



ADMISSIONS POLICY

September 2017 Admissions

1. ADMISSION TO THE SEPTEMBER YEAR 7 ENTRY

i. Numbers Admitted

The Planned Admissions Number (PAN) for the school is 140.

ii. Applications for Admission

a) Applications for admission to Meopham School should be made on the Local Education Authority's "Common Application Form." The "Common Application Form" should be returned to the Local Authority by the agreed published date.

b) Parents who wish to request their child to be taught outside of their normal age group, must apply in writing to the Headteacher stating their reasons for the request.

c) The Governors will follow the Local Authority's timetable for applications.

d) In the event of the school being over-subscribed, all applications for admission will be considered according to the criteria set out below.

e) The Local Authority will send letters to parents by first class post on the agreed published date advising them whether or not they have been allocated a place for their child at Meopham School. Parents have to accept the offer of a place by the agreed published date.

iii. Late Applications

a) The deadline for the return of the "Common Application Form" is the agreed published date.

b) Late "Common Application Forms" received by the Local Authority after the published return date, but before the published end of scheme date will be dealt with.

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Casual Admissions

c) "Common Application Forms" received by Meopham School after the agreed published date, and also applications for places in year groups other than the normal year of entry, will be treated as "casual admissions". The Governors will send the form to the Local Authority along with their decision on the application. The Governors will also notify the parent of their decision at the same time. If the parent is refused a place they will be advised of their right of appeal.

iv. Admission of pupils with Education Health Care Plan for ASD

The Local Authority has commissioned 16 places in the Specialist Resource Provision for pupils in Years 7-11 with a primary need of ASD. The Local Authority will only consider pupils who have an EHCP for ASD. The Local Authority manages admissions to the school in regards to this provision.

v. Oversubscription

Before the application of oversubscription criteria, children with an EHCP, which names the school, as 1st choice, will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Where applications for admission exceed 140, the following criteria will be applied, in the order set out below, to decide which children to admit:

a) Places will firstly be offered to children in Local Authority Care. i.e. a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the children Act 1989) or who is the subject of a Care Order under Part IV of the Act. This applies equally to children who immediately after, under the ward of the Local Authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).

b) Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally, this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

Places will then be offered in the following order, using the criteria below:

c) A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

d) Proximity to the school. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody.

A pupil's home address is considered to be a residential property that is the child's **only or main residence** and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either:

- Owned by the child's parent, parents or guardian, OR
- Leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.

If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

vi. Waiting List

Parents may ask to be kept on a waiting list, this list will be re-ranked in accordance with the school's oversubscription criteria each time a child is added.

vii. Appeals Against the Decision Not to Offer a Place at the School

On the agreed published date parents will be notified by the Local Education Authority that they are being offered a place at the allocated school. This letter will give information about their statutory right of appeal.

viii. The School's Open Evening

The Open Evening for prospective Year 7 pupils will be held in Term 1.

2. ADMISSION TO THE SIXTH FORM

Places will firstly be offered to children in Local Authority care. i.e. a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the children Act 1989) or who is subject of a care order under Part IV of the Act.

Priority will be given to existing pupils transferring from Year 11.

Pupils are admitted to the Sixth Form subject to the following:

- a formal application by pupil and parent and a pupil interview to determine the courses to be studied
- availability of a specific course or combination of courses
- minimum entry requirements for specific courses (included below)

For a full time A Level/BTEC/Diploma programme at level 3: 5+ A*-C grades, including English and Mathematics (5 or above). It is a normal requirement that students have a B grade (6 or above for A-Level English and Maths) or better in the subjects they wish to study.

Pupils maybe offered a trial place in 6th form if the school deems it appropriate.

Please note that the school reserves the right to withdraw courses if there is insufficient student demand.

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

- a) when a parent has failed to respond to an offer within a reasonable time; or
- b) when a parent has failed to notify the school of important changes to the application information; or
- c) The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.