

Admissions Policy for Entry in September 2019

Aims

1. To provide equal and fair access to prospective pupils, according to the published admissions criteria.
2. To manage admissions and requests for places in an efficient and sensitive manner, according to the national 'Admissions Code' 2014 and relevant legislation.
3. To organise, when required, Independent Panels to hear Admissions Appeals and to abide by their judgement.

Key Duties

1. The Admission Authority for the school is the Governing Body. The Governors will act in accordance with the principle that all pupils are to be educated in accordance with the wishes of their parents so far as that would be compatible with the provision of efficient education and training, and the avoidance of unreasonable public expenditure.
2. The following act as reasons, which might cause denial of parental preference:
 - Where to admit the child would prejudice the provision of efficient education and cause unreasonable public expenditure (normally because the year group is already oversubscribed);
 - Where the child has been permanently excluded from two or more schools.
3. The Governing Body promotes 'community cohesion' and will not refuse to admit a child unless the number of applicants exceeds the school's Published Admission Number.
4. Any decision to refuse admission will be made by the Headteacher and Chair of Governors, after consultation with senior staff, in full accordance with the published criteria and School Admissions Code.
5. The School will work closely with the L.A., which has the duty to formulate co-ordinated admissions for pupils.
6. The 'Admission Number' for each year is set by the Governing Body, after advice from the L.A. It is currently set at 136. The school will publish annually, details of admission arrangements in its prospectus.
Fair Access Protocols – the school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list.

Management of Admission/Application for Places

1. For September Year 7 only, the initial allocation is made by the L.A., as part of their duty to co-ordinate admissions.

2. If the school is oversubscribed then all parents will be informed by the L.A. and invited to join a waiting list, ranked according to the published criteria.

The published oversubscription criteria are:

- (i) Children in Public Care (Looked After Children)

Looked After Children/Previously Looked After Children Definition

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an Adoption, Residence, or Special Guardianship order¹. 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).

¹ An "Adoption Order" is an order under section 46 of the Adoption and Children Act 2002. A "Residence Order" is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a "Special Guardianship Order" as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- (ii) Children living in the priority catchment area normally served by the school who will have siblings attending the school when the younger child is admitted and in every case, the child must be living in the same family unit at the same address." (please see note a) below).
- (iii) Children who have an authenticated medical reason for attending that particular school. Medical circumstances will be considered as described in note b) below.
- (iv) Children living in the priority catchment area normally served by the school with the strongest geographical claim, measured in a direct line (please see note c) below).
- (v) Children who live outside the priority catchment area normally served by the school who will have siblings attending the school when the younger child is admitted (please see note a) below).
- (vi) Children who live outside the priority catchment area normally served by the school with the strongest geographical claim, measured in a direct line (please see note c) below).

Catchment area

Bisley with Lypiatt, Chalford, Edgeworth, Minchinhampton, Rodborough – Part only Rodborough Lane, Butterow Hill, Bagpath, Bownham Park, Swellshill and areas East, **Thrupp, Stroud U.D.** – part only the areas South of and not including Bowbridge Lane, Highfield Road and Bisley Road. Includes the villages of Amberley, Bussage, Brimscombe, France Lynch, Whiteway, Eastcombe, Oakridge, Burleigh, The Camp.

A map is available in the school to inform parents of the catchment boundary.

3. Children whose Education and Health Care Plan (EHCP) names the school and can be admitted without this being incompatible with the provision of efficient education for others will be admitted, even if the school is fully subscribed. Likewise children nominated by the Local Authority under the "VPAP" scheme will be admitted, unless this jeopardises the efficient education of others (Schedule 27 of the Education Act, 1996).
4. Once the waiting list is 'handed over' to the school, preparations will be made for appeals. Parents will be invited to appeal and be given full notice of hearings.

Any request for an appeal should be in writing and addressed to the Headteacher at the school. All appeals will be heard by an Independent Appeals Panel. The arrangements will be administered by the school's Admissions Clerk.

5. All appeals will be heard by an Independent Appeal Panel. Members of the panel will be selected from volunteers, according to the legal guidance. No member of the I.A.P. will have a 'conflict of interest' relating to an individual case. The I.A.P.'s decision is binding.
6. All waiting lists are managed by the school. At the end of every academic year parents need to confirm whether they wish to remain on the waiting list.

Fair Access Protocols – the school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list.

7. Parents are entitled to one appeal in each academic year. All parents on a waiting list in September will be invited to make that appeal.
8. An offer of a place will only be withdrawn in limited cases, e.g:
 - False claim to residence in the catchment area.
 - Parents not responding to an offer of a place, within a reasonable time.
9. The appointment of I.A.P.s will be in full accordance with the School Admission Code of Practice (2010) and earlier legislation. The management of the I.A.P. will be at the discretion of the panel, led by its chair, guided by the Clerk to the Independent Appeal Panel.

In Year Admissions

The Local Authority will no longer be responsible for offering places to children on behalf of all schools/academies, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for an in-year place at Thomas Keble School, parents should therefore contact the school in the first instance.

Transport

Students living in the catchment area and more than 3 miles from the school may apply for assistance with transport to the school. Further information can be obtained from the Access to Education Team, Shire Hall, Gloucester GL1 2TP.

Notes:

- a) Siblings – This refers to a child who has a sibling attending the school at the time the applicant child is admitted. This must be a child living in the same family unit, at the same address. A sibling is a brother or sister, half-brother or sister, step-sibling, foster sibling, adopted sibling or other child living permanently at the same address.
- b) Medical Reasons – this must be a medical need which can only be met by Thomas Keble School, due to their exceptional medical condition. Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a specific connection between the medical need and the facilities or resources of this school.
- c) Distance – This will be measured as a straight line between the centre of the child's home address (including flats) to the central point of the school's reception area, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.
In the event of there needing to be a "tie-break" between two applications with identical distance, then this will be done by random allocation.