



# ADMISSIONS POLICY

## 2023-2024

# PRESTON MANOR SCHOOL

An All-Through School

<b>Governors' Committee Responsible:</b>	Learners Welfare
<b>Statutory Provision:</b>	Statutory
<b>Policy Author:</b> G. Brougham	<b>Review Period:</b> Annual
<b>Date reviewed:</b> November 2022	<b>Next Review:</b> November 2023

## Criteria for Admission to Preston Manor School 2023-2024

### **Admission to Reception under Local Authority Arrangements**

The school's admission number for Reception places in September 2023 is 60. Applications are made through the Local Authority online facility; [eadmissions.org.uk](http://eadmissions.org.uk). This website can be used for primary applications from 1 September 2022 until the deadline.

### **Admission to Year 7 under Local Authority Secondary Transfer Arrangements**

The school's admission number for Year 6 transfer into Year 7 in September 2023 is 252. Applications are made through the Local Authority online facility; [eadmissions.org.uk](http://eadmissions.org.uk). This website can be used for secondary applications from 1 September 2022 until the deadline.

### **In Year Admissions**

From Reception to Year 11 you must contact the school. Unsuccessful applicants will be placed on the waiting list.

### **Children with a Statement of Special Educational Needs / Education, Health and Care Plan**

If your child has an Education, Health and Care Plan (EHCP) the Local Authority will process your application for a school place as it is their responsibility to arrange SEN provision and consider the suitability of individual schools.

### **Right of Appeal**

If the school is unable to offer a place there is a statutory right of appeal to an independent Appeal Panel.

### **Appeals under the Co-ordinated Admission Scheme**

Admissions appeals for on-time applications (i.e. those relating to decisions sent on national offer date) will be heard by 6 July or earlier.

Appeals must be lodged within 20 school days from the date of notification that the application was unsuccessful. Please contact the school for a Preston Manor School appeal form (which should be returned to the Clerk to the Independent Appeal Panel (Ref PM), PO Box 367, Cuffley, Herts EN6 4XZ).

**Late Applications under the Co-ordinated Admission Scheme** The school will comply with the Local Authority regarding Late Applications as detailed in the Local Authority's Secondary School Guide.

### **Waiting Lists**

Lists will be maintained by the school throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria.

This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants. Parents will be contacted towards the end of the academic year to confirm they wish to remain on the waiting list.

**"Hard To Place" and Excluded Students from Other Schools** The school will work closely with the Local Authority, in accordance with local protocols, regarding students who

fall into these categories. Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol, must take precedence over those on a waiting list.

**This policy is reviewed by the Admissions Committee on behalf of the Governing Body on an annual basis.**

### **Over Subscription Criteria**

Where applications exceed the number of places available, offers of places will be made using the following criteria in order of priority:

- 1. Children in public care (looked after children)** a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. An application for admission to the school must be made by the person with parental responsibility and / or the child's social worker.
- 2. Children who have a brother or sister** (including blood, half, step, adoptive or foster who live at the same home address) attending the school in the year in which the application is made and will continue to be on roll at the date of admission.

### **Twins, Triplet and other children of multiple births**

In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the policy of the school is not to separate them even if this means that the school will temporarily go over the published Admissions Number. **(Note:** brother or sister connections will only be considered if the brother or sister is currently attending the school including the sixth form (Year 12 only) and will continue to be on roll on the date of admission)

- 3. Children for whom it is essential to be admitted to Preston Manor School because of special circumstances to do with significant medical needs, social needs or special educational needs.** The recommendation must be received in writing from a consultant at a NHS hospital or equivalent. This criterion relates to the child's medical, social and special needs and does not include any other member of the child's family. The supporting evidence should set out the particular reasons Preston Manor School is the most suitable school and difficulties that would be caused if the child had to attend another school.

- 4. Children who have attended Preston Manor Lower School and completed Year 6.**

- 5. Children of Preston Manor School staff, teaching and non-teaching, who have been employed for two or more years, or who will meet a skills shortage.**

- 6. Proximity to the school** (for children who do not fall within criteria i – v) distance will be measured in a straight line from the front door of the child's permanent address (including flats) to the school reception, [using the Local Authority's computerised measuring system], with those living nearest to the school being accorded the highest priority. The method used by the LA will be adopted when measuring home to school distance and when selecting between applicants with equal priority and those living in flats.

## **Tie Breaker**

If two or more students have equal priority under criteria i - v, the criterion of proximity to the school will apply with those living nearest to the school (in a straight line from the front door of the child's permanent address to the school reception) being accorded the highest priority.

## **Notes**

Distance does not take into account access by public transport or any private vehicle. Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which is the residential address for the purpose of admission to school. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

## **Admission to the Sixth Form**

Places in Year 12 will be awarded in the following order of priority:

1. Children in public care (looked after children) who meet the entry requirements and subject specific criteria (see Notes below).
2. Students who were on the roll at Preston Manor School at the end of the academic year immediately preceding the proposed date of entry into the Sixth Form. To receive priority Preston Manor Students must apply before the second Monday in January. Any applications received after this date will be counted as external applications.
3. External students must apply by the set deadline in the prospectus. Any applications received after this date will be added to the waiting list and applications received after the first Monday in July will not normally receive an acknowledgement until September.

## **Waiting Lists**

In the event that students apply for subjects that are oversubscribed, they are added to a waiting list on a first come first served basis.

## **Notes**

All applicants must be aged 16 on 31 August in the year of application. In exceptional circumstances students aged 17 may be accepted.

Students must meet the entry requirements for their chosen programme of study as published in the Sixth Form Prospectus.

Students must meet the individual subject specific criteria as published in the Sixth Form Prospectus. Late applicants may be invited for discussion if places are available on their chosen courses or for a place on the waiting list.

If other places become available, applicants on the waiting list will be informed. No admissions will take place after the first Monday in October.