

Admissions policy: Secondary Phase 2022



Approved by: GB

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1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Any requests must be put in writing directly to the Principal.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 240 pupils for entry in Year 7.

6.2 Oversubscription criteria

All children whose Education, Health and Care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. LAC - Children in public care (looked after children) or previously in public care.
2. Children of a member of staff as defined below;
 - Children of a member of staff defined in accordance to the School Admissions Code 1.39
 - Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
 - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for the admission to the school is made, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- 3: Year 6 students already on roll at The Duston Primary School (primary phase) that apply for a place at The Duston School (secondary phase) on-time via the Local Education Authorities coordinated admission scheme.
4. Priority will next be given to children with older siblings at the school at the time of application. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
5. Pupils who live in the area defined as NN5 4 and NN5 6.
6. Pupils who live in the area defined as NN5 5, NN5 7 and NN5 9.

7. Other pupils

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the address point of the school. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.4 Waiting Lists

Under the coordinated scheme The Duston School will maintain a waiting list until the end of the Autumn Term. The school will continue to maintain a waiting list for subsequent terms. Applications for inclusion on a waiting list must be made on the school's appropriate form and they will be ranked according to our oversubscription criteria as described above. We have to admit any student who is the subject of a 'direction' by the LA or allocated to us according to the local Fair Access protocol and any such students take precedence over the waiting list.

We also maintain waiting lists for all 'full' year groups. The waiting list is cleared three times a year at the beginning of each full term. Priority will not be given to children on the basis that they have been on the waiting list the longest.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose Education, Health and Care plan (EHCP) names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for and we can meet your child's educational needs, then your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be made directly to the Northampton Local Council on the approved form and also via The Duston School at admissions@thedustonschool.org.

Please state:

- Child's full legal name, date of birth, current school and home address.
- Names of any siblings at the same address that attend The Duston School.
- Your name and contact details including day and evening telephone numbers.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. Information on how to appeal is available on the Northamptonshire County Council website. To appeal for a school place or for information on the appeals process please visit www.northamptonshire.gov.uk/appeals

You can find details of the school's appeals timetable on the following webpage; www.thedustonschool.org

9. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.