
OVERSTONE PARK SCHOOL

Admissions Policy

Admissions

Date	Review Date	Coordinator	Nominated Governance
April 2018	April 2019	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 Governance Body (Proprietors)

The Governance 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 Governance 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 Governance to visit the school regularly, to liaise with the Principal and to report back to the Governance 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 Governance 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 Governance 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 Governance 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
- how parents/carers can complain about the way the appeal was carried out

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Principal reports to the Governance Body
- information displays in the main school entrance

Training

Training will be provided by an accredited trainer for the Principal and all members of the senior leadership team, the school bursar and the nominated Governance that deals with:

- Admissions
- Admission & Attendance Registers
- Equality
- Inclusion

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Principal and the nominated Governance.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governance Body for further discussion and endorsement. (See Policy Evaluation)

Method	Frequency								
	Daily	Weekly	Term						Annually
			1	2	3	4	5	6	
Discussions with teachers		*							
Discussions with pupils		*							
Discussions with Governances			*	*	*				

Discussions with parents			*	*	*				
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Monitoring Action Plan

See form

Linked Policies

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

Principal:	Mrs Marion Brown	Date:	26 th April 2018
Chair of Governance Body:	Nomination Process in Progress.	Date:	

Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (!)	New/Proposed Policy (!)	Updated Policy (!)
			!	

This policy affects or is likely to affect the following members of the school community (!)	Pupils	School Personnel	Parents/carers	Governance s	School Volunteers	School Visitors	Wider School Community
	*	*	*	*	*	*	*

Question	Equality Groups															Conclusion				
Does or could this policy have a negative impact on any of the following?	Age		Gender					Gender identity		Pregnancy or maternity			Religion or belief				Sexual orientation		Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	NS	Y	N	Y	N	NS	Y	NS	Y	N	NS	Y	N	NS	Y	N	Y		
	!		!		!			!		!			!			!		!		
Does or could this policy help promote equality for any of the following?	Age		Gender					Gender identity		Pregnancy or maternity			Religion or belief				Sexual orientation		Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	NS	Y	N	Y	N	NS	Y	NS	Y	N	NS	Y	N	NS	Y	N	Y		
	!		!		!			!		!			!			!		!		
Does data collected from the equality groups have a positive impact on this policy?	Age		Gender					Gender identity		Pregnancy or maternity			Religion or belief				Sexual orientation		Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	NS	Y	N	Y	N	NS	Y	NS	Y	N	NS	Y	N	NS	Y	N	Y		
	!		!		!			!		!			!			!		!		

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
			21st March 2016

Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
! Policy annually reviewed	*			
! Policy in line with current legislation	*			
! Coordinator in place	*			
! Nominated Governance in place				
! Coordinator carries out role effectively	*			
! Principal, coordinator and nominated Governance work closely	*			
! Policy endorsed by Governance body				
! Policy regularly discussed at meetings of the Governance body	*			
! School personnel aware of this policy	*			
! School personnel comply with this policy	*			
! Pupils aware of this policy	*			
! Parents aware of this policy	*			
! Visitors aware of this policy	*			
! Local community aware of this policy	*			
! Funding in place	*			
! Policy complies with the Equality Act	*			
! Equality Impact Assessment undertaken	*			
! Policy referred to the School Handbook	*			
! Policy available from the school office	*			
! Policy available from the school website	*			
! School Council involved with policy development	*			
! All stakeholders take part in questionnaires and surveys	*			
! All associated training in place	*			
! All outlined procedures complied with	*			
! Linked policies in place and up to date	*			
! Associated policies in place and up to date	*			
A statement outlining the overall effectiveness of this policy				

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Policy Approval Form

Policy Title:						Date when written:			
Policy written by:					New Policy (for x)	Revised Policy (for x)			
Stakeholders consulted in policy production: (for x)	Governances	Senior Leadership Team	Teaching Personnel	Support Personnel	Administrative Personnel	Parents	Pupils	Local Community	
Date when approved by Governance s:			Date when presented to stakeholders:	Date when implemented:					
Published on: (for x)	School Website			School Prospectus			Staff Handbook		

Monitoring Implementation and Policy Effectiveness Action Plan

Method/Actions	Success Criteria/Intended Outcomes	Who is responsible	Who is involved	Start/finish dates	Costs	Evaluation against success criteria
Discussions with teachers						
Discussions with pupils						
Discussions with Governances						
Discussions with parents						