# ADMISSION POLICY 2017-2018

## Consultation period 1st October-27th November 2016

MEDEN
SCHOOL

**Consultation on changing our Planned Admission Number (PAN)**

**Proposal:** Meden School has now begun the formal process to reduce the number of places from September 2018 and wishes to consult with you on this proposal. The Torch Academy Gateway Trust is proposing to **reduce the Pupil Admission Number (PAN) from the current 240 per year group to 160 pupils per year group, this is the only change being proposed to admission arrangements.**

**Reasons for the proposed change:**

**The following factors have been taken into account:**

- Pupil numbers in our catchment area have fallen significantly since the current PAN was set. 130 students currently join Meden School each year and this is forecast to remain constant.
- It will make financial planning much easier.
- Reduced numbers will enable us to know our students even better, thus facilitating continuing school improvement.
- Site and resources management will be more effective and suffer less wear and tear.

**The consultation will take place from 1st October until 27th November 2016** and, if you have any comments you wish to make in respect of this proposal, could you please forward them to Mr.T Gibbon at the school address, or by email to tgibbon@medenschool.co.uk or by telephone on 01623 843517

## Admission Policy 2017-18

Meden School belongs to the Torch Academy Gateway Trust having converted to an Academy in September 2012.
The Trust Board have a responsibility to ensure that this admissions policy is implemented and delegates this responsibility to the school, which is its own admission authority.
Nottinghamshire County Council continues to administer the admissions process and the school participates in Nottinghamshire County Councils coordinated scheme for both intake and in-year admissions.
Meden School does not believe in any form of selection, either on the basis of the school's specification or on any other criterion.

The published admissions number for Year 7 in September 2017 is **240.**

If more applications are received than places available, applications will be ranked against the following over-subscription criteria for the school. The criteria will be applied in the priority order indicated below.

### Admission Oversubscription Criteria for Year 7

The school will admit a child with a Statement of Special Educational Need or Education Health and Care Plan (EHCP) if the Statement or Plan names Meden School, before any of the following criteria are applied:-

1. Children looked after by a local authority or previously looked after children.

2. Children whose parent is an employee of Meden School and has been employed for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children who live in the catchment area and who, at the time of admission, will have an older sibling attending the school.
4. Other children who live in the catchment area.
5. Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school and who will have a brother or sister at the school at the time of admission.
6. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
7. Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school.
8. Other children who live outside the catchment area.

In the event of oversubscription, within **any** criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance building of the school by using Nottinghamshire County Council's computerised measuring system.

**Distance Tie Breaker**
In the event of needing to discriminate between pupils living an equal distance from the school, names will be drawn randomly from a hat and independently verified.

**Independent Appeals**
Places in year 7 at Meden School for September 2017 will be allocated on 1st March 2017 and advised thereafter. Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal should do so via Democratic Services, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham NG2 7QP (call 0300 500 8080 for an appeal form) within 20 school days of notification. It is also helpful to notify Meden School Admissions Department to give them advance notice of your intention. Notification of the appeals date will be given with at least 10 school days' notice and the deadline for submission of written case will normally be 6 working days in advance of the hearing date.

## Key Terms and Definitions

**Home address**
The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent's address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 'school' nights, ie. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week.

Evidence that a child's place of residence is **permanent** may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken into consideration. The Governors Admissions Committee may also seek proof of residence from the courts regarding parental responsibilities in these matters.

**Looked After Child and previously looked after children**
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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**Parents**

For school admissions the governors will consider the following as parents:-

- the mother of the child
- an adoptive parent
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- any other person who has acquired 'parental responsibility' through the courts.

**Siblings**

For school admissions the governors will consider the following as sibling:-

- a brother or sister who shares the same parents
- a half-brother or half-sister or legally adopted child living at the same address to the child
- a child looked after by a local authority placed in a foster family with other school age children
- stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.
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**Twins and Multiple Births**

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

**Children of UK Service Personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to an admission authority area, or crown servants returning to live in that area, admission authorities must allocate a place [2.18 Admissions Code 2014].

**Admission of Children Outside the Normal Age Group**

Parents may seek a place for their child outside of the normal age group. Children should only be educated outside of the normal age group in very limited circumstances.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible. Designated officers will make decisions based on the circumstances of each case and in the best interests of the child concerned. The views of the head teacher of Meden School will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.

The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Transfer to Secondary School - Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to junior secondary school. It will be for Meden School to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

**Waiting Lists**

The school will operate a waiting list until the end of the summer term in the year of entry and applications will be ranked against the oversubscription criteria in the order set out above. If the school is over-subscribed, parents may request that their child be placed on the waiting list.

**Late applications**

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to 2 December 2017, the date specified in the Nottinghamshire County Council coordinated scheme, providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, and family trauma. Supporting evidence may be required.

**In-year Admissions**

Meden School participates in Nottinghamshire County Council's in-year co-ordinated scheme. Application forms and details about how to apply are available at

http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool/

If a place is not available in the year group for which a student applies the academy operates a waiting list. Names are placed on this waiting list in the rank order of our published over-subscription criteria, not in the date order by which they are received.

**Linked Primary Phase Schools**

Birklands primary school
Eastlands primary school
Cuckney Church of England primary school
Church Vale primary school
Sherwood Junior School

**Catchment Area**

Details of the catchment area school for your address can be obtained from the Nottinghamshire County Council website: http://www.nottinghamshire.gov.uk/findmynearest

The catchment area of the Academy can be viewed on the Academy website by following the instructions provided under the 'Information' tab on the website ; select 'Admissions'. Meden School's website can be accessed at: http://www.medenschool.co.uk

## Sixth Form Admissions

**Admissions to Meden College**

Students on roll in Year 11, who meet the academic entry requirements can progress into Year 12 if they wish to do so.

**Minimum Entry Requirements:**

Five grade C's or above (including English and Maths) and the minimum entry requirements for the subjects to be studied (as stated in the college prospectus).

**External admission into Year 12**

The number of places available for external candidates for Post-16 entry in year 12 is 50.

**Over-subscription Criteria:**

In the event of there being more applicants than places available, the school will admit a child with a Statement of Special Educational Need or Education Health and Care Plan (EHCP) if the Statement or Plan names Meden College, before any of the following criteria are applied:-

a) A looked after child or previously looked after child (as outlined in Key Terms and Definitions).
b) Proximity to the school, with those living nearer being given priority. Distance measurements to be made 'as the crow flies' from the home address to the main reception office of the school.

**Fair Access Protocol**

Meden School observes the Fair Access Protocol and Governors may accept vulnerable children outside the normal admissions round.