



ADMISSIONS POLICY AND PROCEDURES FOR ADMISSIONS 2010 - 2011

Policy Reviewed:	Autumn Term 2008
Agreed by Governors:	4th February 2009
Next Review:	As required

Summary:

Foundation Schools such as Redcar Community College are their own admission authorities. This policy outlines the admissions arrangements for the academic year 2010/2011. It covers admissions in Y7 and mid-year / occasional admissions, and comes into effect for admissions commencing 1st September 2010 and onwards.

ADMISSION ARRANGEMENTS FOR THE SCHOOL FOR THE ACADEMIC YEAR 2010/2011

In accordance with Regulations, the Governing Body of Redcar Community College wishes to consult with Governing Bodies of all maintained schools in the Authority and other interested parties, regarding the proposed admission arrangements for the school for the 2010/11 school year.

The arrangements are in line with those applied by the Local Authority for all maintained community and voluntary controlled schools.

ADMISSION OF YEAR 7 STUDENTS – SEPTEMBER 2010

Admission Zone

No change is proposed to the school's admission zone. The school's admission zone is that on the attached map – *Appendix 1*.

Admission Numbers

Students will be admitted into Year 7 without reference to ability or aptitude. The school admission number has been set with regard to the physical capacity of the school. The proposed admission number for Year 7 for the 2010/11 school year is 203. This figure is based on the assessed capacity of the school at the present time and may be subject to variation, depending on future plans and developments which may impact on the school's physical capacity.

Application Procedure and Timetable for Admissions to Y7 2010 / 2011

The application process for admissions into Y7 is currently co-ordinated by Redcar & Cleveland Local Authority (LA), which acts on behalf of our Governing Body to offer Year 7 places at our school. Parents / Carers should submit a Common Application Form available from their child's primary school or from the LA Admissions Team, no later than 23rd October 2009. Offer letters will be issued by the LA on 1st March 2010 – the national school places offers day. Applications can also be made on-line. An independent Choice Advice service will be available to assist families with their applications. For details, please contact the Redcar & Cleveland Admissions Team on 01642 444110 / 444108 or log onto www.admissions.redcar-cleveland.gov.uk.

All parents / carers are strongly advised to read the Redcar & Cleveland Local Authority Guide for Parents / Carers 2010 / 2011.

The timetable for secondary school admission arrangements for Y7 2010/2011 is attached as Appendix 1.

Over-Subscription Criteria

Where more parents / carers have expressed a preference for the school than there are places available; criteria will be applied to determine which parents / carers' preferences can be met. The proposed over-subscription criteria are outlined below:

CRITERIA (In priority order)	EXPLANATORY NOTES
i) children who are cared for by a Local Authority	Children who are subject to care orders or who are accommodated by the Children's Services Department on a voluntary basis.
ii) children who are permanently resident in the admission zone defined for the school.	<p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents / carers are separated and the child lives for periods of time with both parents / carers, the address used will be of the parent who receives child benefit for the child. Parents / carers may be asked to provide proof. Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The Authority will take action should false information be submitted in order to secure a place at a particular school.</p>
(iii) children not living in the admission zone who have elder siblings attending the school in the 2010/11 school year.	<p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2010/11 school year</p> <p>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 where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p>
(iv) children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by appropriate professional advisors to the	<p>Social reasons generally do not include domestic circumstances such as parents / carers' working commitments, childcare arrangements, separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>Parents / carers are strongly urged to provide independent third party information (e.g., from a professional person who knows or is involved with the child) in support of any exceptional long term medical or social reason why they think their child should be given special consideration for placement in a particular school.</p>

<p>school.</p>	<p>This written support must make clear why the preferred school is the only school which could meet their child's needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the relevant professional advisors as to whether or not an application falls into this category.</p>
<p>(v) children living closest to the school</p>	<p>The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.</p> <p>Distance will be measured (in a straight line / by the shortest walking route) from the front door of the child's home address (including flats) to the main entrance of the school, (using the Local Authority's computerised measuring system, (with those living closer to the school receiving the higher priority).</p>

Children in Receipt of a Local Authority Statement

Any child who has a current Statement of Special Needs naming Redcar Community College as the designated secondary school in Year 7 will be automatically admitted, unless the school has previously demonstrated (if necessary to an independent tribunal) that to admit the child would not be in her/his best interests, unreasonable in terms of its impact on the school, or detrimental to health and safety.

Tie-break:

If it is necessary to distinguish between children within categories (i)-(iv) places will be offered using the criteria listed above in priority order and determined by criteria (v) - measurement on a straight line basis as defined above.

Late Applications and Mid-Year Admissions

Every effort will be made to ensure parental applications are received by the published closing date. However, applications may still be received after the closing date if there is good reason for their lateness. In this instance, the Local Authority will accept applications for over-subscribed schools if they are received before places in the school have been allocated. Examples of good reasons may include when a parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available at Redcar Community College. If Redcar Community College is full, a place will be offered by the Local Authority at the school closest to the home address with places available. Parents / carers whose child has been refused a school place for which they have applied will be offered the right to appeal against the decision.

Allocation of Places which become available before Appeal Hearings

Where places become available prior to an appeal hearing, they will be allocated in accordance with the over-subscription criteria.

Waiting Lists

Those pupils who have not been allocated their highest rank preference for Redcar Community College will automatically be placed on a waiting list. Parents / carers may request that their child's name be placed on a waiting list for Redcar Community College. If places become available in the school they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

The waiting list will be maintained for admission to Year 7 (instead of 19th September 2010) **until the end of the Spring Term 2011.**

Appeals

The parents / carers of any child who is refused a place at Redcar Community College has a right of appeal to an Independent Appeals Panel. The panel consists of three people who are fully independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of each appeal case before putting them against the Planned Admission Number of the school as a whole. Both the Governing Body and the parents / carers must abide by the decision it makes.

ADMISSION OF YEAR 8, 9, 10 AND 11 STUDENTS – SEPTEMBER 2010

Applications for places in these year groups can be received at any time of year. In the event of over-subscription, the criteria set out above will be applied and places offered in accordance with those criteria.

To apply for a place after the start of the autumn term in September 2010, **please contact the Local Authority.**

The school's Admissions Manager can be contacted on Telephone 01642 289211 or by emailing admissions@redcarcc.com. Information will also be available on the school's website www.redcarcc.com. - deleted

Parents / carers wishing to visit the school prior to submitting an application are welcome to do so.



Appendix 1

SECONDARY SCHOOLS

TIMETABLE FOR CO-ORDINATED ADMISSION ARRANGEMENTS - 2010/11 SCHOOL YEAR

June 2009	<ul style="list-style-type: none"> • Visits to Year 5 in primary schools from admissions team and Choice Adviser
September/October 2009	<ul style="list-style-type: none"> • Secondary school open days/evenings for pupils and parents / carers – Choice Adviser to attend
Friday 4 September 2009	<ul style="list-style-type: none"> • Send out Application Form and information packs • Window for online applications opens
Friday 23 October 2009	<ul style="list-style-type: none"> • Closing date for receipt of CAFs • Window for online application closes
Friday 6 November 2009	<ul style="list-style-type: none"> • Closing date for supplementary forms for VA Schools
Friday 13 November 2009	<ul style="list-style-type: none"> • Send CAFs to VA schools within home LA • Send CAFs for schools in other LAs to those LAs
By Friday 29 January 2010	<ul style="list-style-type: none"> • VA schools advise LA of pupils who could be offered places
W/c Monday 11 January 2010	<ul style="list-style-type: none"> • LA to draw up lists of pupils who could be offered places in community schools
Friday 12 February 2010	<ul style="list-style-type: none"> • LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible • LA to inform other LAs of places to be offered to their residents. • Schools to be given an indicative number
Monday 1 March 2010	<p>NATIONAL OFFER DAY</p> <ul style="list-style-type: none"> • LA sends letters to all parents i/ carers nforming them of the allocated schools • LA informs schools of final offers
Friday 2 April 2010	<ul style="list-style-type: none"> • Closing date for appeals
May – July 2010	<ul style="list-style-type: none"> • Appeals to be heard by Independent Panels
Friday 17 September 2010	<ul style="list-style-type: none"> • Admission round ends • Waiting lists close