

**POLICY:** Admissions

**Date approved:** Interim April 2013. Policy adopted by FGB September 2013

**Date of next review:** *April 2014*

**Last review date:** First draft of policy written April 2013

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### **Policy Context**

- 1.1 The policy takes full cognisance of the new national appeals and admissions codes which **were** accepted as statutory on February 1<sup>st</sup> 2012 this is for **2014-2015** admissions
- 1.2 The policy sets out the College's approach to admissions
- 1.3 The policy is subject to annual review by the College Governing Body
- 1.4 The policy is written in accordance with the Local Authority (LA) admissions guidance

### **Principles**

- 2.1 Cowes Enterprise College has Trust status and takes students of mixed aptitude and ability aged 11-19.
- 2.2 The Trust is the admissions authority with responsibility for admissions although we work closely with the LA who administers the Co-ordinated Admissions Scheme (CAS) and deal with appeals. ***The trust delegates strategic oversight of admissions to CEC Governors.***
- 2.3 If the number of applications for Cowes Enterprise College is less than the admissions number then all children will be offered places, no matter where they live.
- 2.4 If Cowes Enterprise College is oversubscribed the College will use a set of transparent and clear criteria to determine who is offered a place.

### **Operation**

- 3.1 Cowes Enterprise College is part of the Isle of Wight (IOW) Council's Co-ordinated Admissions Scheme.
- 3.2 For admission to Cowes Enterprise College from September 2014, the local authority is required to operate a Co-ordinated Admissions Scheme and applications for all school places must be made on the Common Application Form (CAF) provided

by the Authority. Once completed the CAF must be received by School Admissions, County Hall, Newport, Isle of Wight, PO30 1UD by **4.30pm on 31 October 2013**.

- 3.3 If the number of applications for Cowes Enterprise College is less than the admissions number then all children will be offered places, no matter where they live.
- 3.4 The children of parents who apply for a place at a College by the published closing date have priority for admission over those who apply later. This means that, even though a parent may have moved into the priority area, their child may not get a place if the College is already oversubscribed. If this happens a parent can appeal and their child's name will automatically be placed on to a waiting list unless they specifically request that this must not happen.
- 3.5 Children for whom a Statement of Special Educational Needs has been agreed which names Cowes Enterprise College on the statement, are automatically admitted to Cowes Enterprise College, in compliance with the School Admissions Code.
- 3.6 If there are more applications to Cowes Enterprise College than there are available places, we use the same criteria as the local authority to decide which children can have places. The criteria in terms of priority with the highest first are as follows;
- 3.6.1 Children who are in the care of the local authority and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so, because they were adopted (or became subject to a residence order or a special guardianship order).
- 3.6.2 Pupils with a specific medical condition, confirmed by a consultant paediatrician or similar health professional, which makes Cowes Enterprise College the most appropriate.
- 3.6.3 Pupils living in the College's priority area who, at the time of application, have an elder sibling
- who is already at the College; and
  - who will still be in attendance at the College in September 2014
- 3.6.4 Other pupils living within the College's priority area.
- 3.6.5 Pupils living outside the College's priority area who, at the time of application, have an elder sibling
- who is already at the College; and
  - who will still be in attendance at the College in September 2014
- 3.6.6 Pupils living outside the College's priority area.

### **Tie-break**

For criteria 6 above: proximity to the College will be used in the case of a tiebreak. For example: If we can offer places in the first five criteria, but there are not enough for all those children in criterion six, distance for the allocation of College places will be measured in a straight line by the local authority's Geographical Information System (GIS) from the centre

of the building of the home address to the centre of the College building) with those living closer to the College receiving the higher priority. If distances are equal (for example with a block of flats) lots will be drawn by an independent person to determine the allocation.

If only one place at a College is available within the admissions number and there are twins in the family who have the next highest priority within the oversubscription criteria, we will offer places to both.

- 3.7 Firm offers will be made by the local authority on **3<sup>rd</sup> March 2014** (National offer day for England). Those for whom no place at Cowes Enterprise College can be offered are advised of their right to appeal within twenty days of the date of posting of the letter. The Trust reserve their right to withdraw an offer of a place before **September 2014** where it is found that this has been made on the basis of a fraudulent or intentionally misleading application from a parent which effectively denied a place to a child with a stronger claim.
- 3.8 If the Trust are unable to offer a place at the College parents have the right of appeal to an Independent Appeal Panel. They have at least 20 College days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal; All appeals should be addressed to the Clerk to the Independent Appeals Panel, Committee Services, County Hall, Newport, Isle of Wight, PO30 1UD. Its procedures are in accordance with the Schools Standards and Framework Act 1998 and the School Admission Appeals Code (2012). Parents may attend the hearing of their appeal and make their case to the panel.
- 3.9 If a child is refused a place at Cowes Enterprise College they will automatically be placed on a waiting list unless there is a specific request that this must not happen. This list will be held for at least one term in the academic year of admission or until the end of the College year, whichever is the latest. If a parent accepts a place at an alternative school, they will be asked if they wish to remove their child from the waiting list for Cowes Enterprise College. In July a form will be sent for parents to complete and indicate if they wish their child's name to remain on the waiting list. If they do not return this form by 31 August 2014, their child will be removed from the waiting list. Where a child is placed on the College's waiting list depends upon where they are ranked in accordance with the oversubscription criteria set out above. We do not give priority on a first-come first-served basis. If a parent applies late but lives in the priority area, very close to the College the child may go to the top of the waiting list or very near to it. The child's position on the waiting list can change, moving up or down as others join the list or are removed from it.

## **Responsibilities**

- 4.1 The **governors** (advised by the teacher in charge) must set (determine) admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. If no changes are made to admission arrangements, they must be consulted on at least every 7 years. Consultation must be for a minimum of 8 weeks and must take place between 1 November and 1 March of the year before those arrangements are to

apply. For example: for arrangements which are to apply to applications in 2013 (entry in September 2014), consultation must be completed by 1 March 2013. This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.

- 4.2 The teacher in charge needs to have decided the CEC determination by 15th April 2013 and sent to LA by 1st May 2013.
- 4.3 The CEC Admissions policy to be placed on the CEC Website as soon as possible after 15th April.
- 4.4 1st May LA publishes CEC admissions policy allowing parties to object.
- 4.5 June 30th is the deadline for the School Adjudicator to receive objections about CEC admission policy.
- 4.6 19th September 2013 the LA publishes final details of how parents can apply to CEC.
- 4.7 The deadline for parents to apply is the **31<sup>st</sup> October 2013**.
- 4.8 3<sup>rd</sup> March 2014 IOW LA post letters home to inform parents on the outcome of their applications.
- 4.9 Right to appeal - When an admission authority informs a parent of a decision to refuse their child a place at a school for which they have applied, it must include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents must be informed that, if they wish to appeal, they must set out their grounds for appeal in writing. Admission authorities must not limit the grounds on which appeals can be made.
- 4.10 Under Section 94 of the School Standards and Framework Act 1998, responsibility for making arrangements for appeals against the refusal of a school place rests with the admission authority of the school. The admission authority and appeal panel must act in accordance with this Code, the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code, other law relating to admissions, and relevant human rights and equalities legislation, for example, the Equality Act 2010. Cowes Enterprise College have agreed that the LA will take responsibility for the appeals process.
- 4.11 IOW Admissions must publish their appeals timetable on their website by 28 February each year.
- 4.12 Parents have at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.
- 4.13 For applications made in the normal admissions round, appeals must be heard by the LA within 40 school days of the deadline for lodging appeals.
- 4.14 May to July 2014 the LA run the appeal hearings.

- 4.15 As part of determining their admission arrangements all admission authorities (Trust) must set an admission number for each relevant age group. The Trust are not required to consult on their PAN where they propose either to increase or keep the same PAN. All admission authorities must consult where they propose a decrease to the PAN. Admission authorities must notify their local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website. If, at any time following determination of the PAN, an admission authority decides that it is able to admit above its PAN, it must notify the local authority in good time to allow the local authority to deliver its co-ordination responsibilities effectively. Admission authorities may also admit above their PAN in-year.
- 4.16 Each local authority must have a Fair Access Protocol. This is to ensure that outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the local authority must ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol must include how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

## **ANNEX**

### **Priority areas**

The Isle of Wight is divided into geographical areas called priority areas (sometimes referred to as catchment areas). Each of these areas is served by a particular secondary school. In most cases, pupils living in a priority area have priority for places at the local school over those who live outside, as long as their parents put that school down as one of their preferences AND make sure that we have received the application form by 4.30pm on **31<sup>st</sup> October 2013**. If a parent applies late the child is not likely to obtain a place at their priority area school if it is already oversubscribed from applications received on time.

Further details of the Colleges priority area will be provided in the 'Educating your child' booklet on the council's website. See on the following site;

[www.iwight.com/schooladmissions](http://www.iwight.com/schooladmissions)

### **The address used for College admissions purposes**

The address given on the application form must be the one on the Island where the parent and child usually live i.e. in the case of admissions for September 2014 the relevant address will be where the parent and child are living on 31<sup>st</sup> October 2013. The address of children who have parents with shared responsibility should be agreed by the parents. If no

agreement can be reached then the address of the parent who is in receipt of the child benefit will be used by the Isle of Wight Council to establish the address of the child for school admission purposes.

N.B any attempt to seek admission to a school on the basis of an address other than the normal family home (even if the other property is owned or rented by a parent) will be regarded as providing false information and will be treated accordingly. We cannot offer places based on a possible future address except in the limited circumstances set out below.

For children of serving UK Service Personnel and other Crown Servants, an official MOD, FCO or GCHQ letter declaring a relocation date and intended address to the area will be accepted as proof that the child will be living on the Island. If a letter declaring a relocation date and intended address is not available then the CSA will accept a unit postal address, or if appropriate a 'quartering area' address for applications from serving service personnel.

### **Common Application Form (CAF)**

The form which all parents must complete when applying for school places.

### **Co-ordinated admission scheme (CAS)**

Ensures that every child living on the Isle of Wight who is due to transfer school received the offer of a place on 3<sup>rd</sup> March 2014. The scheme gives clear communications on school admissions between the CSA, the foundation/trust, academy and aided schools.

### **Distance**

Distance for the allocation of school places will be measured in a straight line by the local authority's Geographical Information System (GIS) from the centre of the building of the home address to the centre of the school building with those living closer to the school receiving the higher priority. If distances are equal (for example with a block of flats) lots will be drawn by an independent person to determine the allocation.

### **Parents**

A parent is any person who has parental responsibility for a child which is defined in the Children Act 1989 as all the rights, duties, powers, responsibilities and authority, which by law a parent of a child has in relation to the child and his property. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing the application form, and whose address will be used for admissions purposes.

### **Sibling**

Sibling refers to 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 in the same family unit at the same address.