



OVERSTONE PARK SCHOOL

Admissions Policy



AUGUST 2016
OVERSTONE PARK SCHOOL
Overstone Park, Northampton, NN6 0DT

Admissions

Date	Review Date	Coordinator	Nominated Governor
August 2016	December 2016	Mrs M Brown Mr M Partington Mrs D York Mrs T James	Nomination process in progress.

We believe this policy relates to the following legislation:

- Data Protection Act 1998
- Human Rights Act 1998
- Schools Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education and Skills Act 2008
- School Information (England) Regulations 2008
- Equality Act 2010
- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 & The Equality Act 2010 (Specification of Relevant Welsh Authorities) Order 2011
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- School Admissions (Appeal Arrangements) (England) Regulations 2012
- School Admissions (Infant Class Sizes) (England) Regulations 2012
- Education (Wales) Act 2014

The following documentation is also related to this policy:

- School Admissions Code (DfE)
- School Admissions Appeals Code (DfE)
- School Admissions Code (Wales)
- School Admissions Appeals Code (Wales)

We wish to comply with the School Admissions Code of Practice. Annually we will publish the admission number for this school but there are times when this number will change in line with local authority and government statutory guidance.

We will consider all applications for admission as we are an inclusive school and will admit pupils without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.

We will admit any child with a statement of special educational needs that names this school.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To comply with the School Admissions Code of Practice.
- To establish and maintain a fair and open admissions policy.
- To work with other schools and the local authority in order to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body (Proprietors)

The Governing Body (Proprietors), as the admissions authority, has:

- a duty to consider all applications to this school fairly and openly;
- delegated powers and responsibilities to the Principal to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- in place an Admissions Committee;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Principal and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Principal

The Principal in conjunction with the Admissions Committee will:

- ensure that all applications are looked at fairly and openly;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Admissions Committee

The Admissions Committee will:

- work closely with the Principal;
- ensure that this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- make effective use of relevant research and information to improve this policy;
- annually report to the Governing Body on the success and development of this policy;
- in the event of over-subscription administer the following criteria

Admissions Criteria

Admission to this school shall be determined by the criteria set out below, which are listed in order of priority:-

1. Children who are looked after by the Local Authority;
2. children recommended for admission on medical grounds, supported by a Medical Officer or psychological or special educational needs reasons. These must be confirmed by the Local Authority's professional advisers.
 - a. children who have older siblings at the school at the date of admission will be admitted in preference to those who do not;
 - b. where there is more than one case as in (a), priority to be assessed on the basis of those children closest in age to the elder siblings already at the school at the date of admission;

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- apply by using the appropriate application form;
- be aware of the deadline for admission applications;
- be aware of their right of appeal if their application is unsuccessful.

Appeal Process

If their child has been refused a place at the school, parents/carers can appeal against the decision by following the procedure as set out in the letter received from the school.

When preparing for the appeal parents/carers may seek help from the Children's Legal Centre or other such agencies that support parents/carers by helping with:

- the letter of appeal
- understanding what happens at the appeal hearing

Discussions with teachers		*							
Discussions with pupils		*							
Discussions with governors			*	*	*				
Discussions with parents			*	*	*				

Monitoring Action Plan

See form

Linked Policies

▪ Admission & Attendance Registers	▪ Home-School Agreement
▪ Inclusion	▪ Equality

Principal:	Mrs Marion Brown	Date:	21st August 2016
Chair of Governing Body:	Nomination Process in Progress.	Date:	