

Admissions Policy

INTRODUCTION

Alderman Peel High School is an 11-16 mixed comprehensive school based in Wells-next-the-Sea. The main principle of admission to Alderman Peel High School is to maintain the character of the school as a comprehensive school, providing for the needs of young persons within the 11-16 age range who live within Wells-next-the-Sea and surrounding villages.

The school will endeavour to provide places for students who live outside the Alderman Peel High School and surrounding villages whose parents wish them to attend Alderman Peel High School, provided that they can be accommodated within the admission limits.

Students will be admitted at the age of 11+ without reference to ability or aptitude using the criteria below.

The school participates in the Local Authority Admissions process operated by Norfolk County Council and all deadlines within that scheme should be adhered to by applicants. This policy is written having due regard to the Schools Admissions Code ("the Code") and in accordance with the Code, gives top priority to applications on behalf of children in public care and prohibits the use of unfair selection criteria. No other changes have been made to the fundamental admission arrangements for the 2016/2017 admissions round.

AIMS

1. To produce clear, objective and fair admission arrangements that do not disadvantage one student over another.
2. To ensure a system where all parents/carers feel they have the same opportunities to apply to the School.
3. To enable parents/carers' preference for Alderman Peel High School to be met to the maximum extent possible.
4. To provide information and guidance to governors, staff and parents/carers about application to the School.

PRINCIPLES UNDERLYING THE POLICY

1. Compliance with the Law and Guidance

The School will comply with all statutory provisions, and will follow the guidance in the current School Admissions Code and School Admissions Appeals Code.

The School will participate with Norfolk Local Authority (LA) in consultation on and coordination of admission arrangements and provide the information the LA needs to coordinate admissions by the dates agreed within the scheme.

The School will actively promote equity in the admissions process.

In conformity with the Code, the School will give the highest priority to Looked After Children who are in the care of the Local Authority or provided with accommodation by the Authority, and Previously Looked After 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).

2. Determination and Consultation on Admission Arrangements

The admission arrangements that will apply for admission applications for the following academic year will be determined annually by 1st September each year.

Application Procedures

Applications must be made using the Common Application Form (CAF) which will be made available by the Local Authority. Applications must be made direct to the LA by the deadline specified by them (normally the end of October of the year preceding admission).

All places will be offered by the LA, on behalf of the Governing Body, within the secondary Co-ordinated Admissions Scheme operational in Norfolk County Council's area. Allocations will be notified by the Council in accordance with their procedures.

The LA will then offer each child a place at their highest preference school for which they are eligible. If the child is eligible for a place at all three schools which the parents have named as a preference, the child will be offered a place at their first preference. If the child is eligible for a place at their second and third preference, the child will be offered a place at their second preference.

If children are not eligible for a place at any school which their parents have named as a preference, the Council will allocate to the child a place at the nearest appropriate school where there are places.

PAN

The determined **Published Admission Number (PAN)** for **2016-17** is **100** and is based on the 2012 net capacity of the school.

Oversubscription Criteria

Where the number of applications exceeds the number of places available (the Published

Admission Number) the LA will use the following oversubscription criteria to determine those applicants to be offered a place (these are similar oversubscription criteria used by Norfolk LA):

1. children who are in public care (children in public care includes children provided with accommodation under Section 22 of the Children Act 1989);
2. children who have older brothers or sisters/siblings* at the school at the time that they will start; and
3. children who live nearest to the school as determined by a straight line measurement from the front door of the child's home address to the main entrance of the school.

The LA will also consider any reasons put forward by parent/carer in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional.

Ethos

The ethos of our school is based on the values of Respect, Inspire, Challenge, Honesty. We expect all our students to commit to these values and to pursue excellence in all that they undertake. All students and their parents/carers are required to sign the school's home-school agreement and all students are required to wear the school uniform.

SEN placement process

Year 6 to Year 7 transfer

If your child is in Year 6 with a statement of special educational needs or an Education, Health and Care Plan (EHCP), the review for selecting a secondary school is through the review of your child's statement or EHCP.

We encourage parents with children with SEND needs to visit the school (for a tour) and meet the Admissions Lead and the SENCO. It is important that the school is able to ascertain the specific needs of all SEND students and ensure it is able to meet these needs.

In Year admissions

Norfolk County Council will send out offers of school places for all Norfolk schools by first class post as per the timetable. Parent/carers will be advised of their right of appeal against any refusal and to whom their appeal should be lodged for each preference that is refused.

One application will be considered each academic year unless there has been a material change in the student's circumstances.

No waiting lists will be maintained either by individual schools or the Local Authority.

Timetable for In-year Admissions:

The LA expect transfer to take place at the beginning of each school term and will only consider applications which are received by the Admissions team before:

- **31 October for a transfer at the beginning of the spring term (i.e. after Christmas)**
- **28 (29) February for a transfer at the beginning of the summer term (i.e. after Easter)**
- **31 May for a transfer at the beginning of the autumn term (i.e. after the summer holidays)**

Applications received after the specified dates will not be considered until the end of the following term.

Norfolk Fair Access Protocol

1. Managed Move Protocol

a. For pupils who reach the point of permanent exclusion where there is agreement that an alternative mainstream school setting would be appropriate. Decisions regarding placements are based on points compiled from factors relating to existing school pupil population (FSM, Statements, EAL and LAC) plus additional points for pupils "excluded" and "included" through the process.

2. Fair Access Protocol

a. The initial definition for "hard to place" groups was those without a school place but this has been extended to include students with very low attendance.

b. Schools are accepted as being full in a year group when they reach an agreed organisational limit.

c. The protocol ensures that a local school is identified and required to admit any children not on a school roll. This applies to all pupils who have moved a distance which makes travel to the current school unreasonable.

d. By law schools in Ofsted categories are protected from the admission of challenging children where the school has a high proportion of challenging children, in accordance with DFE School Admissions Code.

e. A pupil with very low attendance (less than 75%) who seeks an alternative school where a space is available can be offered trial attendance (half a term) at their preferred school subject to agreement by all parties. If attendance is satisfactory during the trial period (national average attendance achieved) the child transfers to the preferred school.

f. All other admission requests from pupils where they are already on roll at an alternative local school are considered as part of our in-year co-ordination arrangements.

g. Any parent of a pupil who is refused one of their preferences is offered their statutory right of appeal.

h. The In-year application form includes a request for additional information and reasons for seeking a transfer to enable consideration via the Fair Access arrangements.

Policy written by: BalTawana

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