possibly been planned for, e.g. fire;
- To comply with other agreed protocols, e.g. Children in Care, Fair Access, SEN;
- A child moves into an area outside the normal admissions round and no other school would provide suitable education within a reasonable distance of their home (for a secondary school this is a journey of 75 minutes);
- An allocations error has occurred and a place should have been offered;
- Multiple birth siblings would be split and therefore will be offered together.

## 5. Admission/Transfer of Children Outside Normal Year Groups – PAN

The Headteacher will make the final decision if a child can be admitted outside of the chronological year group. The admissions will be agreed against the relevant school's PAN (not in addition) and oversubscription criteria along with all other applications received.

## 6. Waiting Lists

Parents can apply to have their child's name placed on a waiting list held only for a period of one term following refusal. If parents wish to keep a child on a waiting list beyond the first term they will need to write in for an extension of another term.

## 7. Appeals

Parents have the right of appeal to an independent Appeals Panel. The decision of Panels is binding on all parties and where parents succeed with their appeal the place at the school originally offered by the LA will be automatically withdrawn.

**Note:** Where a child(ren) lives with parents with shared responsibility the LA policy on how to process the application will be followed.

## 8. Oversubscription Criteria

The admission of children with Statements of Special Educational Needs is covered by Sections 324 to 328 of, and Schedule 27 to, the Education Act 1996. Guidance on the Admission of Statemented pupils is given in the Special Education Needs Code of Practice.

- 8.1 Where all parental preferences for places at the school can be satisfied all children seeking a place will be admitted.
- 8.2 Where there are too few places available to satisfy all preferences places will be allocated according to the following priority order:
- i) Looked after children<sup>1</sup> and all previously looked after children.
  - ii) Children living within the school's catchment area who will have a sibling(s) attending the school at the time of admission.
  - iii) Children living within the school's catchment area.
  - iv) Children living outside the school's catchment area who will have a sibling(s) attending the school at the time of admission.
  - v) Children who were attending one of the school's recognised feeder schools during the previous year. These are Twynham Primary School, Christchurch Junior School and The Priory School.
  - vi) Children of permanent staff employed at the school.<sup>2</sup>
  - vii) All other children living outside the school's catchment area.
- 8.3 If oversubscribed within any of the priority order categories above, places will be allocated on the basis of the shortest straight line measurement using the LA's geographical information system which identifies the Easting and Northing for the home address and the centre point of the school site and calculates the distance between the two locations.
- 8.4 In the event that it is not possible to distinguish between applications despite applying the priority categories above, lots will be drawn by an independent (of the school and LA) person to determine the final place(s).
- 8.5 Where applications are received from families with multiple birth siblings and by adhering to PAN these siblings could not be offered the same school, the admission number will be exceeded to accommodate the multiple birth siblings. This recognises the exceptional nature of emotional bonds between multiple birth siblings. This is not an indication that schools can exceed the admission number other than under these exceptional circumstances.
- The term "sibling" means full brother or sister, stepbrother or sister, adoptive brother or sister and non-blood related children who live with married or cohabiting parents in the same household and relates to all year groups provided by the school.

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<sup>1</sup> 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), at the time of making an application to a school

A "looked after child" also includes a "previously looked after child", who was looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order.

<sup>2</sup> This is applicable to all permanent staff employed by Twynham Learning to work at Twynham School as follows:

a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage and is subject to the DfE Admissions Code 2014.

Equality Impact Assessment – Initial Screening Record

1. What policy is being reviewed?	Admissions Policy
2. Upon whom will this impact?	The complete Twynham School community

3. How would the work impact upon groups; are they included and considered?

<i>The Equality Strands</i>	Negative impact	Positive impact	No impact
Minority ethnic groups			X
Gender			X
Disability			X
Religion, faith or belief			X
Sexual orientation			X
Transgender			X
Age (N/A to pre-school and school children)			X
Rurality			X

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups	X		
Gender	X		
Disability	X		
Religion, Faith or belief	X		
Sexual Orientation	X		
Transgender	X		
Age	X		
Rurality	X		

Does the initial screening highlight potential issues that may be illegal? NO

Further comments:-

Do you consider that a full Equality Impact Assessment is required? NO

Initial screening carried out by Debbie Place, Chair of Governors, 12/03/14

Comment by Headteacher: