

JOHN SPENDLUFFE TECHNOLOGY COLLEGE



JSTC ADMISSIONS POLICY

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ADMISSIONS POLICY

John Spendluffe Foundation Technology College is the admissions authority. The decision on who to admit is made by its Governing Body.

The Governing Body wishes to make it clear that it welcomes applications from students regardless of aptitude or ability. The published admission number for Year 7 is 125. The Governing Body does not propose to exceed this number in the future.

PROCESS OF APPLICATION

Applications for places in Year 7 at John Spendluffe Technology College will be made in accordance with the co-ordinated admission arrangements in the local authority area in which the prospective pupil lives.

Key dates are:

- a) September/October – John Spendluffe Technology College will provide opportunities for parents and students to visit the school.
- b) By 31 October – CAF to be completed and returned to the relevant local authority to administer.
- c) 1 March - offers made to parents of pupils joining secondary provision.

In accordance with the Education Act 1996, the allocation of places for students with a Statement of Special Educational Needs will take place before the allocation of other places as part of the annual admissions process.

If the number of applications exceeds the number of places, the decision to offer places will be taken in accordance with the following criteria, listed in order of priority:

1. A child in public care, sometimes referred to as 'looked after' is a child who is in the care of a local authority or provided with accommodation by them in accordance with section 22 of the Children Act 1989, at the time of application. This definition includes 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.
2. There is a sibling who will still be attending the school when the child is due to start. By sibling we mean:
 - *A full brother or full sister, whether or not living in the same household.*
 - *Another child normally living for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989 or Section 576 of the Education Act 1996.*
 - *In the case of twins and where there is only one place available in the College, both will be treated as one application. The College will go above its admission number by one.*

3. Distance of home from college. This will be measured electronically in a straight line between the post office address point of the home and the post office address point of the College.

The child's home address is the address where they live for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him.

It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be that of the parent who lives closest, as measured by driving distance.

If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.

4. If any of the oversubscription criteria have too many applicants then the tie-break will be distance described in 3 above. The child living closer to the school will be offered the place.

5. **Reserve list:**

For admission into Year 7 the governors will keep a waiting list which we call a reserve list. If you do not get a place at your first preference school your child is automatically put on the reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the School Admissions Team until 31 August; it is then passed to the school, who will keep it until the end of the autumn term or possibly longer.

6. **Appeals:**

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the appeal panel is binding on all parties.

You should send your appeal to the school by the end of March and your papers will be passed onto the Legal Services Section

7. **Mid-year admissions:**

The governors will accept admissions into other year groups if there are places. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system.

8. Fair Access:

The government has stated that all Local Authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children.

9. Fraudulent applications:

We will investigate any concerns we have about information given on your application form and may withdraw the offer of a College place if there is evidence of a fraudulent application.

10. Children of UK service personnel (UK Armed Forces):

The School Admission Code states that admission authorities must ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. The following statement seeks to do this without offering service personnel an advantage in the admission arrangements. It will help the majority of service personnel but there may be circumstances where schools cannot admit because of organisational or curriculum difficulties.

For late intake applications and mid year applications we will aim to remove any disadvantage to UK service personnel by applying the school's oversubscription criteria. We will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day. If the address is within the distance the governors will consider admitting providing all children in public care and siblings have already been admitted. This will be irrespective of the fact that the school has had appeals heard or appeals currently being scheduled.

It maybe that we still cannot admit because of organisational or curriculum difficulties within the school, if this is the case we will inform the Local Authority and ask them to consider your second and third preferences.

We will need the notice of posting or official government letter and posting address before we can consider the application under these arrangements. We will allocate a school as soon as possible by applying the policies and practices that we normally follow but including the statement given above.

POLICY DOCUMENTS

The following policy document was presented to the Governing Body of John Spendluffe Technology College and approved and adopted by them on the date stated.

Policy: Admissions

Date: 5 March 2015