



ADMISSIONS POLICY 2016/17

General

1. Parkfield School is a publicly funded, co-educational, independent all-through school which opened in September 2013.
2. Responsibility for the admission of pupils rests with the Governing Body.
3. All applications for places at the School will be considered in accordance with the arrangements set out below.

PROCEDURE FOR ADMITTING PUPILS TO THE SCHOOL

Catchment Area

4. Parkfield School operates with a non-designated catchment area.
5. For the years 2016/17, the Governing Body has agreed published admission numbers and points of entry are as follows:
 - 56 pupils in Reception
 - 56 pupils in Year 7

Anticipated growth in admissions to Parkfield School:

	2013/14	2014/15	2015/16	2016/17	1017/18	2018/19
Reception	56	56	56	56	56	56
Yr1	56	56	56	56	56	56
Yr2	56	56	56	56	56	56
Yr3	28	56	56	56	56	56
Yr4	28	28	56	56	56	56
Yr5		28	28	56	56	56
Yr6			28	28	56	56
yr7	56	56	56	56	56	56
Yr8	56	56	56	56	56	56
Yr9	28	56	56	56	56	56
Yr10		28	56	56	56	56
Yr11			28	56	56	56
Yr12				56	56	56
Yr13					56	56

6. The Governing Body will admit all applicants if undersubscribed.

Oversubscription Criteria

7. Where the school is oversubscribed, places will be allocated according to the oversubscription criteria as detailed in paragraph 8. The order of the criteria listed below will be used to determine the order of priority for admissions. Applicants who qualify for more than one criteria will be placed in the highest one in which they are eligible.
8. If the school is oversubscribed, priority for admissions will be as follows:
 - I. 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 order. 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)
 - II. Children who at the time of application have a sibling on the roll at school who will still be on the roll at school at the time of the sibling's admission.
 - III. Where there are not enough places for applicants within a criterion listed above, distance measurement will be used with those living closer to the school receiving higher priority. Distance will be measured in a straight line by the Local Authority's computerised measuring system from the designated point of the child's home address to the designated point of the school (as designated by the Local Authority measuring system).

Tie-break

9. If the situation arises where there are more children who are equally eligible (based on the above criteria) than there are places, a random allocation from all the valid applications, sorted by category as listed above, will be made by the Local Authority. A person independent of the school will attend and supervise this process.
10. Home address means the address where the child usually lives. Children who have parents with shared responsibility will be deemed to live at the address used to register the child with the GP.
11. Places cannot be offered on the basis of a possible future move. Places can only be offered on the basis of future moves on the basis of:
 - a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
 - a tenancy agreement confirming the renting of a specific property relevant to the application;
 - a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or in servants, an official MOD, FCO or GCHQ letter the case of UK service personnel and Crown declaring a relocation date to the relevant parish or priority area of the School (or to establish distance from the School).
12. The home address will be the address that complies with the above at the closing date set by Local Education Authority.
13. For the sake of this policy siblings are defined as children with at least one natural or foster / adoptive parent in common or the children of parents who are married or cohabiting, where the parents and children live together in the same household. Pupils will only count as siblings at the school if they are still attending the school when the child applying for a place is due to commence.

14. The school will accommodate twins, triplets or other multiple siblings. In line with section 2.15 of the new Government Admissions Code: In the case of applications where the final place available is offered to a child from a twin or multiple birth the Governors will offer places to both twins, triplets etc. even if this means exceeding the planned admission number.

Application Forms

15. For this school you are required to complete the Local Authority Application Form in the Local Authority in which you reside. The Local Authority (LA) form may be completed on-line or you may apply via a paper copy, which is returned to your LA. Please refer to the LA's information on admissions, which can be found on their website.

Deadlines

16. Make sure your Local Authority Application Form is returned on time and sent to the right place. Details of dates are in the Local Authority Admissions Booklet and on their website.

Proof of Residence

17. All applicants will be required to provide proof of residence. The Governing Body reserves the right to seek verification from the local authority in which the home is situated. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the School, the offer of a place will be withdrawn and an appeal offered.

Appeal Procedure

18. Parents/carers whose children are refused admission to the school have the right to appeal. The appeal, in writing, must be made to the Local Authority through which they made their original application, within 14 days of the initial offer.
19. The Appeal Panel will be independent of Parkfield School. The determination of the Appeal Panel is binding on all parties and notification of this decision will be sent within 7 days by post.
20. The independent panel will hear the appeal within the DFE School admissions appeals code (www.gov.uk/government/publications/school-admissions-appeals-code)
21. Guidance is available for parents about how the appeals process will work and the school will provide parents with a named contact who can answer any enquiries parents may have about the process. The School may, if it chooses, enter into an agreement with the Local Authority or any other organisation for it to recruit, train and appoint Appeal Panel members and to arrange for the process to be independently administered and clerked. Full details of the procedure will be sent to parents with the decision letter.

Waiting List

22. In addition to the right to appeal, unsuccessful applicants will be offered an opportunity to be placed on the waiting list. The order of the waiting list will be determined in accordance with the oversubscription criteria set out in paragraph 8, not in the order in which applications are received or added to the list. The waiting list will be cleared on 31st December of each year and Parents will be expected to make a new full application in accordance with these admissions procedures. Applicants to whom places are offered will be required to inform the Admissions Officer of their decision whether to accept or reject the offer within 7 days.

23. Looked after and previously looked after children and those allocated a place within the Fair Access Protocol will take precedence over other children on the waiting list. The waiting list will be reviewed and revised
- each time a child is added to, or removed from, the waiting list;
 - when a child's changed circumstances will affect their priority;
 - at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.
24. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

Other Admissions (in-year or casual admissions)

25. Applications for vacancies that arise outside the normal annual admission round will be considered at any time during the year. Information and application forms may be obtained from the School.
26. Where there is more than one application for a vacant place, the offer of a place will be determined in accordance with the criteria set out in Paragraph 8.
27. The School may refuse admission to applicants who have been permanently excluded from two or more other schools. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. The School will consult and coordinate its arrangements, including over the rapid reintegration of children who have been excluded from other schools and who arrive in an area after the normal admissions round, in accordance with local in-year fair access protocols for securing school places for unplaced children.

Procedures for Admission to Year 7 in 2018/2019.

28. From 2018 the external admissions process to Year 7 will end. From that date 56 places will be available in Year 7 for Parkfield School's own students progressing from Year 6. Parkfield School will not admit external applicants to its Year 7 unless undersubscribed by pupils progressing from its own Year 6. If there are more applications from external applicants than places available, places will be allocated in line with the oversubscription criteria set out in paragraph 8.

Procedures for Admission to Sixth Form (Year 12) in 2017/2018.

29. Parkfield School will admit external applicants to its Sixth Form and in such circumstances the same academic entry requirements as for students already on roll at Parkfield School will apply. If there are more applications from external applicants than places available, places will be allocated in line with the oversubscription criteria in paragraph 8.

Withdrawal of Offers

30. The Governing Body reserve the right to withdraw an offer of a school place where a parent fails to respond to an offer within 2 weeks of the offer being made, or if the place was offered on the basis of a fraudulent or misleading application.

Monitoring and Evaluation

31. The Governing Body and Principal will monitor the operation and effectiveness of the school's admissions arrangements.

Retention of Applications

32. Records of applications and admissions to the School shall be kept for a minimum period of 10 years and shall be open for inspection by the Secretary of State and school Governing Body.