

# SOUTHFIELD SCHOOL

## ADMISSIONS POLICY

### 1.0 OBJECTIVES

- 1.1 To ensure that all admissions procedures are carried out in accordance with regulations set out in the Admissions Code
- 1.2 To ensure that all students are admitted according to the criteria defined by the Academy and in line with the local authority co-ordinated admissions schemes for new intake and in-year applications.
- 1.3 To ensure that all admissions are dealt with in an efficient and appropriate manner to avoid causing the understandable anxiety to prospective students and their parents that pressure to find a school place can generate.
- 1.4 To ensure that students are placed on programmes of study related to their aptitudes, levels of ability and choices, in accordance with the provision currently available at the school. This is especially significant when admissions are requested outside the normal time of entry of Year 7 intake.

### 2.0 PROCEDURES AND ORGANISATION

- 2.1 Admissions procedures must be carried out in accordance with the Department for Education Admissions Code and the local authority co-ordinated schemes.
- 2.2 Students are to be admitted with the request that they and their parents agree to support the school in all matters of behaviour and standards of performance. This expectation is to be included in discussions between parents and senior staff prior to a student joining the school.

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### 3.0 OVERSUBSCRIPTION

- 3.1 Admission arrangements will be put forward for consultation in accordance with the regulations set out in the Admissions Code and in liaison with the local authority.
- 3.2 The governing body will review oversubscription criteria on an annual basis and any changes will be put forward for consultation with all interested parties in accordance with the timetable set out in the Admissions Code and in liaison with the local authority.
- 3.3 At the normal time of intake places will be offered to applicants in the following way:

Pupils with a statement of special educational needs which names the school as appropriate provision will be admitted regardless of the number of applications received.

In the event of applications exceeding available places, the following criteria are used to determine successful applications:

- 1 Children in public care (looked after children)

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- 2 Those girls who have a sister attending the school or a brother attending the 6<sup>th</sup> form at the time of application, and who will be continuing at the school for the next academic year.
- 3 Up to a maximum of 30% of intake places (i.e. a total of 50 places) will be allocated to girls living outside the boundaries of the Kettering Schools Area, with the closest having preference. (See notes (b) and (c) below)
- 4 The remaining places will be allocated to girls living within the boundaries of the Kettering Schools Area, with the closest having preference.

N.B.

- a) In the event of oversubscription within criterion 1 or 2, places will be allocated on the basis of proximity.
- b) The figure of 30% in criterion 3 above will include children allocated a place under criteria 1 and 2 and those with a statement of special educational needs.
- c) Any places remaining after allocation under criterion 3 above will be included in the allocation of places under criterion 4.
- d) Distance will be measured on a straight line basis from the school to the home address using a geographical information system.
- e) The Kettering Schools Area means the town of Kettering and the associated towns and villages for Kettering secondary schools and Montsaye Community College. The associated towns and villages are:

Arthingworth, Ashley, Barford, Barton Seagrave, Brampton Ash, Braybrooke, Broughton, Burton Latimer, Cranford, Cransley, Desborough, Dingley, Draughton, Faxton, Finedon Sidings (Isham Parish), Geddington, Glendon, Grafton Underwood, Hanging Houghton, Harrington, Isham, Lamport, Loddington, Maidwell, Mawsley, Newton-in-the-Willows, Orton, Pipewell, Rothwell, Rushton, Slipton, Stoke Albany, Sutton Bassett, Thorpe Malsor, Thorpe Underwood, Twywell, Warkton, Weekly, Weston-by-Welland and Wilbarston.

- 3.4 No other form of selection is employed.
- 3.5 A waiting list will be maintained for an oversubscribed year group. If a place becomes available, the above criteria will be applied to decide who will be offered the place.

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## 4.0 APPEALS PROCEDURES

- 4.1 In the event of an appeal, statutory procedures in force at the time will be followed (see related DfE documentation).
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## 5.0 STUDENTS SEEKING ENTRANCE OTHER THAN AT TIME OF TRANSFER BY RELEVANT AGE GROUP

- 5.1 All matters relating to admissions should, in the first instance be referred to the Admissions Team. Anyone requiring a prospectus or to visit the school should be directed to the Admissions Team so that she can make the appropriate arrangements.
- 5.2 Applications for in-year admission must be dealt with in accordance with the local authority co-ordinated scheme.
- 5.2.1 If a place in the relevant year group is available and the student has not been permanently excluded from two schools, a place should be offered as long as this is consistent with the best interests of the student and the students currently in the school.
  - 5.2.2 Students of compulsory school age will not be admitted to a year group below their own age unless there are exceptional circumstances. Any exceptions will be considered very carefully with due regard for the precedents agreement may set.
  - 5.2.3 If the school is directed by the Local Authority to take a student through the 'Fair Access' protocol, even though there are no places in the age group, the Admissions Team and headteacher will discuss and decide the best way to proceed.
  - 5.2.4 Parents wishing to apply for a place must do so through the Northamptonshire County Council Admissions Team. The application will be put forward at the next meeting of the Pupil Placement Panel, with appropriate background information provided by the Admissions Team. The Admissions Team will attend PPP meetings, and will discuss the agenda and applications in advance with the Headteacher. Following the panel meeting, the Admissions Team will write to parents regarding the outcome of the application.
- 5.3 Successful applicants will, at the earliest opportunity, be shown around the school with their parents and the Admissions Team will clarify details of age, courses of study, reasons for requesting a place etc. The Admissions Team will request information from the student's previous school.
- 5.3.1 A meeting with the Admissions Team will be arranged so that curriculum matters can be fully discussed.
  - 5.3.2 External applicants for 6<sup>th</sup> form places will be invited to visit the school and a meeting with the Head of 6<sup>th</sup> form arranged.
  - 5.3.3 If necessary, a meeting with the SENCo will be arranged.
- 5.4 All admissions should be discussed by the Admissions Team and the relevant Progress Leader. Issues of class sizes, appropriate courses, particular needs, must all be discussed before an admission can be agreed.
- 5.5 No student may be admitted without the expressed agreement of the Headteacher.

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- 5.6 All students who are not admitted in the normal September intake will come into school, if possible, for such time as is necessary for them to undertake any assessments required by faculties to establish appropriate groups or sets. The information from these tests should be passed to Faculties for processing in order that a programme of study may be produced appropriate for the student.
- 5.7 The preparation of the programme of study is the responsibility of the Progress Leader who will prepare a timetable for the student.
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### **6.0 ROLES AND RESPONSIBILITIES**

- 6.1 The Admissions Team is responsible for the following:-
- 6.1.1 Ensuring the smooth operation of all procedures relating to the admission or deletion of students on the school roll.
  - 6.1.2 The organisation of the admissions element of the School Prospectus and Prospective Parents Evening.
  - 6.1.3 Keeping accurate records of all appropriate and necessary data.
  - 6.1.4 The monitoring and follow up of new or leaving students.
  - 6.1.5 Ensuring all appropriate staff are informed of arrivals and departures.
  - 6.1.6 That other schools either receive or provide the appropriate transfer files and information concerning students.
  - 6.1.7 Ensuring that documentation received is passed to appropriate staff for information and filing.
  - 6.1.8 Liaising with the appropriate Progress Leader, SENCo, Safeguarding Lead (DSL) and Deputy Headteacher.
- 6.3 The relevant Progress Leader has responsibility for:
- 6.3.1 Ensuring that new students receive suitable induction information and experiences.
  - 6.3.2 Placing new students in sets and forms
  - 6.3.3 Ensuring that information received is circulated/noted as appropriate
  - 6.3.4 Ensuring the monitoring of new students' progress, that settling in is taking place appropriately and parents are provided with information about this.
- 6.4 The Form Tutor has responsibility for:
- 6.4.1 Providing a suitable 'buddy'
  - 6.4.2 The induction of the student into school life – routines, expectations and standards, initial friendships and relationships, etc.

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