



# Laurence Jackson School

A Specialist Sports College



## LAURENCE JACKSON SCHOOL ADMISSIONS POLICY AND PROCEDURES FOR ADMISSIONS 2019/20

**Policy Reviewed:** Spring 2014

**Agreed by Governors:** Spring 2014

**Next Review:** Spring 2021

*(NB Legislation now states that School Admission Policies only need to go to consultation every 7 years if there are no changes to admissions criteria)*

**Summary:**

Foundation Schools such as Laurence Jackson School are their own admission authorities. This policy outlines the admissions arrangements for Laurence Jackson School. It covers admissions in Y7 and mid-year/occasional admissions, and comes into effect for admissions commencing 1 September 2019 and onwards.

**ADMISSION ARRANGEMENTS FOR THE SCHOOL**

In accordance with Regulations, the Governing Body of Laurence Jackson School consults with Governing Bodies of all maintained schools in the Authority and other interested parties, regarding the proposed admission arrangements for the school.

The arrangements are in line with those applied by the Local Authority for all maintained, community and voluntary controlled schools.

**ADMISSION OF YEAR 7 STUDENTS****Admission Zone**

No change is proposed to the school's formal admission zone. Details of the admissions zone can be obtained by contacting the school.

**Admission Numbers**

Students will be admitted into Year 7 without reference to ability or aptitude. The proposed admission number for Year 7 will be 250. This figure is based on the proposed assessed capacity of the school in line with the PSBP new build capacity of 1250.

**Application Procedure and Timetable for Admissions to Y7**

The application process for admissions into Y7 is co-ordinated by Redcar and Cleveland Local Authority (LA), which acts on behalf of our Governing Body to offer Year 7 places at our school. At the appropriate time, Parents/Carers will receive information from Redcar and Cleveland Admissions on how to make an application and relevant dates. Offer letters will be issued by the LA on the national school places offers day. Applications can also be made on-line. An independent Choice Advice service will be available to assist families with their applications. For details, please contact the Redcar and Cleveland Admissions Team on 01642 837730/ 837740, or log onto [www.redcar-cleveland.gov.uk/admissions](http://www.redcar-cleveland.gov.uk/admissions).

31 October 2019	<ul style="list-style-type: none"> <li>Closing date for receipt of online and paper applications</li> </ul>
1 March 2020	<p>NATIONAL OFFER DAY –</p> <ul style="list-style-type: none"> <li>Parents will be notified of their school offer by their Home Local Authority</li> </ul>
May – June 2020	<ul style="list-style-type: none"> <li>Appeals to be heard by Independent Panels</li> </ul>
End of Autumn Term 2020	<ul style="list-style-type: none"> <li>Admission round ends</li> <li>Waiting lists close</li> </ul>

**All parents/carers are strongly advised to read the Redcar and Cleveland Local Authority Guide for Parents/Carers.**

### **Children in Receipt of a Local Authority Statement or Education Health Care Plan**

Any child who has a current Statement of Special Needs or Education Health Care Plan naming Laurence Jackson School as the designated secondary school in Year 7 will be automatically admitted, unless the school has previously demonstrated (if necessary to an independent tribunal) that to admit the child would not be in her/his best interests, unreasonable in terms of its impact on the school, or detrimental to health and safety.

### **Over-Subscription Criteria**

Where more parents/carers have expressed a preference for the school than there are places available, criteria will be applied to determine which parents'/carers' preferences can be met. The proposed over-subscription criteria are outlined below:

<b>CRITERIA (In priority order)</b>	<b>EXPLANATORY NOTES</b>
<b>i) children who are cared for by a Local Authority</b>	Children who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children's Act 1989).
<b>ii) children who are permanently resident in the admission zone defined for the school</b>	For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/carer ordinarily resides and with whom the child normally lives will be taken into account.  If parents/carers are separated and the child lives for periods of time with both parents/carers, the address used will be of the parent who receives child benefit for the child. Parents/carers may be asked to provide proof. Short term tenancies entered into the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The Authority will take action should false information be submitted in order to secure a place at a particular school.
<b>iii) children not living in the admission zone who have elder siblings attending the school in the 2019/20 school year</b>	Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the subsequent school year.  Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

<p><b>iv) children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by appropriate professional advisors to the school</b></p>	<p>Social reasons generally do not include domestic circumstances such as parents'/carers' working commitments, child care arrangements, separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>Parents/carers are strongly urged to provide independent third party information (eg from a professional person who knows or is involved with the child) in support of any exceptional long term medical or social reason why they think their child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the <b>only</b> school which could meet their child's needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the relevant professional advisors as to whether or not an application falls into this category.</p>
<p><b>v) children living closest to the school</b></p>	<p>The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.</p> <p>Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school (using the Local Authority's computerised measuring system) with those living closer to the school receiving the higher priority.</p>

### **Tie-break**

If it is necessary to distinguish between children within categories (i) – (iv) places will be offered using the criteria listed above in priority order and determined by criteria (v) – measurement on a straight line basis as defined above.

If it is necessary to distinguish between children in category (v), distance will be measured by the shortest walking route, using the number and postcode of the home and the postcode of the school.

### **Late Applications and Mid-Year Admissions**

Every effort will be made to ensure parental applications are received by the published closing date. However, applications may still be received after the closing date if there is good reason for their lateness. In this instance, the Local Authority will accept applications for over-subscribed schools if they are received before places in the school have been allocated. Examples of good reasons may include when a parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available at Laurence Jackson School. If Laurence Jackson School is full, a place will be offered by the Local Authority at the school closest to the home address with places available. Parents/carers whose child has been refused a school place for which they have applied will be offered the right to appeal against the decision.

### **Applying the Fair Access Protocol (FAP) for Mid-Year Admissions**

Laurence Jackson School will adhere to the (FAP) agreed by the schools in the Education Improvement Partnership (EIP) outlined below:-

#### **Pupil Allocation**

Pupils will be admitted to schools under the FAP in line with the agreed formula using a turn taking rota system. The chronology of the FAP admissions will be used to identify the school whose turn it is next to admit. When a pupil needs to be placed under the protocol, the school on top of the list for the cluster in which the child lives will be approached. When a school admits a pupil under the protocol the school moves to the lowest position on the list. Schools will not normally be asked to admit FAP pupils in quick succession.

The FAP admission quota for each secondary school is based on NOR, taking 1.5% as the placement percentage and rolls forward from year to year.

#### **Monitoring arrangements**

The Redcar & Cleveland FAP will be monitored half termly by the Besafe Partnership. LA Officers will provide accurate up to date data.

### **Allocation of Places which become available before Appeal Hearings**

Where places become available prior to an appeal hearing, they will be allocated in accordance with the over-subscription criteria.

### **Waiting Lists**

Those students who have not been allocated Laurence Jackson School will automatically be placed on a waiting list. Parents/ carers may request that their child's name be placed on a waiting list for Laurence Jackson School. If places become available in the school they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

The waiting list will be maintained for admission to Year 7 only until the end of the Autumn Term 2020.

**Appeals**

The parents/carers of any child who is refused a place at Laurence Jackson School have a right of appeal to an Independent Appeals Panel. The Panel consists of three people who are fully independent of the school's Governing Body and the Local Authority. The Panel will consider the circumstances of each appeal case before putting them against the Planned Admission Number of the school as a whole. Both the Governing Body and the parents/carers must abide by the decision it makes.

**ADMISSION OF YEAR 8, 9, 10 AND 11 STUDENTS – SEPTEMBER**

Applications for places in these year groups can be received at any time of year. In the event of over-subscription, the criteria set out previously will be applied and places offered in accordance with those criteria.

To apply for a place after the start of the Autumn Term, please contact the Local Authority Admissions Office on 01642 837730/837740.

Parents/carers wishing to visit the school prior to submitting an application are welcome to do so.