

ADMISSIONS POLICY

Date of Policy	January 2020
Date of Next Review	January 2021
Staff Responsible	Deputy Headteacher
Reference	Staff shared area/staff development/ school policies/BW
School/Governor Policy	Governor

Severn Vale is a fully comprehensive school. Places are available for students aged between 11 - 16 years of all abilities, races, religions and physical abilities (who are deemed able to attend mainstream school). Prior to 2018, there were 235 available places for each year group and 8 tutor groups in each year. From September 2018 and following consultation, there will be 265 Year 7 places (9 tutor groups) which will increase incrementally.

Admissions for Year 6 primary students to Severn Vale School for September transfer:

Severn Vale School offers an Open Evening and tours for prospective parents and students during the first term of each new academic year. The dates of these events are published on the school website, available from primary schools, published on the GCC website: www.gloucestershire.gov.uk/schooladmissions and in the 'Secondary School/Academy Admissions Booklet available from the Admissions and Transfer Team, Shire Hall, Westgate Street, Gloucester GL1 2TP.

Year 6 into Year 7 transfer admissions are decided by the Local Authority admissions offices using an equal ranking system. They can be contacted on 01452 425407.

The Local Authority maintains a waiting list system on primary/secondary transfer on behalf of the school.

Gloucestershire Admissions Policy for Year 6 transfer:

The Local Authority co-ordinates school admissions for all state schools for Year 6 to Year 7 transfer.

- Parents will need to complete a Gloucestershire Common Application Form to include any state schools. Only one form may be completed for each child.
- Only the Local Authority can offer school places and each child will only be offered one place. Parents who approach the school requiring information regarding the transfer process during the academic year preceding entry will be directed to the Local Authority Admissions Department.
- Places are allocated on an equal ranking system according to the published admissions criteria. If a place can be offered at more than one school, the Admissions Office will allocate a place at the highest preference school indicated on the Common Application Form
- All places will be offered by the Local Authority on 1st March before the start of the new school year. At this point parents/carers are asked to accept or decline the place offered and the Appeal process takes place (please see below)

“In-Year” Admissions for Year 7 to Year 11 students:

The procedure for students joining the school at times other than at the start of Year 7 is as follows:

Step 1

Parents of students wishing to transfer to Severn Vale School during the academic year should complete the In Year Admission Form which can be found on the school website [here](#).

The completed form is sent by the parent to the school. The school will make a decision within 5 days of receipt of the application.

If the application is successful, parents will be contacted to make arrangements to admit the child. If the application is unsuccessful, a letter will be sent to parents advising them of their next steps which will include making contact with the In-Year Admissions Team at Shire Hall on 01452 425407 and advice about lodging an appeal.



Step 2

Once a student has been allocated a place at Severn Vale, the school will contact the current school of the student awaiting a place either by fax, e-mail or telephone and request information regarding academic ability and pastoral information such as behaviour records, sporting achievements, information, any special educational needs etc.



Step 3

Once this information has been acquired, the student and their parents will be invited into school for a meeting with a Deputy Year Team Leader to assess their needs following transfer and to outline school expectations and procedures to the student and parents.

At this point, the school requires parents to complete official documentation authorising the transfer including a home/school agreement. Parents are also given a parent booklet and a prospectus at the welcome meeting. A start date will be given to the parent and a tutor group will be allocated to the student.

Every student will be assessed based on information provided by their previous school and parents and will follow the school induction process for in-year admission students.

Oversubscription Criteria

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 both during the county co-ordinated process for Year 6 students and for students wishing to be placed on a waiting list for a year group which is at capacity. Please note that Children who have an Education, Health and Care (EHC) Plan are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing bodies are required by Section 324 of the Education Act 1996 to admit a child with an Education, Health and Care plan that names the school, even if the school is full. Parents of children with an EHC plan should contact their child's casework officer for any further information.

1. A 'looked after child' (Note 1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (Note 2) child arrangements order (residency order) (Note 3) or special guardianship order (Note 4).

(Note 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

(Note 2) This includes children who were adopted 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).

(Note 3) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(Note 4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

You will need to detail this under your sixth form criteria also if you have one.

2. Children living in the priority catchment area normally served by the school, who will have siblings attending the school at the time the applicant child is admitted.

The catchment area for the school is: Arlingham, Brookthorp with Whaddon, Elmore, Frampton on Severn, Fretherne with Saul, Hardwicke, Harescombe, Haresfield, Longney, Morton Valence, Quedgeley, Whitminster, .

3. Children of staff who are employed by the school.
 - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children for whom only one particular school is appropriate due to an exceptional medical condition. Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school concerned.
5. Children living in the priority catchment area for the school (see above)
6. Children who live outside the priority catchment area normally served by the school, who will have siblings attending the school at the time the applicant child is admitted.
7. Other children with the strongest geographical claim, measured in a straight line from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Please note that a “sibling” is defined in these arrangements as a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers, stepsisters and foster brothers or sisters.

In cases where there is a tie-break under category 7, random allocation will be used to decide who is awarded a place at the school if the distance between the two children’s homes and the school is exactly the same. This process will be verified independently.

Children of service personnel

Severn Vale School will consider going over our recommended roll number for children where one or both parents are serving members of the armed forces. This is at the discretion of the school and all applications will be considered in the context of the number of students on roll in the relevant year group and the associated health and safety considerations of admitting further students to that year group.

Admission Appeals Academic Year 2020-21

“In-Year” Admissions

Parents whose application for a place for their child/children at Severn Vale School other than through the normal admission round has been unsuccessful are entitled to have their case for admission heard by an Independent Appeals Panel.

Parents who wish to appeal for a place for their child at Severn Vale School can lodge their appeal by contacting Lauren Hart (Admissions Officer) at Severn Vale School on 01452 720458 or by e-mail lhart@severnvaeschool.com She will send out the relevant paperwork which should then be returned to her preferably within 20 school days of receipt. Appellants will be informed of the time and date of their hearing by Democratic Services, Gloucestershire County Council prior to the Appeal Panel sitting.

Year 6 Appeals

Parents whose applications for a place at Severn Vale School through the normal round of admissions have been unsuccessful are also entitled to have their case for admission heard by an Independent Appeals Panel.

Parents who wish to appeal for a place for their child at Severn Vale School following allocation day can lodge their appeal by contacting Lauren Hart (Admissions Officer) at Severn Vale School on 01452 720458 or by e-mail lhart@severnvaeschool.com She will send out the relevant paperwork which should then be returned to her.

By law, all Year 6 appeals have to be heard by the same appeal panel on the same day within 40 days of the deadline for lodging appeals. Severn Vale School, therefore, hears all Year 6 appeals during Term 6 of each academic year.

If an appellant feels that, following an unsuccessful appeal, there is new or additional information to present which was not available during the original appeal, they may formally request that the Governing Body of the school consider their case for a new appeal. Governors will only grant this right if there is new information to present which was not available at the time of the original appeal.

Protocol for Students Transferring away from Severn Vale School:

The following procedure is followed for all students transferring away from Severn Vale School:

1. Parents contact school either by telephone or by writing indicating their intention to move their child outlining the reasons.
2. If there are reasons for the move which the school feels it can resolve, the appropriate members of staff will intervene
3. If the move is straightforward (move of house, area etc) or the reasons for a move are irreconcilable, then parents are asked to confirm in writing if they have not done so already.
4. The most appropriate person (usually Head of Year or member of SLT responsible for the year group) contacts the receiving school to give information about that child. Academic information will also be sent to the receiving school, in line with the school's Data Protection policy.
5. Students are only then taken off roll once we have confirmation that they have started at another school/college when the UPN number is transferred. This is in accordance with Section 11 of the Children Act 2004. Students for whom we have not had contact from another school/college are referred to the education welfare service for action as an absentee.