



## Admission Arrangements 2016 - 2017

### **Introduction**

This document sets out the Policy of St Edmund's Girls' School (a Church of England Academy) with respect to admissions. For the purposes of this policy, The Academy Trust of St Edmund's Girls' School is the admission authority.

Recognising its historic foundation, St Edmund's Girls' School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

St Edmund's Girls' School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its students. Parents have the right to withdraw their students from the daily Christian act of worship and from Religious Education.

Parents who wish their students to be admitted to St Edmund's Girls' School must complete the Common Application Form in line with the Local Authority Co-ordinated Admission Scheme. This form can be completed online by accessing Wiltshire Council's website ([www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)) or parents/guardians may telephone 01225 713010 and request that an application form is posted to them.

Click on the following link for more information from Wiltshire Council about School Admissions:

<http://www.wiltshire.gov.uk/schoolseducationandlearning/schoolsandcolleges/schooladmissions.htm>

Parents or guardians will receive written notification of the outcome, from the Local Authority, on a date determined in the Wiltshire Council Co-ordinated Secondary School Admission Scheme. An offer of a school place should be accepted by the deadline date, which is also set out in the Scheme.

Every year the Academy Trust will review and publish information concerning St Edmund's Girls' School admission policy. This will confirm the maximum number of students to be admitted to the school as a whole, the Published Admissions Number (PAN) which is currently 168 and explain how places will be allocated.

### **Aims**

The overriding aim of this policy is that it should work for the benefit of all students and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their students. It should contribute to improving standards for all students.

St Edmund's Girls' School aims to provide a place for all students whose address is within the designated area. Designated area means the area of benefit as defined in the school's Trust Deed. Appendix A shows the designated area for St Edmund's Girls' School. A list of

street names, together with the designated school, can be found on Wiltshire Council's website:

<http://www.wiltshire.gov.uk/school-admissions-catchment-list-large-towns-villages-more-than-one-designated-school.pdf>

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child. The Governors will process admission applications for children living overseas providing they have European Economic Area (EEA) citizenship, are United Kingdom (UK) citizens returning to the UK, or they hold an appropriate Home Office Visa at the time of application. All overseas applications will be considered according to the child's home address at the time of submission unless proof of the child's future UK address is provided with the application. The only exceptions are children of UK Service personnel and other Crown Servants (including Diplomats) returning to the UK with a confirmed posting within the area.

### **Deadline for application**

Applications for Year 7 entry for the academic year starting September 2016 need to be formally registered with the Local Authority by the date stated on the Common Admission Form for consideration by the admission authority.

St Edmund's Girls' School cannot guarantee places for students when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Council's Co-ordinated Admissions Scheme, which has been drafted in line with the School Admissions Code. The reasons for the request must be fully explained in writing and submitted in conjunction with the school place application form. Children admitted on this basis will be subject to an annual review in order to determine whether the retention or acceleration should continue or the child return to their chronological age group.

A decision on the admission of new entrants will be made during the spring term 2016. Parents or guardians will receive written notification of the outcome from the Local Authority on the date determined in the Wiltshire Council Co-ordinated Secondary School Admission Scheme (this is likely to be on or around 1<sup>st</sup> March 2016).

Late applications, i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed.

### **Waiting Lists**

During the normal admissions round it is always necessary to complete a Local Authority Common Application Form to apply for a school place. Registering interest with the school on a "waiting list" before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school's behalf.

If St Edmund's Girls' School is oversubscribed for students due to start in 2016-2017 a waiting list will be maintained. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

The Governors will maintain a waiting list until 31 December 2016. This will hold the names of all children refused admission to the year of entry, ranked according to the published oversubscription criteria. Each child added to the waiting list will require the waiting list to be re-ranked. If a place becomes available within the Published Admission Number or Admission Limit this will be offered to the child ranked highest at that time. Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. Looked after students at the time of application and previously looked after students as defined within this policy, students who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

### **Applications outside the normal admissions round**

In-year or casual admissions will be processed through Wiltshire Local Authority.

### **Policy**

The admissions policy of St Edmund's Girls' School is, while there are adequate places, to offer a place to all applicants irrespective of religion, ethnicity or country of origin, disability or academic ability. St Edmund's Girls' School participates in the Local Authority's Fair Access Protocol. A child with an Education Health and Care Plan or a Statement of Special Educational Needs that names the School will be admitted without further condition. This process is administered by the Local Authority (LA) in whose area the child lives.

### **Over-subscription Criteria**

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

- 1. Looked After Children / Previously Looked After Children**  
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>1</sup>. A looked after child is a child who at the time of application 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).
  
- 2. Vulnerable Children namely**
  - i. students of families with confirmed refugee status

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<sup>1</sup> An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders) Children Act 2002. A 'child arrangements order' is 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 as amended by s.14 of the Children and Families Act 2014. 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. students with a medical condition or disability where written evidence is available from a senior clinical medical officer and the child's general practitioner or specialist showing that it would be detrimental to the child's health not to admit him/her to the school rather than any other. Details of this must accompany the initial application.
- iii. Students where either parent has a disability which would make travel to a different school difficult. Evidence from a registered health professional such as a doctor or social worker will be required. Details of this must accompany the initial application.

#### **Living within St Edmund's Girls' School's designated area (see Appendix A):**

### **3. Siblings**

A child is considered in this category if an older sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives within the designated area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/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.

### **4. Other Students**

Students resident within the designated area who do not qualify under one of the criteria above.

#### **Living outside St Edmund's Girls' School's designated area (see Appendix A):**

### **5. Siblings**

A child is considered in this category if an older sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives outside the designated area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/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.

### **6. Other Students**

Students resident outside the designated area who do not qualify under one of the criteria above.

If St Edmund's Girls' School is oversubscribed within any category above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more students with the same priority for admission live an indistinguishable distance from the school, but cannot all be admitted, then the available places will be decided by the casting of lots by someone independent of the school or the Local Authority.

Parents must accept the offer by the date set out in the Local Authority Co-ordinated Secondary School Admission Scheme, i.e. the National offer date of 15<sup>th</sup> March 2016. Parents will be asked to reply to the Local Authority. If they do not respond by this date it will be assumed that the place offered has been declined.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

### **Appeals Procedure**

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters.

**Enquiries about this policy should be addressed to:** The Headteacher, St Edmund's Girls' School, Church Road, Laverstock, Salisbury, SP1 1RD. Telephone: 01722 328565  
Email: [office@st-edmunds.eu](mailto:office@st-edmunds.eu)

If there are still concerns, objections can be raised with the EFA (Education Funding Agency) where it is felt that the arrangements are non-compliant, unfair or unreasonable.

***Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Academy Trust.***

**Appendix A**

**Map of Designated Admissions Area  
for  
St Edmund's Girls' School**

**See separate attachment**