



Pensby High School

## Admissions Policy

Policy Number:

<b>Version:</b>	1
<b>Ratified by:</b>	Governing Body – Finance Committee
<b>Date ratified:</b>	21/6/2017
<b>Policy Lead:</b>	Kevin Flanagan
<b>Name of responsible committee and SLT lead:</b>	PPD – Kevin Flanagan
<b>Date issued:</b>	11/6/2017
<b>Review Date:</b>	11/6/2018
<b>Target Audience:</b>	Whole school community
<b>Equality Impact Assessment</b>	Complete on Policy

## Version Control Sheet:

### Record of changes to this document

Changes approved in this document by: <b>New policy replacing existing Admissions Policy</b>	Date:
--	-------

### Consultation with Stakeholders

List of key individuals/committees or groups this policy has been for consultation

Name of individual/committee Chair	Stakeholder involvement	Date
SLT	For comment	9/6/15
Parents and school community	For comment	June 2017
Governors Finance Committee	For comment and ratification	June 2017
FGB	Ratification and review	June 2017
FGB	Ratification and review	June 2016
FGB	Ratification and review	June 2017

### Record of changes to this document

Changes approved in this document by:	Date:
---------------------------------------	-------

Section Number	Amendment ( <i>shown in Bold italics</i> )	Deletion	Addition	Reason

No substantial changes, dates etc reviewed annually.

<b>Section</b>		<b>Page</b>
1	Scope	3
2	Eligibility	3
3	Co-ordination	3
4	Principles	3
5	Published Admission Number (PAN)	4
6	Late Applications	4
7	Allocation of Places and Appeals	4
8	'In Year' Admissions	5
9	Sixth Form Admissions Policy	5
10	Review	6
<b>Appendices</b>		
Appendix 1	Equality Impact Assessment	7
Appendix 2	DFE guidelines with regard to admissions	

## **1. Scope**

- 1.1. This policy governs the process of application from primary school for admission to secondary school (secondary transfer). It applies to children in Year 6 who transfer to Year 7 during the period when applications are required and processed, objectively and independently, through the Wirral Local Authority Admissions scheme. The governors' policy is a statement of principles which applies the same criteria as the Wirral Local Authority who administer/operate all admissions.
- 1.2. A copy of this policy and the accompanying Wirral Local Authority Policy are available on the school's website at [pensbyhighschool.com](http://pensbyhighschool.com)
- 1.3. This policy statement and the accompanying organisation and arrangements will be reviewed by Governors on an annual basis.
- 1.4. Applications received for Years 7 – 11, outside the identified primary to secondary transfer window, are addressed in the 'In-Year' Admissions section of this policy and are again administered through Wirral Local Authority.
- 1.5. Applications for the Sixth form are addressed in the 'Admission to the Sixth Form' section of this policy.

## **2. Eligibility**

To transfer to Pensby High School in this way a child must be in Year 6 or aged 11 or over on 1st September of the year he or she starts secondary school.

## **3. Co-ordination**

- 3.1. The School participates fully in the Wirral Local Authority co-ordinated admissions scheme for all maintained schools in the Local Authority.
- 3.2. Applications for admission to Pensby High School are made to Wirral Local Authority – the details of these arrangements are provided on Wirral councils website at <https://schooladmissions.wirral.gov.uk/admissions/prefs.php>
- 3.3. The Governors annually review the School's admission criteria, and direct interested parties to the full details on the School's website at [pensbyhighschool.com](http://pensbyhighschool.com)

## **4. Principles**

- 4.1. The Governors place importance on the operation of objective criteria which are clear and conform to statutory requirements in every respect and applications to the school will be dealt with in order according to the following criteria:

- a) Children who are Looked After or previously Looked After. A Looked After child is a child who is i) in the care of a local authority, or ii) being provided with accommodation by a local authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989). A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- b) Children who have a valid medical reason for a specific placement. You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter in support from a senior health care professional will be required as evidence when you submit your preference form. You need to make it clear why only this school is appropriate for your child's medical needs.
- c) Students who have a sibling (including half-siblings, step-siblings or foster-siblings living in the same household) on roll at the school and of statutory school age when it opens in September 2017.
- d) The Local Authority will then take account of where your child lives. The Local Authority will give priority to those students who live nearest to the school. The Authority's computer mapping system, based on Ordnance Survey maps, is used to measure the distance from your home to the school gate nearest to your child's home using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route.

## **5. Published Admission Number (PAN)**

- 5.1. The PAN is the number of intended admissions for a specified academic year. Pensby High School will be a co-educational school operative from 1<sup>st</sup> September 2017 and will have a Pupil Admission Number of 165 students for each year group in Years 7-11. The approximate total number of pupils on roll at the school in September 2017 will be 800 in total with 750 in key stages 3 and 4.
- 5.2. The preferences for September 2017 saw 165 students allocated to the school.
- 5.3. In 2017 all boys and girls were offered a place.

## **6. Late Applications**

- 6.1. Late applications are those received by the School from the Local Authority after their published closing date.
- 6.2. Preferences received by the Local Authority on or after their published closing date will be dealt with after places have been allocated in March.

## **7. Allocation of Places and Appeals**

- 7.1 The Local Authority will tell you if your child has been offered a place at Pensby High School on the 'allocation day' in March. If places are still available after this date, for example because an allocated place has not been taken up, the places will be re-allocated up to the school's admission number of 165.
- 7.2 New offers of a place at Pensby High School will be made, if there are still spaces, to children whose parents have shown that they are still interested in a place at the school either by registering an appeal or by informing the Director of Children's Services that they would still like a place at the school.
- 7.3. No more offers of places at Pensby High School will be made until after appeals have been heard.
- 7.3. On completion of the appeals process, if there are places available the Local Authority will offer places based on the same criteria as for the initial allocation (detailed in section 4 of this policy) up to the 165 places available at the school.
- 7.4. The Local Authority will hold a waiting list for the school, ranked according to the admissions criteria detailed in section 4 of this document, for children whose parents would still like them to be considered for a place at Pensby High School if places become available in the autumn term. The waiting list will be kept on until the end of the autumn term (20<sup>th</sup> December 2016).

## **8. 'In Year' Admissions**

- 8.1 Applications received for 'in year' admissions for Years 7 – 11 are administered through Wirral Local Authority. The school will offer places in line with Wirral Local Authority policies up to the admission number of 165 places in each year group or 750 places in total for key stages 3 and 4.

## **9. Sixth Form Admissions Policy**

- 9.1. This policy applies to students seeking admission to Year 12 at Pensby High School and covers admission into Year 13 for those wishing to complete their GCE studies at the school. Applications for Year 12 must be completed using the school application form, by the date specified by the school. Application packs and 6<sup>th</sup> Form Prospectus are available from the Director of 6<sup>th</sup> Form.
- 9.2. For Year 11 pupils currently studying at Pensby, the Director of Sixth Form will ask for feedback from pastoral staff and subject teachers to check suitability for students' course choices. All offers of a place in Year 12 will be made on condition of students meeting the school entry requirements detailed in this section of the policy.
- 9.3 For external applicants, a reference/report from their previous school will be sought to check suitability for Post 16 study and their preferred subject choices. Students will be invited for interview as part of this process.
- 9.3. Entry requirements on to 6<sup>th</sup> Form courses:

- (a) AS and A2 GCE (Level 3) - Five or more GCSEs at grades A\* - C (with a Grade 4 as the equivalent of a C). B grade preferable in the subject (or related subject) to be taken.
- (b) BTec Courses (Level 3) - Five or more GCSEs at grades A\* - C (with a Grade 4 as the equivalent of a C)..
- (c) Any specific requirements relevant to particular 6<sup>th</sup> Form courses are specified in the 6<sup>th</sup> Form Prospectus.
- (d) The exact entry requirement will depend on the individual student and may, at the discretion of the Director of 6<sup>th</sup> Form, take account of any special circumstances that have had a negative impact on the GCSE attainment of that student.

9.5 Applicants must be able to demonstrate for the years leading up to their 6<sup>th</sup> Form application a good record of attendance, behaviour and a strong commitment to learning. Where any of the aforementioned have been unsatisfactory, the Director of 6<sup>th</sup> Form must be satisfied that this pattern will not continue into the Sixth Form.

9.6 In some cases, students will be offered a 'conditional' place in the 6<sup>th</sup> Form. Students who are offered a 'trial period' will be notified in writing, with the targets that must be met for them to continue to study in Pensby High School 6<sup>th</sup> Form.

9.7 Where an application for a place in Pensby High School 6<sup>th</sup> Form is declined, students will be informed in writing and reasons will be given in line with this Admissions Policy. Students who have had their 6<sup>th</sup> Form application rejected have the right to appeal against the decision by writing to the Director of Sixth Form identifying the reasons why they believe the decision is unfair. This must be done within ten working days of receiving formal notification that the application has been declined. If the decision not to admit is upheld, you may then choose to make a formal complaint.

9.8 Admission to Year 13: All offers of a place in Year 13 are made on the condition that students have achieved an E grade or better in each of their AS subjects following receipt of the Summer results. Students who do not meet the entry requirement into Year 13 will be given additional guidance about appropriate progression routes.

9.9 3rd Year Sixth Form will not as a rule be offered.

## **10. Review**

10.1 The policy and associated procedures will be reviewed annually to take account of changes in associated legislation or guidance.

## Appendix 1 - Standard Equality Impact Assessment Tool

The Equality Impact Assessment Tool (EIA) is designed to help you consider the needs and impact your policy or document could have on the equality of individuals and groups. This EIA must be completed by the Policy Author and attached to the policy document when submitted for authorisation and ratification.

<b>Name of Policy or Document: Attendance policy</b>		
<b>Name of Author: Kevin Flanagan</b>		
<b>Who is this policy aimed at: Students, Parents and Carers and all staff at Pensby School</b>		
<b>Description and aims of the policy/service change: to ensure that the school monitors and promotes good attendance for all students at the school.</b>		
<b>Date EIA Completed: June 2017</b>		
<b>Nature of the Change</b>	<b>Yes/No</b>	<b>Details of adverse impact identified</b>
<b>Does the policy/Service change affect one group less or more favourably than another on the basis of:</b>	<b>No</b>	<b>If yes to any of the following a full EIA must be completed</b>
<b>Race or Ethnicity</b>	<b>No</b>	
<b>Nationality</b>	<b>No</b>	
<b>Culture or Heritage</b>	<b>No</b>	
<b>Religion, Faith or belief</b>	<b>No</b>	
<b>Sexual orientation, transgender Gender Reassignment</b>	<b>No</b>	
<b>Age</b>	<b>No</b>	
<b>Mental Health</b>	<b>No</b>	
<b>Physical, sensory or Learning Disabilities</b>	<b>No</b>	
<b>Homelessness, Gypsy/Travellers, Refugees/Asylum Seekers</b>	<b>No</b>	

For advice in respect of answering the above questions, please refer the draft policy to SLT for discussion.



**I declare that in assessing the proposed documentation/change I have identified that there is unlikely to be an adverse impact on different minority groups.**

**Name:** \_\_\_\_\_ **Post:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_