

Date of Issue	<b>Admissions Policy 2017</b>	Policy Number
16.12.15		6
Review Date		Policy Owner
December 2016		GB

## 1. Purpose

1.1 The purpose of the policy is to ensure Bedford Free School complies with all the relevant provisions of the statutory School Admissions Code, as they apply at any given time to schools and with the law on admissions as it applies to schools.

## 2. Policy

2.1 Bedford Free School is a publicly funded, co-educational, independent secondary school.

2.2 For the 2017 intake, applications for entry into Years 7 will be invited. The admission number will be 100 pupils.

2.3 Bedford Free School welcomes applications from potential pupils of differing abilities.

2.4 Responsibility for the admission of pupils rests with the Free School Trust and the Governing Body.

2.5 All applications for places at the School will be considered in accordance with the arrangements set out below.

## 3. Admission Arrangements

### 3.1 Applications

3.1.1 All applications for places at Bedford Free School will be made in accordance with the Local Authority's co-ordinated admission arrangements and will be made on the common application form provided and administered by the Local Authority.

3.1.2 Offers will be made on Wednesday 1st March 2017.

3.1.3 Applicants to whom places are offered will be required to inform the Local Authority of their decision whether to accept or reject the offer within 2 weeks using the reply slip provided when the offer is made.

### 3.2 Appeal Procedure

3.2.1 Parents whose applications for places are unsuccessful will be given an opportunity to appeal against the decision to an Independent Appeal

Panel set up in accordance with the statutory provisions in force at the time.

- 3.2.2 The Appeal panel will be independent of Bedford Free School.
- 3.2.3 The determination of the Appeal Panel will be binding on all parties.
- 3.2.4 The School will prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process.
- 3.2.5 Full details of the procedure will be sent to parents with the decision letter on Wednesday 1st March 2017
- 3.2.6 In addition to the right to appeal, unsuccessful applicants will be placed on the reserve list. The order of the reserve list will be determined in accordance with the over-subscription criteria.
- 3.2.7 The reserve list will be maintained until 31st August 2017
- 3.2.8 Vacancies arising between 1st March 2017 and 31<sup>st</sup> August 2017 will in the first instance be offered to applicants on the reserve list
- 3.2.9 On 1st September 2017, applications on the Reserve List will be placed on the Waiting List.

### 3.3 Over-subscription Criteria

- 3.3.1 Where numbers of applications for each year group are less than the number of published year group places, all applications for that year group will be accepted.
- 3.3.2 Where numbers of applications for any year group exceed the number of published year group places, after the admission of pupils with a statement of SEN naming the school, applications will be considered in the following order of priority:
  - All 'looked after' children or previously 'looked after' children
  - Pupils with exceptional medical or social need
  - Children who have siblings in the School at the time they are admitted to the School
  - children of staff in either or both of the following circumstances:
    - a) where the member of staff has been employed by the School Trust 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.
  - Any other children
- 3.3.3 Within each of the over-subscription categories, priority will be given to those who live nearest the School, as measured by the straight line distance.

- 3.3.4 The distance will be measured from the address point of the pupil's home to the front door of the School regardless of distance of travel.
- 3.3.5 Where a pupil lives for part of each week at different addresses, the home address shall be that address at which the pupil spends the majority of the school week.
- 3.3.6 'Sibling' is a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner and in every case the child should be living at the same address.
- 3.3.7 The 'sibling' must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.
- 3.3.8 Where applications are received from twins, triplets or same-year siblings the following procedure will be followed: if one child is selected for a place within a year group, the twin/triplet/same year sibling will be ranked immediately below Children with exceptional medical or social need.
- 3.3.9 In a similar fashion, where there are applications from siblings for places in different year groups, if one child is selected for a place in one year group, then their sibling(s) will be ranked immediately below Children with exceptional medical or social need in the other year group.
- 3.3.10 A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).
- 3.3.11 A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence 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. 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).
- 3.3.12 Pupils with exceptional medical or social needs must be supported by evidence in the form of a written statement by a professionally involved third party, such as a doctor or social worker. The evidence should detail the special circumstances and explain why these needs can realistically only be met by Bedford Free School.

#### 3.4 Other Admissions

- 3.4.1 The Bedford Free School will admit any statemented pupil whose statement names Bedford Free School and for whom the School has agreed to be named in the statement.
- 3.4.2 Applications 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 Admissions Team at the Local Authority.

- 3.4.3 Where there is more than one application for a vacant place, the offer of a place will be determined in accordance with the following criteria, in order of priority:

Children with statements of Special Educational Needs in which Bedford Free School is named on the statement.

All 'looked after' children or previously 'looked after' children

Children with exceptional medical or social need.

Children who have siblings in the School at the time they are admitted to the School.

Children of staff in either or both of the following circumstances:

- a) where the member of staff has been employed by the School Trust 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.

Any other children.

### 3.5 Waiting Lists

3.5.1 Bedford Free School will operate a waiting list for each entry group.

3.5.2 Where in any year the Free School receives more applications for places than there are places available, a waiting list will operate for a term.

3.5.3 The waiting list will be maintained by the Free School Trust.

3.5.4 Any child's position on the waiting list will be determined solely in accordance with the oversubscription criteria.

3.5.5 Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## 4. Related Documents

4.1 Appeals Procedure

## 5. Monitoring, Evaluation and Review

5.1 The Principal is responsible for ensuring the Free School adheres to this policy and that this policy is periodically reviewed.

5.2 This policy will be reviewed annually.