

## **ADMISSIONS POLICY FOR THOMAS ESTLEY COMMUNITY COLLEGE**

This policy will operate from September 2023. It will apply to all admissions for the school year 2023-2024.

Our consultation around this policy ran for 8 weeks from December 16<sup>th</sup> 2019 to 10<sup>th</sup> February 2020.

### **Admissions Arrangements:**

Admission Number from September 2023 in Year 7 will be: 180 pupils. We will not overfill in any year groups beyond PAN for existing or future year groups. There has been no change to our previously existing admissions number of 180 but the change is to not overfill any year group from Autumn 2023 onwards.

### **Priority criteria for entry autumn 2023 admissions and mid-term applications during 2023 / 2024 academic year**

Priority will be given to children whose parents applied on time and ranked in accordance with the priority criteria set out below. Where any applications are tied, the next relevant criteria will be used to determine which application should be offered the place, if they still have identical ranking then lots will be drawn (see section 10.1 below):

<b>1st</b>	Children who are in public care and those children who were previously looked after children. (See note ii).
<b>2nd</b>	Pupils who live in the catchment area. (See note iii).
<b>3rd</b>	Pupils who will have an older brother or sister attending the same school at the same time. (See note iv).
<b>4th</b>	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application). (See note vi).
<b>5th</b>	Pupils who will have attended a feeder school at the point of application (See note vii).
<b>6th</b>	Pupils living nearest to the school measured in a straight line distance (home to school front gate). (See note ix).

**Notes:**

**i.** Combinations of the above criteria are used in priority order. Where the computerised system throws up an equality of distance for more than one child (who do not have the same home address) the final tie breaker will be by drawing lots.

**ii.** 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 (see the definition in 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 residence order<sup>19</sup> or special guardianship order).

**iii.** The child's place of residence is taken to be the parental home. In addition, where a catchment area has more than one school:

– No one school will be overfilled while another school with the same catchment has places

**iv.** The term "brother or sister" includes half brother or sister or legally adopted child being regarded as the brother or sister.

**vi.** If criterion 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:

- Crown Servants (serving members of the armed forces).
- Children subject to Child Protection Plans.
- Hard to Place children – who fall under the Fair Access Protocol.
- Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional).
- A child for whom transfer to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child having attended the present school for at least a year).

Each case will be assessed on its individual merits.

**vii.** For criterion 5 above, the child must have been enrolled at the feeder school at the point the application is submitted.

**viii.** For Criterion 6 above, measurement of distance is in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Geocoding). Where there is equal distance then lots will be drawn supervised by an independent officer.

## **Normal FTA / Transfer Applications**

Thomas Estley Community College, as required, will participate full with the LA's Co-ordinating Transfer Scheme. This means parents must apply through the LA online system or using the LA's common application form. The application forms must be completed and submitted or returned by the national closing date (31<sup>st</sup> October).

## **Late Applications**

Any applications received after the closing date and will be accepted but considered only after those received by the closing date. You are therefore encouraged to ensure that your application is submitted on time. All supplementary information i.e. medical consultant letters to proof of change of address, remains the parent's responsibility to supply.

## **Oversubscription Criteria**

Children who have an EHCP for which this is the allocated school will be admitted even if the school is full.

## **Oversubscription (OSL 'Waiting') List**

Parents whose children have been refused a place at Thomas Estley Community College will automatically be added to the 'OSL (waiting) list. The OSL for admission will remain open until the end of the Autumn Term in the admission year.

The OSL is ranked using the oversubscription criteria listed above. The OSL may change, this means that a child's OSL position during the year could go 'up' or 'down'. The OSL makes no distinction between on time or late applications.

## **Appeals**

If your child has been refused a place at Thomas Estley Community College, you retain the statutory right to appeal. Thomas Estley Community College has engaged the services of the LA to conduct all our appeals. The LA will arrange the appeal on behalf of the governors to be heard by an independent panel, whose decision is binding on all parties.

## **Applications during the School Year**

Thomas Estley has engaged the services of the LA to co-ordinate mid-term applications. If Thomas Estley has a space, the LA will offer the place, in coordination with the college admissions team.

## **Fraudulent Information**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

## **Fair Access Protocol**

Thomas Estley Community College will participate in full with the LA's Fair Access Protocol in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number of a school that is already full.

## **Objections**

Objections to any aspect of the determined admissions arrangements may be made to the Office of the Schools Adjudicator ([www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)), but must be made before 30<sup>th</sup> June.

## **The Oaks**

The Oaks at Thomas Estley follows the Admissions Policy for Leicestershire SEND Units, in collaboration with the Leicestershire Special Educational Needs Assessment and Commissioning Service (*SENA*).