

## ADMISSIONS POLICY 2014 - 2015

**In September 2014, a total of 224 students will be admitted into Year 7.**

George Spencer is a High Performing Teaching School with Leading Edge and International Status. It is a mixed 11 – 18 comprehensive school offering high quality secondary education to children in the community attending three linked Primary Schools: Fairfield, Chetwynd Primary Academy and Bispham Drive which are part of the George Spencer Family of Schools.

Our ethos is based on the pursuit of excellence in everything we do. We have a strong academic track record, a culture of high expectations and strong discipline. We expect students to have a strong work ethic, be committed to learning and loyal to the school. Quality relationships are based on mutual respect and teamwork.

The main principle of admission to the school is to reflect its ethos, culture and Family of Schools links. We will endeavour to provide places for children outside those schools if they can be accommodated within the admission limits.

Children for whom George Spencer is the named school in a statement of special educational needs will automatically be allocated a place. The Governing Body cannot guarantee a place at the school for any other category of application.

George Spencer is a very popular school and we cannot always accommodate all the children who apply. The following criteria will be used to determine the allocation of places for applications made as part of the co-ordinated scheme for admissions:

1. Children who are “looked after” at the time an application for admission is made or who the local authority can confirm has been looked after but has ceased to be so because they are adopted, or became subject to a residence order or special guardianship order, immediately following having been looked after.
2. Children who attend the George Spencer Family of Schools: Fairfield School Stapleford, Chetwynd Primary Academy or Bispham Drive Schools in Toton, who were on the roll of one of these schools at the closing date for applications.
3. Children not attending the George Spencer Family of Schools who, at the time of admission, have a sibling attending George Spencer Academy in Years 7-11.
4. Remaining places will be allocated according to proximity to the school with those living nearer being given priority. Distance is measured “as the crow flies” from the centre of the school footbridge to the child’s permanent home address, using Local Authority software.

In the event of oversubscription in any of the above criteria, proximity to the school will be used as a tie-breaker. In the exceptional circumstance where students have the same distance measurement and there is no other way of separating the applications then the governors will admit the additional child above the planned admission number. Proof of residence may be required.

## ADMISSION TO GEORGE SPENCER SIXTH FORM INCLUDING THE ADMISSION NUMBER FOR THOSE ADMITTED FOR THE FIRST TIME FOR SEPTEMBER 2014

The maximum admission number for any cohort in the George Spencer Sixth Form will be 150. We anticipate a minimum of 15 places will be available for external students entering Year 12.

George Spencer Sixth Form offers mainly “A” level and some vocational courses. Our policy is to ensure that students accepted into George Spencer Sixth Form whether internally from Year 11 or from other establishments can be placed on appropriate courses where they are likely to succeed. To facilitate this all applicants will have a meeting with a Sixth Form member of staff to discuss the most suitable courses of study.

Those seeking admission to George Spencer Sixth Form for Level 3 courses will be expected to have:

- a minimum of 5A\*C including English and Mathematics GCSE;
- an average capped point score in their GCSE studies of at least 42;
- a high GCSE grade, preferably a B grade or above, in each of the preferred choice subjects.

Acceptance onto certain courses will depend on a combination of appropriate Level 2 qualifications.

Meeting the requirements of any course does not automatically guarantee that applicants will be offered places on the preferred choices.

### Oversubscription

Where the number of applications for admission exceeds the number of places, the following criteria will be applied in the order set out below, to decide which students to admit.

- Students who are “looked after” at the time an application for admission is made or who the local authority can confirm has been looked after but has ceased to be so because they are adopted, or became subject to a residence order or special guardianship order, immediately following having been looked after.
- Students who already attend the school and meet the academic entry criteria
- Proximity to the school with those living nearest the school being given priority. Distance is measured “as the crow flies” from the centre of the school footbridge to the child’s permanent home address.

### DEFINITIONS

**Looked After:** A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order<sup>1</sup>. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

**Parent** – ‘parent’ includes all natural parents whether they are married or not or any person with parental responsibility, or who has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a student’s natural parent can acquire parental responsibility.

**Sibling** – The Governors define sibling as being those children who share at least one biological parent. This includes half-brother or half-sister or legally adopted child living at the same address as the child.



**Residence** – This is defined as the child’s permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child’s parents live at separate addresses, whichever of the two addresses the child permanently spends at least three school nights (ie Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence and other evidence from the court regarding parental responsibilities in these matters may be required.

<sup>1</sup> An adoption order is an order under section 46 of the Adoption and Children Act 2002. A ‘residence order’ is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

## ADDITIONAL INFORMATION

**Co-ordinated Admissions Scheme** – All applications for places in the normal year of entry must be made on the common application form within the timeline for Nottinghamshire’s co-ordinated arrangements.

### Waiting Lists

In the event of oversubscription the school will operate a waiting list. A child’s place on the list will be determined by the admissions criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received.

The Governors of the school, in partnership with the Local Authority, will administer the waiting list for the duration of the co-ordinated scheme. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the Governors along with waiting lists for other over-subscribed year groups. At the end of each academic year the waiting list will close and parents will be required to notify the school if they wish to reapply for the following year.

### Late Applications

Late applications admitted from the closing date up to the date specified within Nottinghamshire’s co-ordinated arrangements will be dealt with in accordance with the scheme. They will be considered, if the applicant can provide evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma. Applications received after that date will be considered as late and processed after the national offer date.

### In Year Admissions

Applications received mid term will be dealt with in accordance with the criteria. If a place is available in the appropriate year group, then that will be offered. If no places are available the child’s name will be added to the waiting list. The position on the waiting list is determined by the school’s over subscription criteria.

In the event of a place becoming available during the course of a year an offer of a place will be made from the waiting list.



## “Hard to Place Children”

Special consideration will be given to requests from the local area pupil placement panel for “hard to place children” under the Fair Access protocol.

## Nomadic Children

Special consideration will also be given to children of nomadic travellers living in the community.

## Independent Appeals

Parents who have not been successful in obtaining a place for the child at the school have the right to appeal to an independent panel. Parents wishing to appeal should **write to the Clerk of the Appeal panel at the school within 20 school days of notification**. Any queries will be dealt with by the school.

Repeat applications in the same academic year will not be considered unless there is significant material change in circumstances.

## Acceptance of an offer of a place

The Local Authority will inform parents that a place for primary/secondary transfer has been offered and requires acceptance of this place within 14 days. If this confirmation is not received, the offer of a place should be withdrawn and offered to the next child on the list.

## Withdrawal of an offer of a place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent or intentionally misleading applications, false claim to residence, or the failure of a parent to respond to an offer of a place within a reasonable amount of time.

