

# MATRAVERS SCHOOL ADMISSIONS POLICY

2018/19

## POLICY AND NUMBERS

Pupils will be admitted at age 11 without reference to ability or aptitude provided applications are received by the deadline of midnight on 31<sup>st</sup> October 2017.

Applications for all year groups must be made via the local authority, Wiltshire Council. Applications can be made online from 1<sup>st</sup> September 2017 at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

Parent/carers will be notified of the outcome of their application on 1<sup>st</sup> March 2018.

The number of allowed admissions for the year commencing 1 September 2018 will be 180.

All children whose statement of special educational needs or Education Health Care Plan (EHCP) name Matravers, will be offered a place.

If the school is not over-subscribed, all applicants will be offered a place.

All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Council's Co-ordinated Admissions Scheme, which has been drafted in line with the School Admissions Code.

## OVER-SUBSCRIPTION

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit. In order to distinguish between children within a category, nearness of the child's home to the school as measured by the distance in a straight line from the main entrance of the school to the entrance of the child's home, will be used.

1. Looked-after children / previously looked-after children\* from any geographical area.
2. Children with a Child Protection Plan, for whom the school is their nearest school.
3. Children with a sibling\*\* on roll at the school in years 7-13 at the time of the application.
4. Children whose acute medical or social need justifies a place at the school. To assist the school in determining whether this over-subscription criterion applies to a particular applicant, it is the responsibility of the parent/carer to provide evidence, such as a GP's or Social Worker's letter that demonstrates why the child should be given a place at Matravers rather than any other school.
5. Other children.

\* A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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).

\*\* Sibling includes step-siblings, foster siblings and adopted siblings

If the distance from school assessment is required, procedures supplied by the Local Authority will be used to measure the straight line distance using the Ordnance Survey eastings and northings for the child's home address and the school. Those with least distance will be given priority. In the event of there being equal distances the priority will be decided by casting lots (random allocation) carried out by Governors.

## **OPERATION OF WAITING LISTS**

The School will participate in the arrangements published by Wiltshire Council, which provide for the allocation of places in line with the School's admissions policy and the maintenance of a waiting list of pupils applying to the School, should no vacancies be available at the time of application. When places become available they will be allocated based on our published admissions criteria.

## **DEADLINE FOR ACCEPTING PLACES**

Parents must take up a place within 28 working days of the required admissions date stated on the original application form. Failure to do this will result in the offer of a place being withdrawn.

The last date for first round offers to be accepted by parents/carers is 15<sup>th</sup> March 2018. Acceptance should be confirmed online where the application was made online. Where the application was submitted in paper format, the acceptance/decline slip should be return directly to the Local Authority.

If a parent secures a place on appeal that place must also be taken up within 28 days of the required admission date stated on the original application form.

## **APPEALS**

The school has established independent appeals arrangements against non-admission. Parents whose applications are unsuccessful have the right of appeal by making application to the clerk to the governors within 20 days of receiving the letter of refusal. This appeal will be heard independently of the Governing Board.

Details of how to appeal and the appeals form are available on the school's website, or may be obtained from the clerk to the governors (email: [jyeatman@matravers.wilts.sch.uk](mailto:jyeatman@matravers.wilts.sch.uk)).

## **POST-16 ADMISSIONS**

Details of Matravers' admissions criteria for post-16 students are contained in the school's Post-16 Admissions policy.

Issued / last updated:	December 2016
Adopted by Governors:	31 January 2017
Reviewed by:	Full Governing Board
Review interval:	Annually