

LACON CHILDE SCHOOL POLICY FOR ADMISSIONS 2018/19

This policy outlines the procedure for admission into Lacon Childe School. As an Academy, part of The Shropshire Gateway Educational Trust, we are our own admissions authority, but we have taken the decision to carry on working closely with Shropshire Local Authority to ensure that all arrangements are transparent and fair.

Shropshire Council's Admissions Team coordinates the admissions process for entry to Year 7 and all enquiries regarding those Admissions should be addressed to them. They produce a booklet "Parents' Guide to Education in Shropshire" each year with up to date information about schools and a full explanation of the admissions processes. The booklets are available in school or from the Admissions Team or can be accessed on the Shropshire website. Parents/carers who may wish to speak directly to an Admissions Advisor may also contact them through the Admissions Team.

The contact address is: Admissions Team, Learning and Skills, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury. SY2 6ND. Tel. 01743 254211 and 0345 678 9008

Or email: school-admissions@shropshire.gov.uk

Website: www.shropshire.gov.uk

Catchment areas for schools can be viewed on LocalView which can be found on the above website address.

Before making decisions on which schools to apply for, Parents/Carers and their children are invited to visit the school. An Opening Evening will be held each Autumn Term, or please contact the school to make a personal appointment.

This school has a Published Admission Number (PAN) of 108 for the Year 7 intake in 2018 (this number also applies to Years 8-11). For the year commencing September 2016 the number of preferences received and places allocated was as follows:

Date of Allocation	Admission Limit	No of 1 st preferences received	Total places allocated	No of 2 nd preferences allocated
March 2017	108			

Admissions

Parents/Carers of Year 6 children and resident in Shropshire will be required in the Autumn Term prior to the school year of transfer to complete a Shropshire application form on which 3 preferences can be stated. Letters advising of the time for application will be given to Year 6 pupils in their primary schools in early September. Applications can be made online through the Shropshire website. **All applications must be made by 31st October in the academic year prior to which your child is due to start school. All applications received by this date will be considered and parents will be informed by Shropshire Council on 1st March if they have been allocated a place for their child.** Where there are more applications than there are places available, allocations will be made in accordance with the oversubscription criteria. In general terms, they are based upon the following (in order) :

Children with a Statement of Special Educational Need or Education and Health Care Plan which names Lacon Childe School will be allocated places (if we feel able to meet their educational and social care needs).

1. Relevant looked After Children (that is, children in public care) and former looked after children as defined in the schools' admission code

2. Siblings of pupils attending the school and living at the same home address, within the catchment area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must be on roll and attending the school at the time of application. *(Please see *'sibling' definition.)*

3. Residence in catchment area

4. Attendance at a Shropshire Gateway Educational Trust registered primary school

5. Attendance at a primary school within the catchment area

6. Children of staff currently employed at Lacon Childe School who have at least 2 years' service.

7. Proximity of home address to school.

In the event that two individual applications are exactly the same after all other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

*'Sibling' definition – the definition of a sibling is the brother or sister, stepbrother or stepsister, half-brother or half-sister living at the same address as part of the same family unit and of compulsory school age (i.e. 5-16 years). Fostered and adopted siblings are also included. Older siblings must still be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in the home in order to establish an 'in catchment area' address will not be given priority under the sibling criteria. In the case of twins or triplets from the same address the school will admit all siblings.

Most secondary schools work closely with their local primary schools and often invite pupils to attend for various activities. Such visits have nothing to do with the admissions process and do not in any way give any guarantee of a place at the school. Shropshire does not operate a system of feeder schools, as the home address of your child is the arbiter of being offered a place. That home address will be checked against data sources to ensure potential applicants are not, for example, using other relative's addresses, work or office addresses to achieve a higher priority under the published criteria. Where applications are not successful, parents/carers may wish to put their names on a waiting list or appeal against the decision. The Admissions Team will be available to advise on these matters. Members of the school staff and Governors are legally **not** allowed to write a letter of support for appellants so please do not ask them to do so. Nor is the school allowed to give any guarantee that a place will be offered at the school.

Refusals

The school may refuse admission to applicants who have been permanently excluded from two or more other schools; this does not apply to children with statements or EHCP's. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose.

Mid-Term or In-Year Admissions

Where families move house at other times of the year after the start of Year 7, please contact the Headteacher in the first instance in order to make an appointment to visit the school. You will be given an indication of whether there are places available in the relevant year group. We will require a Mid-Term Application Form to be completed. If there are no places available, we will advise you of the Appeals process.

Parents and carers with children, at any age, in any primary school wanting to discuss admission to Lacon Childe School, or to visit, are invited to contact the Headteacher at the school.

If an application is made for a student to be admitted to the school and the required year group is below the level of the published admission number applicable to the age group, the student will be accepted subject to the provisions of the admissions criteria. The school may refuse to admit a child where there are places available on the grounds that admission of such a student would prejudice the provision of efficient education or the efficient use of resources in any year group.

We will consult and co-ordinate our arrangements, including over the rapid re-integration of children including those who have been excluded from other schools and who arrive in the area after the normal admissions round, in accordance with local in-year fair access protocols for securing places for unplaced children.