

## North East Lincolnshire Local Authority's Community and Voluntary Controlled Schools Admissions Policy (Secondary) for the Academic Year 2012-2013

### A Community schools

1. We realise that you have a right to express a preference for any school you want your child to attend. However, we also have a duty to make sure the efficiency of education in North East Lincolnshire, including efficiency in how resources are used, is not affected. In the schedule of maintained schools we publish a Published Admission Number (PAN) for each school for the school year. The Published Admission Number (PAN) sets a maximum for the number of pupils that can be admitted to each school.
2. We have found that parents/carers generally want their child to go to a school as near to their home as possible. Because of this, most schools have a catchment area defined by streets. However, in some areas, a number of schools serve a broad catchment area. How we decide which children should be allocated places when there are more applications than places available is set out below.
3. If the number of applications for places at a particular school is within the admission number set for that school we will give places to everyone who applies.
4. If the number of applications for places at a particular school is higher than the Published Admission Number (PAN) set for the school, applications will be considered against the criteria set out below. After the admission of children with statements of Special Educational Needs where the school is named in part 4 of the statement, we will use the following factors, in priority order, to decide which children will be given places. **(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)**
  - 4.1 Looked after children - children in public care.
  - 4.2 Living in the catchment area.
  - 4.3 Having brothers or sisters who are already at the school when your child is due to start there.
  - 4.4 The last factor is geographical. We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), 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. The admissions transfer letter will give you more information or you can contact the School Admissions Team, for more advice.

Criteria 4.4 is also used as a tie-breaker. Whenever two children have the same priority based on criteria 4.2 or 4.3 then the child who lives closest to the school will be given the higher priority.

### B Notes

1. **Children who have a statement of special education needs where the school is named in part 4 of the statement**

These children will have undergone a statutory assessment of their special educational needs. Where a school is named in part 4 of the statement the school must admit the child.

## **2. Looked after children**

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Childrens Act 1989. Children looked after under an agreed series of short term placements (respite care) are excluded.

## **3. Rules for residence**

On 31 December of the year before your child is due to go to secondary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place). We have the right to investigate whether you live at the address you say you do and we may withdraw any offer if incorrect information has been given.

## **4. Rules for siblings**

Included in this factor are brothers and sisters, half brothers or sisters, adopted brothers and sisters, stepbrothers and sisters or the child of the parents/carers partner living at the same address and who will be attending the school at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not.

## **Appeals**

If we cannot meet your school preference you can appeal against the decision to an independent appeals panel.

## **Waiting lists**

There is a waiting list for each secondary school based on the published admission criteria and all children are kept on that list in order of the criteria. If a child is refused admission to a school, you can apply for your child to be placed on the school waiting list. You can contact the School Admissions Team telephone (01472) 323079 / 323081 / 323082 for further information. If you confirm your request in writing your child's name will remain on the waiting list until either a place is offered or you ask for the child to be removed from the list. At regular intervals we will write to you enquiring whether you wish for your child to stay on the waiting list. If you do not respond by the closing date given, your child's name will be removed from the waiting list.

## **Fair Access Protocol**

North East Lincolnshire Local Authority has a Fair Access Protocol. The Fair Access Protocol ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the Published Admission Number (PAN) to schools that are already full.