



## **Barr's Hill School Academy Admissions Policy 2020/21**

**The admissions process is part of the Coventry Local Authority co-ordinated scheme.**

**The school admission number for the school year beginning in September 2020 is 131**

### **2020/21 Oversubscription Criteria:**

If there are more requests for a school place than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below:

- 1 Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children) Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order, a child arrangements order or a special guardianship order.**

A looked-after child is defined in Section 22 of the Children Act 1989

- 2. Children who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will continue to attend that school the following year**

The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address.

- 3. Other children who live in the catchment area served by the school.**
- 4. Children living outside the catchment area with a brother or sister who currently attends the school, provided that the brother or sister will continue to attend that school the following year**
- 5. Children by reference to the distance to the preferred school**

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests by reference to distance.

### **Brothers and Sisters**

The Governors see the benefits of children from the same family attending the same school and give priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where schools are over-subscribed no guarantee can be given that places will be available for

brothers and sisters. Where the final place in a year group is offered to one of twins or other multiple births the parent has to decide which child will take up the place

### **Distance**

If it is not possible to meet all of the requests in any one of the categories described above, the Governors will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence - to the centre of the school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the Governors will select by drawing lots

### **Home address**

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Governors that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

**If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.**

### **Catchment area**

One of the aims of local schools is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area and details of specific catchment areas can be found at [www.coventry.gov.uk/catchmentareas](http://www.coventry.gov.uk/catchmentareas) or from the School Organisation (Admissions) team.

### **Education Health and Care Plan**

All children with an Education Health and Care Plan that name the school will be admitted before all other applicants.

### **Late Applications**

The closing date for applications in the normal admissions round is **31 October 2019**. After that date, the Local Authority will continue to receive applications but these will be considered to be late and may not be processed until after **1 March 2020**.

### **Appeals**

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply to the School Appeals Team, Coventry City Council, Room 79, Council House, Earl Street, Coventry CV1 5RR, telephone 024 7683 3031 or email [schoolappeals@coventry.gov.uk](mailto:schoolappeals@coventry.gov.uk) Appeals will be heard by an independent panel.

### **Waiting Lists**

After the initial allocation of places on **1 March 2020**, the Governors in conjunction with the Local Authority will establish a waiting list and this will operate up until the end of the Autumn term parents, who wish for their children to continue to be considered for any places

that might become available **after 31 December 2020**, must contact the Local Authority to go onto the waiting list.

### **Fair Access Protocol**

The governing body have adopted the LA policy for admission of previously excluded or hard to place children.

### **Applications outside the normal admissions round**

The Local Authority will administer in-year admissions on behalf of the Governors.

Applicants refused their preferred school will be offered an alternative school and the right of appeal.

### **Applications for children to be admitted into a class outside of their normal age group**

If parents/carers wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents/carers should then submit a formal request to the school's Admissions Officer. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. Parents/carers will then be contacted to discuss the matter further as each case will be considered on the circumstances of each case and in the child's best interests. There are no guarantees that such applications will be agreed. Parents/carers will be sent a letter setting out the decision and reasons for it.

If parents/carers are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>

### **POST 16 ADMISSIONS CRITERIA**

Barr's Hill School also considers applications from external students aged 16 or 17 years old in September 2019 for admission into Year 12 in September 2020. Barr's Hill School does not accept new applications from students aged 18+.

The Academy Trust provides for a maximum number of 65 students in Year 12. The Academy Trust admission number for external students applying to join in Year 12 in September 2020 is 10. In order to pursue their preferred courses both internal and external students will be expected to meet the minimum requirements for the course(s) for which they are applying.

Both internal and external students wishing to enter the sixth form will be expected to have met minimum academic entry requirements for the sixth form (an external student is a student not on roll at Barr's Hill School in Year 11). If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum requirements. These minimum requirements for each course offered will be published annually on the Post 16 section of Barr's Hill School's website/prospectus. Minimum class sizes will be set and if insufficient applications are received the school reserves the right to withdraw the course, an alternative course will be offered in these circumstances.

The application process begins at the end of November, and internal applicants must complete an internal application form and then meet with a member of the Post 16 team to discuss a suitable programme of study by 28 February. External applicants must complete an external application and are also invited to come in to discuss their eligibility for a chosen programme of study. A meeting with the school to discuss options and academic entry requirements will not play any part in determining whether an offer of a place will be made.

If the number of successful applications (i.e. those students who have met entry requirements) exceeds the published PAN then oversubscription criteria will apply.

### **POST 16 OVERSUBSCRIPTION CRITERIA**

If, after allocating places to eligible internal candidates, there are more requests for a school place than there are places available within the school's admission number, places will be allocated to those pupils who meet the academic entry criteria in accordance with the following criteria and in the order shown below (please refer to oversubscription definitions for further information). This process will be supervised by a person independent of the school.

When there are more external applicants than the admissions number that satisfy any minimum course requirements, and once any pupils with an Education Health and Care Plan which names the Barr's Hill School Academy and which the school has agreed have been admitted, the oversubscription criteria outlined below will be applied.

- 1 Students who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children) Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order, a child arrangements order or a special guardianship order.**

A looked-after child is defined in Section 22 of the Children Act 1989

- 2. Students who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will continue to attend that school the following year**

The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address.

- 3. Other students who live in the catchment area served by the school.**
- 4. Students living outside the catchment area with a brother or sister who currently attends the school, provided that the brother or sister will continue to attend that school the following year**
- 5. Children by reference to the distance to the preferred school**

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests by reference to distance.

### **Brothers and Sisters**

The Governors see the benefits of children from the same family attending the same school and give priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where

schools are over-subscribed no guarantee can be given that places will be available for brothers and sisters. Where the final place in a year group is offered to one of twins or other multiple births the parent has to decide which child will take up the place

### **Distance**

If it is not possible to meet all of the requests in any one of the categories described above, the Governors will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence - to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the Governors will select by drawing lots

### **Home address**

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Governors that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

**If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.**

### **Catchment area**

One of the aims of local schools is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area and details of specific catchment areas can be found at [www.coventry.gov.uk/catchmentareas](http://www.coventry.gov.uk/catchmentareas) or from the School Organisation (Admissions) team.

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

### **Late Applications**

The closing date for applications in the normal admissions round is **1 May 2020**. After that date, the school will continue to receive applications but these will be considered to be late and may not be processed until after 10 July 2020.

### **Appeals**

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply to the School Appeals Team, Coventry City Council, Room 79, Council House, Earl Street, Coventry CV1 5RR, telephone 024 7683 3031 or email [schoolappeals@coventry.gov.uk](mailto:schoolappeals@coventry.gov.uk) Appeals will be heard by an independent panel.