



STOPSLEY HIGH SCHOOL & COMMUNITY COLLEGE

## **ADMISSION ARRANGEMENTS 2018**

To fulfil the requirements of the law and having consulted with the Local Education Authority and other local admission authorities, the Governing Body has set a planned admission number of 270 pupils.

### **Admissions/Oversubscription Criteria:**

If the number of places in a particular year group at a school is not sufficient to meet the number of applications from parents, the following criteria are applied (in the order of priority given below) to determine how places will be allocated.

1. 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\*. 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 (Section 22(1) of the Children Act 1989).
2. Students living in the catchment area of the school.
3. Siblings of children attending the school at the time of proposed admission.
4. Students who do not live in the catchment area but who attend a local feeder school i.e. Stopsley Primary, St Matthew's Primary and Bushmead Primary.
5. Medical grounds supported by an appropriate medical practitioner.
6. Students living outside of the catchment area who do not attend one of the feeder schools.

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria.

A tie breaker will come into force where the number of places eligible within any of the criteria set out above would exceed the Approved Admissions Number (AAN). In such circumstances shortest straight line distance from the door to the School's Main Reception to the student's home address<sup>1</sup>, will be used. Students living closer to the school will be given

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<sup>1</sup> The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.

\* An adoption order relates to children who have been adopted from local authority care in England and Wales. A 'residence order' is as 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).

priority. In the event of (a) two or more children living at the same address point (e.g. twins or children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by an independent body.

The above criteria will be applied using an equal preference scheme, without reference to the ability or aptitude of the child. All applications will be considered on an equal preference basis, whereby all first, second and third preference applications are considered equally against Stopsley High School's Admissions Criteria.

Children with a Statement of Special Educational Needs, that names Stopsley High School, will be admitted to the School regardless of whether there is a place available or not.

Details of Stopsley High School's catchment area can be found at [www.luton.gov.uk/internet/education\\_and\\_learning/schools\\_and\\_colleges/secondary\\_schools](http://www.luton.gov.uk/internet/education_and_learning/schools_and_colleges/secondary_schools) (please note spaces in this link are filled with \_). Parents should click on the link entitled *Transferring to a high school or academy in Luton*. Catchment area lists are also available from Luton Borough Council by telephoning the Admissions Helpline on 01582 548016.

### **Year 7 Intake – Application Process**

Parents may apply for a place for the Year 7 intake by completing and returning their application form, sent to them by either their child's Primary/Junior School or Luton Borough Council, by the Council's deadline. This form should be returned to the child's current school, completed online, or a paper copy returned to the Admissions Team at Luton Borough Council. Applications received after the closing date will not be considered in the initial allocation of places, except in very exceptional circumstances. Where parents have submitted a transfer form before the closing date, but then seek to change their preference after the closing date, this late expression of preference will be treated as a 'late' application and will not be considered in the initial allocation of places. Late applications and late changes of preference will be processed as soon as possible after the offer date. Late applications for Stopsley High School should be routed through Luton Borough Council in accordance with co-ordinated admission arrangements.

### **In-Year Applications**

In-Year admissions are applications to enter a year group that has already started at the school. From September 2010 the Council will be responsible for co-ordinating in-year applications for all of Luton's children. Therefore, parents seeking a place at Stopsley High School should complete the Council's In-Year Common Application Form and return this form directly to the Council. The Council will then liaise with all Schools listed as a preference to ascertain which (if any) preferences can be met. If a pupil qualifies for a place at more than one school the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

On occasion, pupils will be admitted to the School using Luton's In Year Fair Access Protocol, the principles of which have been accepted.

### **Waiting lists**

Where it is not possible to agree all applications for the school, a waiting list will be devised. Waiting lists are organised in the order of priority of the school's admissions criteria. Waiting lists are not based on the date the application was added to the list.

For the Year 7 intakes the names will be held on the waiting lists until 31 July 2019.

For all other year groups, unsuccessful applications received from the start of the autumn term 2018 until the end of the spring term 2019 will be placed on a waiting list until 31 July 2019. Applications received from the start of the summer term 2019 to the end of the academic year will be placed on a waiting list until 31 July 2020.

Should this admissions policy continue to operate for 2018 intakes, dates in the waiting list procedure will reflect those given above, only the year will be updated.

## **Definitions:**

### **Definition of 'Looked after child'**

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[1]. 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 (section 22(1) of the Children Act 1989).

### **Home Address**

A pupil's home address is where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

### **Definition of Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling

### **Definition of Medical Grounds**

Medical Grounds refers to cases where there are reasons which make it essential that a child should attend Stopsley High School and where the Stopsley High School is the only school that could meet the child's needs. A medical report from the child's Doctor or Consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to Stopsley High School and the difficulties that would be caused if the child had to attend another school. The comments of the Authority's medical officer may also be sought in order to decide whether it is essential for a child to be admitted to Stopsley High School on Medical Grounds. Admission on Medical Grounds cannot be considered when the medical condition relates to that of a parent/carer, brother, sister or other relative.

Footnote:

[1] An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see Section 46 adoption orders). A 'child arrangements 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 as amended by s.14 of the Children and Families Act 2014. 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).

### **Admission of Children outside their Normal Age Group**

Parents seeking a place for their child outside of the chronological age group should submit their written case to the Admissions Committee. Parents should include information regarding the child's academic, social and emotional development and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application. Applications relating to the Starting School (Year R)/Year 7 admissions round will also be discussed with relevant local authority professionals. Decisions will be made based on the circumstances of each case and parents will be informed of the reasons for the decision in writing.

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Admission authorities **must** make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.