

Paulet High School	School Policy Document		
Document Title	Admissions Policy		
Document Status	Approved	Approved Date	25th January 2011
Document Owner	Deputy Headteacher	Review Date	Annually
Audience:	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Governors <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>

Admissions Policy

Paulet High School believes in fair access to education for all. We fully subscribe to the Staffordshire policies and protocols on admissions.

These are:

1. Fair Access Protocol
2. Guidance for schools – Coordinated Admissions Procedure for In-Year Admissions
3. Admission Arrangements for 2010-11 (relevant extract follows)

Copies of these documents will be made available on request.

Co-ordinated Scheme for Admission to Secondary Schools in Staffordshire – 2010/11

Purpose of the Scheme

1. This scheme meets the requirement for a coordinated scheme under The School Admissions (Coordination of Admission Arrangements (England)) Regulations 2007 and applies to admission at the normal age of entry in the School Year 2010/11 at all Middle and High Schools maintained by Staffordshire County Council and to the JCB Academy in Rocester.
2. The purpose of the scheme is to ensure that, so far as is reasonably practicable, each student who has applied for a school place during the normal admission round receives only one offer of a school place on the same date, whether that be at a school within the county or one maintained by a neighbouring authority.
3. The neighbouring authorities referred to in this scheme are: Stoke on Trent, Telford and Wrekin, Shropshire, Wolverhampton, Dudley, Birmingham, Warwickshire, Cheshire, Derbyshire, Sandwell, Walsall and Worcestershire and Leicestershire.

Applying For A Secondary School Place

4. Parents of students resident in Staffordshire should complete Staffordshire's common application form or apply on-line in order to apply for any school within the County or in a neighbouring authority detailed in (3) above.
5. Children resident within Staffordshire who attend a Staffordshire primary school will receive an application form and information about transferring school through their present primary school in the first two weeks of the Autumn Term.
6. Children at Staffordshire primary schools who are resident outside the county will receive their application form from their home authority.

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7. Staffordshire parents can name up to three school preferences and rank them in order of preference on the form. Parents must name **all schools** at which they wish to be considered for a place in order of preference, including any maintained foundation, voluntary aided or any schools outside of Staffordshire in one of the neighbouring authorities detailed in (3) above.
8. All preferences expressed on the form are valid applications.
9. Staffordshire parents wishing to apply for their child's admission to JCB Academy in Rocester will be able to apply on line. Parents will alternatively, be provided with the appropriate application form on request from their home Local Authority.

Supplementary Application Forms

10. The Governing Body of a Trust, Aided or Foundation School may require parents who wish to nominate their school to provide supplementary information in order to apply their oversubscription criteria. Where supplementary information is required it must be returned to the Children and Lifelong Learning Directorate along with a valid application form so that all information can then be passed to the admission authority concerned.
11. Where a school receives supplementary information, it will not be regarded as a valid application unless the parent has also completed a common application form from either Staffordshire or their home authority. Where supplementary information is received directly by a trust, foundation or aided school the school must inform the Children and Lifelong Learning Directorate immediately so that it can verify whether a common application has been received and if not contact the parent and ask them to complete one. Parents are under no obligation to forward supplementary information unless it is strictly required to enable the Governing Body to apply their oversubscription criteria.

Closing Date for Return of Application Form

12. All on-line and paper applications should be submitted directly to Staffordshire Children and Lifelong Learning Directorate's School Admissions and Transport Service by the closing date.
13. Any Staffordshire secondary schools that receive applications directly must ensure that these are forwarded to the Staffordshire Children and Lifelong Learning Directorate.

Variations for schools in the three-tier system

14. Admission to middle schools in Year 5 is dealt with as part of the secondary transfer process in Staffordshire and form part of the secondary school coordinated system.
15. Staffordshire Year 6 children in attendance at a Staffordshire middle school will only receive information about secondary transfer if parents specifically request it.
16. Staffordshire Year 6 children attending primary schools out of area will automatically receive information from us even if they reside in an area that is served by a middle school.
17. Staffordshire Year 8 children in attendance at a secondary school outside Staffordshire will only receive information if it is specifically requested.
18. Year 8 children resident outside Staffordshire but attending a Staffordshire middle school will be provided with information through Staffordshire Local Authority.

Variation for JCB Academy

19. Admission to the JCB Academy at Year 10 will be dealt with as part of the secondary school transfer process in Staffordshire and will form part of the secondary school coordinated admissions system.
20. Children wishing to apply for a place at JCB Academy in Rocester should request a common application form from their home local authority which should be completed and returned by the closing date specified by the home local authority.

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Processing Applications

21. Parental preferences will be input onto Staffordshire's admissions database during the latter part of October and during November 2010.
22. By 16 November 2010, the Children and Lifelong Learning Directorate will have electronically forwarded and received all details of appropriate applications to and from neighbouring Local Authorities and will merge this information into the admissions database.
23. By 27 November 2010, the Children and Lifelong Learning Directorate will have forwarded all details of appropriate applications (and accompanying supplementary application forms where provided) to the JCB Academy and all trust, aided and foundation schools in Staffordshire. The School Admissions and Transport Service will then draw up preference lists for all Staffordshire community and voluntary controlled schools by applying the Children and Lifelong Learning's oversubscription criteria.
24. Each school which is its own admission authority will apply their oversubscription criteria to **all** applications and by the 14 December 2010 will forward a list of **all applicants** to the Children and Lifelong Learning Directorate indicating the rank order in which **all children** meet the school's oversubscription criteria along with an indication of which oversubscription criteria apply to each child. The JCB Academy Trust will apply its oversubscription criteria to all applicants and by 14th December 2010 will forward a list of applicants who should be offered places.
25. The Children and Lifelong Learning Directorate's School Admissions and Transport Service compares the ranked lists from all schools. Where a child qualifies for places under the oversubscription criteria at more than one school, the Children and Lifelong Learning Directorate will provisionally allocate a place at the parent's highest ranked preference. The child would then be removed from the other school's lists and if there were other children awaiting places at that school the list would be adjusted accordingly taking the next applicant in the order of the criteria.
26. By 8 January 2011 the initial results of places in Staffordshire schools will be known. These will be shared with neighbouring Local Authorities and exchanged for details of Staffordshire students gaining places at Out of County schools. It is expected that potential offers at JCB Academy will be exchanged with Local Authorities by this date to enable other admission authorities to assess whether there is any impact on provisional offers at their own schools e.g. if a sibling link is broken as a result of an offer at JCB Academy.
27. These results are then compared to rankings and a list of provisional offers will be produced.
28. By 22 January 2011 the provisional offers will again be exchanged with our neighbouring authorities.
29. Local Authorities will then repeat the process set out in 25 to 26 and exchange results on 5 and 12 February 2011.

Decisions

30. On Monday, 1 March 2011 the Staffordshire Children and Lifelong Learning Directorate will write by 2nd class post to all Staffordshire parents making a single offer of a school place. Offers being made to Staffordshire children on behalf of the JCB Academy, a Voluntary Aided School, a Foundation or Trust school or a school in a neighbouring Authority will be sent by Staffordshire County Council on behalf of the relevant admission authority.
31. Children resident in the neighbouring Local Authorities within the coordinated scheme who have made preferences for schools within Staffordshire will be notified of the outcome of their request by their home Local Authority.
32. Staffordshire parents who have made a preference for a school in any other Local Authority not listed in our coordinated scheme will be notified the outcome of this application directly from the school's maintaining Local Authority. Parents resident in Authorities other than those listed in our coordinated scheme, applying for places in Staffordshire schools will be notified the outcome of their request from the Children and Lifelong Learning Directorate in Staffordshire.
33. Where refusals are made for Staffordshire schools parents will be given information about the appeal process.
34. Where refusals are made on behalf of other Local Authorities further information will be provided to enable parents to pursue their application appropriately.

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35. Where Staffordshire's Children and Lifelong Learning Directorate is unable to agree to any of the preferences stated by a Staffordshire parent a place will be offered at the nearest appropriate Staffordshire School with a space available. This does not apply to those children who are not offered a place at the JCB Academy since it is expected that they will continue to attend their current school.

Waiting Lists and Late Applications

36. The Children and Lifelong Learning Directorate will operate a waiting list for any Community or Voluntary Controlled oversubscribed school. Details are provided within the admission policy.
37. There will be circumstances in which a late application will be considered for a Community or Voluntary Controlled school alongside those applications that were made within the closing date. Details are provided within the admission policy.
38. Academies, Trust, Voluntary Aided and Foundation Schools are responsible for deciding how their waiting list and late applications policy will operate.
39. Offers of places at all Staffordshire Schools will continue to be coordinated by the School Admissions and Transport Service after 1 March 2011.

Change of Preferences

40. During the admission process the order of school preferences may be changed by parents in writing up to 30 October 2010. After this date, any change of preferences received without good reason will only be dealt with once all other applications have been finalised.
41. Parents wishing to change their preferences to include schools not previously named will need to complete a late application form, which will be administered in line with the information provided in the admission policy.
42. Parents wishing to change their preferences after the notification date will need to complete a late application form which will then be administered in line with the information provided in the admission policy.

Failure to Express a Preference

43. Where a parent does not make an application for any school, after the 1 March 2011 a place will be offered at the nearest Staffordshire School with spaces available. Transport assistance will not necessarily be provided.

Applications Made During the Year (i.e. in-year admissions)

44. With effect from 1st September 2010, the Local Authority will be responsible for coordinating admissions to all schools within Staffordshire in respect of in-year admissions. An In-Year admission scheme will be formulated no later than 1st January 2010.