



# THE CORBET SCHOOL

## ADMISSIONS POLICY 2018 / 2019

### Associated Policies

Class Codes: P

Audience Codes: Pa/S/SLT/GB

Policy Manager: AH Pastoral

Last Review: March 2017

Approval: Admissions Committee

Next Review: March 2020

## 1. PUPIL ADMISSIONS

Pupils will be admitted at the age of eleven without reference to ability or aptitude. The Corbet School has an admission figure of 135, which was established from September 2004. There is no cost associated with the admissions process to the Corbet School, which follows the Shropshire Local Authority Guidelines.

All parents of admitted pupils will be requested to confirm that they have read and understood the Handbook to Parents and Pupils.

## 2. OVER-SUBSCRIPTION

The Governing Body's Admissions Committee will discharge the functions conferred on it by The Education (School Government) (England) Regulations 1999. Where applications for admission exceed the number of places available, the Admissions Committee will apply the following criteria, in the order of priority set out below, to decide which children to admit.\*\* Children with a Statement of Special Educational Needs or Education and Health Care Plan (EHCP) which names The Corbet School will be allocated places, after which places will be allocated according to the agreed set of criteria in strict order of priority.

### PRIORITY

1. Children in Public Care, usually referred to as "looked after children" and children who were looked after but ceased to be so because they were adopted, as defined in the School Admissions Code.
2. Children living within the attendance area, (as defined by Shropshire Council Local Authority), with a sibling at The Corbet School. A sibling connection is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 16 years). Fostered and adopted siblings are also included. Older siblings must be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in home in order to establish an "in attendance area" address will not be given priority under the sibling criterion.
3. Other children living inside the attendance area.
4. Children living outside the attendance area with a sibling connection, (see Priority 2 above).
5. Children outside the attendance area without a sibling connection, (see Priority 2 above), at The Corbet School, but who have attended a maintained primary school that lies within The Corbet School's attendance area for more than a whole academic year immediately prior to transfer.
6. Children of staff at the school.
  - 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 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.
7. Children living outside the attendance area.

Where the admission number is reached and a decision has to be made to differentiate between children who fall into the same criteria groupings of Priorities 1 - 6 above, priority will be given to those children who live nearest to the school. For admissions purposes all distances are measured as a straight line distance on a computerised mapping system between the home address and the nearest entrance gate of the relevant school by pinpointing their eastings and northings. The shortest distance being given highest priority. Where two addresses are within the same block of flats, the lowest number of flat nearest to the ground floor will be deemed to be the nearest in distance.

In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings. In the event that two individual applications are exactly the same after all other criteria have been taken into account, a tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

### Notes:

\*\*In very exceptional circumstances the following criterion may apply and such children may be allocated a higher priority above Priorities 2 to 6.

Where a child has particular health reasons for wishing to attend The Corbet School. Such cases will only be given priority if medical evidence can be provided which demonstrates that attending Corbet School is essential to the medical well-being of the child. The Governing Body reserves the right to check the essential nature of the medical condition with the relevant medical practitioner.

### 3. APPLICATIONS

Admissions to The Corbet School for all Year 7 September Intakes will be via Shropshire Council's online admission facility. This will be available from September in the application year. Parents unable to apply online should contact the Council's Admissions Team on 0345 678 9008, at Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. Applications will be required by 31st October via [www.Shropshire.gov.uk](http://www.Shropshire.gov.uk) The School's Admissions Committee will then consider all applications made to this school via the Council and will inform the Council's Admissions Team of the places to be allocated. The Council will inform parents on behalf of the school of its decision by post on 1st March, or the nearest school day that particular year. This will be a common date for secondary allocations across the country. Parents will only be offered one school place for each child. Therefore if The Corbet School is not able to offer a place, the Council will inform parents/guardians of a place at another school which they can offer to the child. Parents are advised that it is in their child's best interest to ensure that they have given more than one preference on their application form.

It is important that applicants are aware that: where a year group already meets or exceeds the school's published standard number of 135 it would not normally expect to admit further pupils. This is because the Governing Body's Admission Committee have always felt that the admission of more pupils would lead to overcrowding and large classes in some teaching sets and would jeopardise the ability of the school to provide effective teaching to all of its pupils. Additional admissions to The Corbet School would thus prejudice the effective use of resources.

**Late Applications:** Parents are asked to note that the closing date for applications is 31<sup>st</sup> October. Any applications received after this date will not be considered until after all other allocations have been made unless there are exceptional circumstances, e.g. a family has just moved house into the area or a family difficulty such as a serious illness

**or bereavement. In such circumstances the school and Shropshire Council will endeavour to include the application up until the first week in February. Otherwise late applicants will be placed on a waiting list.**

Any applications from Year 7 mid-year or applications to other year groups need to be made using the Application form available from The Corbet School.

#### **4. APPEALS**

The Governing Body has established arrangements for appeals against non-admission, which include an independent element.

Where a child is refused admission by the school's Admissions Committee, the Governing Body will ensure that the parents are informed of their rights to initially seek a review of the decision. If this review still turns down a possible admission, parents will then have the right to appeal against the decision (by a given date,) to the Independent Appeal Tribunal.

Arrangements for review and appeal will be fully explained to parents and details will be available from the School Office.

Where an appeal is not successful then the applicant's name will be held on a waiting list until the end of the first term of the academic year. Any places thus allocated will be in accordance with the admissions criteria explained above.