

ASHTON PARK SCHOOL

C12 – ADMISSIONS POLICY

Document history

This document has been issued and amended as follows:

Version	Date	Description	Author	Approved by
1996		Original policy	Chris Gardner	FGB
2009		Review	Chris Gardner	FGB
2014		Review	Tessa Thomas	FGB
2017		Review	Paul Talarico	

Next Review due

2020

Pupils are able to attend Ashton Park School until such time as the school's Planned Admission Number (PAN) is reached. The school accepts pupils regardless of their gender, race, ability or social background.

Pupils entering from primary school

Pupils applying to enter the school at the end of primary education will do so via the LA who will allocate places on the school's behalf using the following ranked criteria:

Where there are more applications than places available at a Community or Controlled School, allocations will involve only those applications received by an agreed date at the end of October each year. Applications received after this date may be disadvantaged, as available places at the preferred school may have already been allocated.

Please Note: For Bristol LA controlled schools priority is not given to first preferences. We aim to meet the highest preference possible for every applicant by applying the published over-subscription criteria equally to all applications for a school.

1. Children in Public Care

- Children in public care are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.

2. Siblings (i) in area

Siblings living in the first, second or joint area. Where there are siblings of statutory school age in attendance at the preferred school and who will still be on

roll in the year of entry and where the home address is within the designated areas of first, second or joint priority.

- **Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling*.**
- Pupils will not be considered as a sibling link where the older child is attending the school as a Year 12 or Year 13 student in the year of entry.

3. Geography (i) first, second or joint area

- I. Children living within the school's designated area of first priority.
- II. Children living within the school's area of second priority/joint area.*
Schools with joint or shared priority areas are:-

**Henbury/Oasis Academy Brightstowe (Joint)
Redland Green (Second)**

- The child's permanent home address, where he or she resides, spends the majority of the time, is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996 (documentary evidence may be requested). If a child regularly lives at more than one address the admission authority will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.

4. Siblings (ii) out of area

Where there are siblings of statutory school age in attendance at the preferred school and who will still be on roll in the year of entry and where the home address is outside the designated areas of first, second or joint priority.

5. Geography (ii) out of area

Children living closest to the school as measured in a direct line from the home address to the school.

Tie-breaks

Where there are more applications than there are places remaining within a particular category, the direct line distance from home to school will be used as a tie-break. When the furthest distance to qualify for a place relates to a household containing two or more children for whom applications are being made (e.g. twins), the place will be offered to one child. The remaining child(ren) will be considered under the sibling criterion if further places become available.

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots.

Any offer of a place determined by random allocation will be overseen by a member of staff from the Legal Division of Bristol City Council.

Distances will be measured using a computerised mapping system.

N.B Children with Statements of Special Educational Needs follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements.

Should the School have more applications than places available the LA appeals procedure would operate and the school would be advised which additional pupils, if any, they must accept.

- Ashton Park School seeks to offer all pupils the opportunity to achieve their full potential in a safe and secure learning environment
- All pupils joining Ashton Park School will be expected to respect the rights of other pupils to learn to go about their business without hindrance
- The Governors of the School expect that parents and guardians of pupils joining Ashton Park School will work with the school to support the school's discipline code and support the School's sanctions as outlined in the Discipline Policy
- The Governors, Staff, Parents and Pupils are expected to work towards maintaining the standards set out in our 'Home – School Agreement'. All parties are asked to sign this on entry to the school.
- In circumstances relating to exclusion from previous school it may be necessary for parents and pupils to meet with a panel of Governors before acceptance of admission.

Pupils entering during secondary education

Parents applying to admit their child during their secondary education will be informed of the procedure below. All 'In-Year' applications must go through the LA admissions service who will assign a school place. All conditions stated above necessarily also apply.

- 1) Following a school placement being given parents will talk to the appropriate Assistant Headteacher to determine the reason for transfer and obtain the name of the current school
- 2) The Assistant Headteacher of nominated House Leader contacts the current school for information.
- 3) The Assistant Headteacher decides either to set up an interview (for parents and child) **or** discuss with the House Leader to determine the next move
- 4) If the Assistant Headteacher decides to interview and has no reservations then a start date is given. If the Assistant Headteacher interviews and has concerns then the parent is told that they will need to see the House Leader and other relevant staff (e.g. Headteacher) before starting.
- 5) Once the pupil has been admitted and placed on roll the Assistant Headteacher must arrange for his/her records to be sent from the previous school, including test/progress data and any pastoral/medical/agency/safeguarding information where relevant. Parents should complete entry admission forms. The Assistant Headteacher will

arrange for the pupil to undertake work set by Faculties to place them in appropriate groups and with the Deputy Headteacher, create a timetable as soon as possible. Finally, they should introduce them to their tutor and inform all other staff of the pupils name, tutor group and teaching sets.

Where we are approached by an LA Officer or a senior member of staff in another school to consider a 'managed transfer' then the agreed LA procedure must take place.

If the school is approached to admit a 'Hard to Place Pupil' (as defined by the LA) or a permanently excluded pupil from another school then the agreed LA procedures and criteria must be applied, including a recognition of the limit of places that can be accepted into any school over any given period. If Ashton Park agrees to consider admitting a 'managed transfer', 'hard to place' or 'permanently excluded' pupil then a meeting will be set up with the Headteacher, Assistant Headteacher and House Leader and the LA Officer, Parents and Pupil. The points 4 and 5 above apply.

Ashton Park School seeks to offer a place to all pupils who apply to join, subject to the restrictions outlined above. All children are equally valued at Ashton Park School.

