

Admissions Policy - Main round

From Staff Policies

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ADMISSION TO PRIORY SCHOOL 2019-2020

Statement of Priory School's policy for Admissions

Priory School is a Foundation School and therefore the Governing Body is the Admission Authority and responsible for operating Priory School's admission policy. This document explains how Priory School Governors operate their admission policy for admissions.

PROCEDURE FOR APPLYING FOR A PLACE AT PRIORY SCHOOL

Admissions for entry into Year 7 in September of children at 11 years of age are known as the normal admission round or 'main round' of admissions. Applications for the main round of admissions to Priory School must be made through the Home Authority under current regulations. Applicants must fill in an application form via the Home Authority website or request a paper copy from them. Parents are allowed to list up to 3 preferences on the form.

A list of all the students whose parents have requested Priory School as a preference is released to the school via the on-line system known as the School Admissions Module (SAM). At this stage the school does not know which are first, second or third preferences. The school will then be asked to rank the students using our published admission criteria. Each student's application details will be looked at by 2 members of staff and ranked accordingly.

Each student will be allocated to one of the criteria outlined below and the completed list returned to the Local Authority to be collated for the 1st March when the offers are made.

The criteria for September 2019 entry are as follows:

Policy Details

Legal Status

Statutory

Adopted

May 2015

Version Date

May 2015

Last Review

July 2018

Next Review

July 2019

Responsible SMT

TS

ADMISSION CRITERIA

1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or subject to residence orders or special guardianship orders) immediately following being looked after.
- 2. Children who will have a brother or sister at the school at the time of admission and who live at the same address, within the pre-defined community area***
3. Other children living within a pre-defined Community area
- 4. Children who will have a brother or sister at the school at the time of admission who live at the same address, outside the pre-defined community area***
5. Other children living outside the pre-defined Community area

***Children who have a brother or sister who joined the school prior to 1st September 2017 and who is still on roll will be admitted under the previous criteria which gave priority to brothers and sisters regardless of whether they live in the pre-defined community area or not.**

Tiebreaker

In the event of oversubscription within any category, place allocation will be decided by prioritising applications on the basis of home to school distance measured in a straight line (as the crow flies). This will be measured from the delivery point (supplied by Royal Mail) in the school to the delivery point in the family home.

Children with Statements of Special Educational Needs or an Education Health and Care Plans have priority for school places. Once a school is named in the Statement or Plan, that school must admit the child.

Twins and children from multiple births. Where the admission of both twins or all siblings from a multiple birth would cause a community or voluntary controlled school to rise above its admission number, both twins or all siblings will be admitted.

LATE APPLICATIONS AND CHANGE OF PREFERENCE

There is a strict deadline for submitting applications which is October 31st 2018. If you apply after the national closing dates without a good reason it will be dealt with after the 'on time' applications have been processed.

If you have a good reason for applying late (e.g. you move house) your case will be considered as on time provided a) the application is received by 1st February 2019 and b) at the same time you supply independent supporting evidence as to why you applied late.

All applications received by 1st February 2019 will get a decision at the same time as those who applied on time.

If you wish to add a preference or revise your preference order, please put your request in an email to admissions@eastsussex.gov.uk explaining the basis for the change. The team is not obliged to accept your request and will not do so without a good reason. The reason must be of a situation which could not have been foreseen or a change of address.

Each request will be carefully considered and the Admissions Team will let you know if your request has been agreed.

WAITING LISTS

Priory School maintains a waiting list for each year group which only includes the children whose parents have either requested to be placed on it or have submitted an appeal. These waiting lists are cleared at the end of the Christmas, Easter and summer terms and parents are informed of the need to contact the school again should they wish their child to be kept on it. If a place becomes available Priory School will notify the family whose child is top of the waiting list. The waiting list is kept in order of our published admission criteria and it is likely that a child's position on the list will move as other children are added or removed.

ADMISSION NUMBERS

The Published Admission Number (PAN) for Priory School is 232 for each year group. This figure is the maximum number that Priory School can admit given the physical size of the school (as calculated using the Secretary of State's formula for assessing the size of a school) and the structure of the school curriculum. Parents have the right to state a preference for Priory School and the Governors are obliged to meet parent's wishes, unless to do so would be prejudicial to efficient education or the efficient use of resources. Where it is not possible to comply with a stated preference parents can request that the School Admission Appeal Panel consider the matter.

Prejudice to efficient education

The Governors of Priory School have considered the implications of admitting more children to the year group than the published admission number. To admit an additional child in a large school such as Priory, the Governors have to weigh up the advantage to the individual child against the disadvantage to existing children resulting from:

- Oversized teaching groups and therefore the quality of teaching and learning in the group overall. In certain subjects there are also health and safety implications.
- Undue pressure on the school's limited accommodation by enlarged class sizes

Prejudice to the efficient use of resources

The Governors of Priory School have also considered the implications with regard to the resourcing of the school whereby to admit further students to Priory School will be prejudicial to the efficient use of resources:

- Where admission numbers have already reached the intake level where the school has been staffed to
- Where the school has reached the capacity of accommodation available and other schools in the area have spare capacity

The arrangements for the admission of children to Priory School have been made in accordance with

the requirements of legislation and therefore comply with the School Admissions Code December 2014.

Related Policies

- Admissions Policy - In Year
- This page was last modified on 20 July 2018, at 09:05.