

## **THE DOWNS SCHOOL ADMISSION ARRANGEMENTS FOR 2013/14**

*Approved for consultation by Full Governing Body, December 2011*

*Consultation period: 13<sup>th</sup> December 2011– 1<sup>st</sup> March 2012*

*Final determination to be made by Full Governing Body in March 2012*

*The closing date for consultation is 1<sup>st</sup> March 2012. Responses can be sent to Isabel Waite, School Secretary by writing to her at the school or by e.mail at [iwaite@westberks.org](mailto:iwaite@westberks.org).*

The admission arrangements for admission to The Downs School for the 2013/14 academic year and subsequent years are set out in this document. These arrangements take account of all relevant legislation and the School Admissions Code of Practice.

The aim is for admission arrangements to work for the benefit of all parents and children in the area, to be as simple as possible for parents to use and help them to make a decision on the best school for their children. Parents must use the application form of their 'home' Local Authority, ie the admissions authority of their home address, when applying for a place. Completed forms should be sent to the 'home' LA by the closing date for applications of the home LA. Parents are encouraged to use the 'on-line' application form provided by their home LA. Details of how to make an application can be found on The Downs School's website ([www.thedownsschool.org](http://www.thedownsschool.org)) and on the LA's website ([www.westberks.gov.uk/primaryadmissions](http://www.westberks.gov.uk/primaryadmissions))

### **ADMISSION NUMBERS**

Following a Net Capacity Assessment of all maintained schools in West Berkshire by the LA an Indicative Admission Number was reached. The governors set the admission number with regard to this Net Capacity Assessment for the school. The approved admission number for entry to The Downs School is 180.

At age 16, a minimum of 10 "additional" places will be offered in year 12 (i.e. over and above students attending The Downs School who progress from year 11 to Year 12).

### **OVERSUBSCRIPTION CRITERIA**

The following over-subscription criteria in order of priority are applied for application when the school receives more preferences than places available. All preferences will be treated on an equal basis.

❖ **A** Looked After Children and 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 immediately following having been looked after.

#### **❖ B Catchment Area Pupils**

Children whose permanent home address is in the school's designated catchment area. Where necessary, priority will be given to siblings in catchment. The home address is taken to be the address at the closing date for applications in the normal admissions round (31<sup>st</sup> October 2012). Where parental responsibilities are equally shared, the home address will normally be considered to be with the parent/carer with whom the child spends the majority of time and nights from Monday to Friday; this will normally be expected to be with the parent/carer that receives the pupil's Child Benefit.

It is the child's normal permanent home address where he or she lives with his or her parents/carers that is used to decide in which school's catchment area the child lives. Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted. If parents/carers plan to move, documentary evidence will be required, such as proof of exchange of contracts or a tenancy agreement to confirm residence at the time of admission. If such evidence is received by 1 January during a normal admissions round the new address will be accepted for the forthcoming allocation. Confirmation received after 1 January will not be taken into account until immediately after allocation dates and waiting lists adjusted accordingly. At all other times changes of address will be considered immediately on receipt of evidence. Any child offered a school place based on fraudulent or intentionally misleading information concerning a catchment area permanent home address will have their place withdrawn and a new

application will be required, by which time preferred schools may be full. This may also occur after the child has been admitted to a school.

There are no proposals to alter the catchment area of the school.

Criteria C & D apply to children whose permanent home address is not within the preferred school's catchment area

❖ **C – Siblings**

Pupils with a brother or sister (including step/foster sibling) living in the same family unit who is already on the roll of The Downs School (or partner junior school) and, in relation to admissions at The Downs School's first point of entry, will continue to attend compulsory education at the school during the following academic year.

❖ **D – All other applicants**

Children with Statements of Special Educational Needs naming a school will always be admitted at any time, above any other child including those on the waiting list. This is a legal requirement. Outside of the Normal Admission round the West Berkshire in Year Fair Access protocol will also apply.

**TIE BREAKER**

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to The Downs School. Distances will be measured using the West Berkshire Geographical Information System, with the measuring points as specified within that system, taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer(NLPG). and not by taking travelling distances. In cases where there are multiple births, the parents/carers will be approached to decide which sibling or siblings will receive the available places.

**WAITING LISTS**

Waiting lists will be maintained for all schools and year groups where necessary for children not offered a school place at their first preference school. Placement will be determined by applying the over-subscription criteria outlined above. Waiting lists will remain until the first day of a new academic year (1<sup>st</sup> September). At that time parents of pupils on existing lists will be asked to confirm in writing their wish to be placed on a newly constructed waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications or revised applications in respect of a change of preferred schools, and precedence is given to those subject to a direction or an admission in accordance with the In-Year Fair Access Protocol.

**LATE APPLICATIONS**

Late applications are considered as detailed in the co-ordinated and in-year admissions scheme (Appendix A).

**IN-YEAR APPLICATIONS AFTER THE NORMAL ADMISSIONS ROUND**

The administration of applications outside the normal admission round is detailed in the co-ordinated and in-year admissions scheme (Appendix A).

**ADMISSION OUTSIDE NORMAL AGE GROUP**

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests between the parents, schools concerned (both old and preferred) and any relevant professionals asked for their opinion on the case by The Downs School Governors' Admissions Committee. Those refused places outside the normal age group will be informed of their statutory right of appeal.

## APPEALS

Any parent not offered a school place at their preferred school has the right of appeal to an independent appeals panel. This can be for a place at one or more of your preferred schools and against an alternative school place that has been allocated by this Council. Information on how to appeal will be provided with the result of the application. Appeals must be lodged by the dates set out in the co-ordinated and in-year admissions scheme for the normal admissions round or within 21 days from the date of the offer or refusal letter.

## PREVIOUS YEARS ALLOCATIONS BY OVERSUBSCRIPTION CRITERIA

### Allocation for 2011/12

SEN	Looked After Children	Catchment	Sibling	Feeder Link	Other
2	0	174	4	0	0

## SIXTH FORM ADMISSION ARRANGEMENTS 2013/14

### 1. ADMISSION NUMBERS

At age 16, a minimum of 10 “additional” places will be offered in year 12 (i.e. over and above students attending The Downs School who progress from year 11 to Year 12).

### 2. ADMISSION ARRANGEMENTS

At age 16 The Downs School has an open admissions policy, subject to the availability of appropriate courses and to particular requirements as published in the Sixth Form Prospectus. A student must be capable of benefiting from the programme of study.

In order to give the widest possible access for the variety of courses offered the Admission Arrangements are based on the grades achieved at GCSE as detailed below:

Detailed criteria are:

- A. Students choosing BTEC Level II courses will be expected to have achieved 2 Ds or above or 4 A\*-E at GCSE.
- B. Students choosing to take 3, 4 or 5 A/Ss followed by 3, 4 or 5 A2s will be expected to have achieved at least 7 Cs or above at GCSE.
- C. Mathematics and science require at least a grade B at GCSE in the relevant or related subject. Other subjects usually require a grade B in the relevant or related subject. Further mathematics requires at least a grade A.
- D. All full time students are expected to follow a minimum of 3 subjects at A/S and A2 or a level II programme.

Most entry to Year 13, following completion of one year of study, will be students completing the second year of a two year Sixth Form course. Other applications will be considered on the basis of AS level results.

### 3. WAITING LISTS

If over-subscribed a waiting list will be operated on the same criteria as for Year 7 entry. Appeals for Sixth Form entry will follow the same rules as for Year 7 entry.

#### **4. CLOSING DATE AND LATE APPLICATIONS**

The closing date for applications for school places in the normal admission round is the Friday before the February half term.

The Downs School will, as far as possible, accept applications that are received late for a good reason, provided they are received before allocation procedures begin.

The full policy can be obtained from the school and it is also available through the LA website at: [www.westberks.gov.uk/Admissions\\_Policies](http://www.westberks.gov.uk/Admissions_Policies).

## Appendix A

### CO-ORDINATED AND IN-YEAR ADMISSION SCHEME FOR ALL MAINTAINED WEST BERKSHIRE SCHOOLS 2013-14

#### Introduction

This is the qualifying co-ordinated and in-year admission scheme to be adopted by admission authorities for all maintained schools in the area of West Berkshire for the 2013/14 academic year pursuant to Section 89B of the School Standards and Framework Act 1998.

The admission authorities to which the scheme will apply are the following:

West Berkshire Local Authority, (for all Community and Voluntary Controlled Schools) and the Governing Bodies of all West Berkshire Foundation, Voluntary Aided and Academy Schools.

The scheme will be finally agreed by the end of December 2011 following consultation with all maintained schools. The scheme aims to secure admission arrangements to schools in the areas of different local authorities that, so far as is reasonably practicable, compatible with each other. The LA must inform the Secretary of State of the adopted scheme by 15 April 2012.

#### The Normal Admissions Round

In relation to any application made in the normal admission round, each parent in the area shall receive a single offer of a school place, or a refusal, determined under the scheme, the result of which shall be communicated in writing to the parent on **1 March 2013** (for secondary admission) or **15 April 2014** (for primary admission), by the LA.

West Berkshire residents must make applications for school places online, via the West Berkshire web-site, or on a West Berkshire Common Application Form, where parents can express a preference for up to three schools, rank those schools and give reasons for the preference. All preferences must be expressed on this form, including those for schools in a different area.

Residents of other areas should make their applications on their home local authority Common Application Form and return them to those authorities. Relevant information will be forwarded by those local authorities to West Berkshire for consideration if a preference is made for a West Berkshire School.

Each preference will be considered against the school's over-subscription criteria if necessary and, where more than a single school place could be offered, the place will be offered for the highest ranked preference. Information on applications stating preferences for schools for which the governing body is the admissions authority will be passed to the schools preferred. Places will be offered after consultation with those schools regarding available places.

Where a child is eligible to be admitted to a single school applied for online or on the Common Application Form, a place will be offered for that school.

Where a child is eligible to be admitted to more than one school applied for online or on the Common Application Form, a place will be offered for the highest ranked school.

Where a child is not eligible to be admitted to any school applied for online or on the Common Application Form the LA will either:

1. offer an alternative school place if that child is from the area, or
2. make no offer for an alternative school place if that child is not from the area.

Children from the area with no allocated place will normally be offered a school place in the following order:

1. At the catchment area school if a place exists, using distance as a priority;
2. at the nearest school from the home address where a place exists. Should this occur, parents will be given the offer of advice regarding an appeal and any change of preferences having regard to the reasons expressed.
3. in the unlikely situation of there being no West Berkshire School places available, at the nearest West Berkshire school without breaking class-size legislation. Priority over waiting lists will be given.

The normal admissions round process will be undertaken in accordance with the timetables below.

### **Late Applications**

The closing date for applications in the normal admission round is **31 October 2012** (for secondary admissions) or **15 January 2013** (for primary admissions).

The authority will only accept, so far as possible, applications received after this date for good reason, provided that they are received **before allocation procedures begin**.

For **secondary** admissions, allocation procedures normally begin on **1 January** and all late applications will be processed in accordance with the following timetable:

Late applications received between **1 November 2012** and the offer date of **1 March 2013** will be processed together from **4 March 2013**.

Late applications received between **2 March 2013** and **31st March 2013**, will be processed together from **1 April 2013**.

Late applications received from **1 April 2013** will be processed by date of receipt.

For **primary** applications, allocation procedures normally begin on **15 January 2013** and all late applications will be processed in accordance with the following timetable:

Late applications received between **16 January 2013** and the offer date of **15 April 2013** will be processed together from **16 April 2013**.

Late applications received between **16 April 2013** and **30 April 2013**, will be processed together from **1 May 2013**.

Late applications received from **1 May 2013** will be processed by date of receipt.

No place will be allocated to children from waiting lists until 21 May 2012 when acceptances should have been returned.

### **In-Year Applications (after the Normal Admissions Round from 1 August 2013)**

West Berkshire residents must make applications for school places on a West Berkshire Common Application Form where parents can express a preference for up to three schools, rank those schools and give reasons for the preference. All preferences must be expressed on this form, including those for schools in a different area.

Residents of other areas should make their applications on their home local authority Common Application Form and return them to those authorities. Relevant information will be forwarded by those local authorities to West Berkshire for consideration if a preference is made for a West Berkshire School.

Each preference will be considered against the school's over-subscription criteria if necessary and, where more than a single school place could be offered, the place will be offered for the highest ranked preference. Information on applications stating preferences for schools for which the governing body is the admissions authority will be passed to the schools preferred.

Places will be offered after consultation with those schools regarding available places.

Where a child is eligible to be admitted to a single school applied for on the Common Application Form, a place will be offered for that school.

Where a child is eligible to be admitted to more than one school applied for on the Common Application Form, a place will be offered for the highest ranked school.

Where a child is not eligible to be admitted to any school applied for on the Common Application Form the LA will either:

1. Make no offer for an alternative school place if that child is from a different area but place the applicant on a waiting list, or

2. Where there are no available places within a reasonable distance from the home address, refer the application to the Pupil Placement Panel in accordance with the Council's In-Year Fair Access Protocol (Appendix E) Children placed by the PPP will be admitted as a priority irrespective of existing waiting lists.

Any child for which the West Berkshire In-Year Fair Access Protocol will apply shall have a placement, and subsequent registration, determined by the Pupil Placement Panel following appropriate referral and consideration.

### **Entry on the School Roll**

A child **must** be included in a school's Admission Register for the beginning of the first day on which the school has agreed, or has been notified, that the child will attend the school.

The local authority will notify the parents and school of the date by which the child is to be admitted so that there is no ambiguity about the date from which the child is on the school roll.

The dates will normally be confirmed as follows:

For admissions in the normal admission round a child shall be registered at the start of the Autumn Term, or other appropriate Term subject to parental deferral or Voluntary Aided primary admission arrangements.

For the admission of a child in-year following a change of home address into the area, or further than a reasonable distance from their existing school, the last date by which the child shall be registered shall be the first day of the second school week following the offer letter.

This will provide for at least one full week if required to arrange re-integration.

For the admission of a child in-year transferring between schools, one or both being within a reasonable distance from the home address, the last date by which the child shall be registered shall be the first day of the one of 6 West Berkshire School Terms following the offer letter.

In each of the above in-year situations a school may register a child earlier than the date provided if considered appropriate following re-integration discussion between the school and parents.

**In the case of a school place being sought for a future date, applications will not be considered more than one West Berkshire Term ahead of the date by which a place is required when that is the start of a future term. Other applications will be considered before the start of the term in which the admission is required.**

Children placed by the Pupil Placement Panel for whatever reason shall be registered, dually if appropriate, by the date provided on the outcome sheet. Actual attendance may be determined after periods of assessment elsewhere.

### **Duties of the LA**

To forward application data received for places at Voluntary Aided or Foundation schools in the area to the governing body as soon as possible.

Where an application is made online or on the Common Application Form for a school outside the area, or received from another LA for a school within the area, to exchange details of that application with the other LA as soon as possible, and no later than the timetabled date for the normal admissions round.

To determine by reference to the LA's admission arrangements and over-subscription criteria the order in which any application for a place at a Community or Voluntary Controlled school is ranked.

To confirm with the Governing Bodies of Foundation and Voluntary Aided schools, by reference to their admission arrangements and over-subscription criteria, the order in which any application for a place at those schools is ranked.

To determine whether a child is to be granted or refused a school place at a school in the area in accordance with this scheme, and timetable for the normal admissions round.

To inform the governing body or other LA where appropriate of the decision whether to grant offers or refuse applications, and by the timetabled date in the normal admissions round.

To communicate the decision granting or refusing places at schools in the area to parents, including the date by which the pupil will be registered, on behalf of a governing body where appropriate, on **1 March 2013** (for secondary admissions) or **15 April 2013** (for primary admissions) for the normal admissions round.

In relation to in-year admissions, where an application is made for a school place in another area, or received from another LA for a school place within the area, to exchange details of that application with the other LA as soon as possible, and subsequently communicate the decision granting or refusing places, etc. to West Berkshire residents.

### **Infant Classes**

Infant classes (i.e. those where the majority of children will reach the age of 5, 6, or 7 during the school year) **must not** contain more than 30 pupils with a single qualified school teacher.

While admission can be refused on normal prejudice grounds once an admission number of lower than 30 (or multiples of 30) has been reached, admissions **must** be refused on “infant class-size prejudice” grounds where the published admission number allows for classes of 30, and the school would have to take ‘qualifying’ measures to keep to the statutory class size limit if more children were admitted e.g. the employment of another teacher.

### **Duties of the Governing Bodies acting as Admission Authorities**

To forward applications incorrectly received directly for places at the school to the LA as soon as possible.

To receive application data from the LA and determine by reference to the governing body’s admission arrangements and over-subscription criteria the order in which any application for the school will be ranked, and to notify the LA of the ranked list by the timetabled date for the normal admissions round.

To ensure that any determination under this scheme to offer or refuse a place at the school will only be communicated to the parent by the LA on behalf of the governing body.

### **Secondary Schools – Normal Admissions Round Timetable**

<b>31 October 2012</b>	Closing date for applications
22 November 2012	LA transfer of applications data to other LAs.
28 January 2013	First provisional allocation list sent to other LAs.
<b>1 March 2013</b>	<b>Offers and refusals issued to parents</b>
15 March 2013	Parents’ acceptance of offer
31 March 2013	Closing date for appeals

### **Primary Schools – Normal Admissions Round Timetable**

<b>15 January 2013</b>	Closing date for applications
14 February 2013	LA transfer of applications data to VA Governing Bodies (Additional data received later from other LAs will be transferred for inclusion)
4 March 2013	West Berkshire VA Governing Bodies’ ranked lists to the LA
<b>19 April 2013</b>	<b>Offers and refusals issued to parents</b>
3 May 2013	Parents’ acceptance of offer
10 May 2013	Closing date for appeals

**This co-ordinated and in-year scheme for school admissions for 2013/14 has been adopted by the Governing Body of**

**THE DOWNS SCHOOL, COMPTON**

**Signed..... Mrs Jan Roberts - Chair of Governors**

**Date.....**