

Policy Title:	Admission Arrangements
Function:	For information and guidance in the admission of students to Compass School Southwark
Status:	Approved in draft form – Subject to change on publication of the new Admissions Code and Appeals Process
Audience:	Students, Parents, Governors, Principal, Teachers, Support Staff, Local Authority
Ownership / Implementation:	The Principal and the Governing Body have overall responsibility for ensuring that this policy is implemented.
Implementation Date:	January 2013
Review period:	Annually
Last Reviewed:	January 2014

ANNEX: THE ADMISSION OF PUPILS TO COMPASS SCHOOL SOUTHWARK

GENERAL

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the School Trust.
2. The School Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of the School Trust.
3. Notwithstanding the generality of paragraph 2 of this Annex, the School Trust will take part in the Admissions Forum set up by Southwark Local Authority (LA), and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may:
 - (a) direct the School Trust to admit a named pupil to the Compass School Southwark on application from a local authority. Before doing so the Secretary of State will consult the School Trust.
 - (b) direct the School Trust to admit a named pupil to the Compass School Southwark if the School Trust has failed to act in accordance with this Annex B or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
5. The School Trust shall ensure that parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the School Trust. The Independent Appeal Panel will be independent of the School Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.
6. The School Trust shall prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The School Trust may, if it chooses, enter into an agreement with the LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

CONSULTATION

7. The School Trust shall consult the following parties on the School’s proposed admission arrangements by 1 March in the School Financial Year beginning two years before the School Financial Year which the admissions arrangements will be for e.g. March 2011 for admissions in September 2012, (“Determination Year”):
- a. Southwark LA
 - b. The Admission Forum for Southwark LA
 - c. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Southwark LA.
 - d. Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation.
 - e. Affected admission authorities in neighbouring local authority areas.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

School Trust Determination of Admission Arrangements

8. The School Trust will consider comments made by those consulted in accordance with paragraph 7, including any requests to amend the proposed admissions number, before determining the admissions arrangements for the School.
9. The School Trust will determine the School’s admission arrangements by 15 April of the Determination Year and notify those consulted in accordance with paragraph 7 what has been determined within 14 days of that decision being made.

Representations about admission arrangements

10. Where the School Trust has determined the School’s admission arrangements and notified all those bodies that it has consulted in accordance with paragraph 9 if any of those bodies object to the School’s admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

Secretary of State’s Consent for Changes to Admissions Arrangements

11. Where the admissions arrangements determined in a Determination Year in accordance with paragraph 9 are different to the admissions arrangements currently in existence for the School, the School Trust shall by 30 June in the Determination Year apply to the Secretary of State for him to consent to such amended admissions arrangements.

Secretary of State’s Power to Accept, Modify or Reject Admissions Arrangements

12. Where the Secretary of State has received any representations made in accordance with paragraph 10, the Secretary of State must consult the School Trust on such representations.

Following such consultation, by 31 July in the Determination Year, the Secretary of State may direct that the School Trust amends the proposed admissions arrangements for the School. The School Trust shall comply with any such direction.

13. Where the Secretary of State has received an application made in accordance with paragraph 11 to consent to any amended admissions arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admissions arrangements or direct that the amended admissions arrangements are not implemented or must be modified. The School Trust must comply with any such direction.

Publication of Admission Arrangements

14. The School Trust shall each Determination Year publish the Compass School Southwark's agreed admission arrangements by:
- a. copies being sent to the persons consulted in paragraph 7;
 - b. copies being sent to primary and secondary schools in Southwark LA's area;
 - c. copies being sent to the offices of Southwark LA;
 - d. copies being made available without charge on request from the School;
 - e. copies being sent to public libraries in the area of Southwark LA for the purposes of being made available at such libraries for reference by parents and other persons.
 - f. a copy being uploaded to the School's website
15. The published admissions arrangements will set out:
- a. the name and address of the Compass School Southwark and contact details;
 - b. a summary of the admissions policy, including oversubscription criteria and any arrangements for post-16 admission;
 - c. a statement of any religious affiliation, if relevant;
 - d. numbers of places and applications for those places in the previous year, and;
 - e. arrangements for hearing appeals.

Proposed Changes to Admission Arrangements by Compass School Southwark After Arrangements Have Been Published

16. Subject to paragraph 17, once the School's admission arrangements have been determined for a particular year and published, the School Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:
- a. the School Trust has consulted those who were consulted under paragraph 7 above on the proposed variation;
 - b. following such consultation, the School Trust has applied to the Secretary of State to approve the change setting out:
 - i. the proposed change;
 - ii. reasons for wishing to make such change;

- iii. any comments or objections to the proposal from those consulted; and
 - c. following such application, the Secretary of State has provided his consent to the proposed variation.
- 17. The School Trust shall, following the prior written agreement or direction of the Secretary of State, vary the School's admissions arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.
- 18. Any changes to the School's admission arrangements brought about through the variation processes in paragraphs 16 or 17 above must be published within the School's prospectus and website and be communicated within seven days to those persons who must be consulted under paragraph 7.
- 19. The School Trust must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the School to make representations to the Secretary of State that any aspect of the School's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.
- 20. Where a representation is made in accordance with paragraph 19, the Secretary of State may, after consulting the School Trust, direct that the School Trust modify its arrangements for the admission of pupils to the School so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The School Trust must comply with any such direction.
- 21. Records of applications and admissions to the School shall be kept by the School Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

PROCEDURE FOR ADMITTING PUPILS TO THE SCHOOL

Admissions Number

22. The School Trust has the following agreed admissions numbers for the School for the year 2013/14 and, subject to any changes approved or required by the Secretary of State, for subsequent years:
 - a. 100 pupils in Year 7;
23. In any specific year, the School Trust may set a higher admission number than the School's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the School Trust will consult those listed at paragraph 7. Pupils will not be admitted in any year group above the published admissions number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of application

24. Arrangements for applications for places at the School will be made in accordance with Southwark LA's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the relevant local authority.
25. The School Trust will use the following timetable for applications to the School each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by Southwark LA's Admissions Forum, Southwark LA, local authorities admissions, local Academies and local Admissions Forum.
 - a. By September of the preceding year - The School Trust will publish in the School's prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2013 for admission in September 2014). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The School will also provide information to the LA for inclusion in the composite prospectus, as required;
 - b. September/October - The School will provide opportunities for parents to visit the School;
 - c. October/November – Common Application Form (CAF) to be completed and returned to the LA to administer
 - d. LA sends list of applications to School
 - e. School sends list of pupils to be offered places to the LA
 - f. February - LA applies agreed scheme for its own schools, informing other LAs of offers to be made to their residents.
 - g. 1st March offers made to parents/carers.

Consideration of applications

26. The School Trust will consider all applications for places at the School. Where the number of applications for admission is fewer than the published admission number(s) for Years 7 and

12, the School Trust will offer places at the School to all those who have applied.

27. Notwithstanding the above, The School Trust may refuse admission to particular applicants in the specific circumstances described in 3.8 of the School Admissions Code 2012 or any like provision in any subsequent national Code of Practice.

Procedures where the School is oversubscribed

Secondary phase oversubscription criteria

28. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. They will be applied in conjunction with explanatory notes 1 - 6 which form part of the admissions arrangements.
- a. Statemented (Statements of Special Educational Needs where the school is named in the Statement)
 - b. Looked after children (Note 1)
 - c. Children who have a sibling (full, half, step, fostered or adopted brother or sister) already attending the school at the time of the admission. (Note 3)
 - d. Children receiving the Pupil Premium, i.e. children eligible for Free School Meals, or who have received Free School Meals in the last six years. (Note 4)
 - e. Geographical proximity to the school, as measured from the child's home to the front gates of the school in a straight line.
29. Children living outside the designated area of first priority or joint area and closest to the school as measured in a direct line from the home address to the school using the LA's computerised mapping system.

If the last student to be offered a place within Compass School Southwark's published admissions number (PAN) is a multiple birth or same cohort sibling (including adopted siblings, step-siblings, and those living as siblings in the same family unit) any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the School's PAN. The PAN will remain unchanged so that no other students will be admitted until a place becomes available within the PAN.

These criteria apply for Year 7 entry. Applications will be considered by the School for years other than the normal year of entry. If the year group applied for has a place available, this will be offered to the applicant unless one of the exceptional circumstances apply for a child with challenging behaviour as set out in the School Admissions Code. If more applications are received than there are places available, the oversubscription criteria in paragraphs 31 to 37 shall apply.

The annual allocation of places will be supervised by at least two persons being members of the Compass School Southwark Council or a Committee of the Governing Body that has delegated power to undertake this responsibility, and who are not otherwise involved in meeting and briefing prospective parents and students, and who have not otherwise been involved in discussing individual cases during the admissions process.

Notes: These notes are part of the Admissions Arrangements

Note 1: Children in public care are children who are in the care of a local authority or provided with accommodation by that authority under Section 22 of the Children Act 1989.

Note 2: Young people who have a serious medical or social need, or physical or psychological condition which makes it essential that they attend Compass School Southwark: documented social, medical or psychological evidence must be provided in support from an appropriate independent registered professional such as a social worker, hospital consultant [not the young person's own GP] or health visitor at the time of the original application, and must set out why the School is the only school that can meet the young person's needs or circumstances.

Note 3: Children are siblings if they are half, full or adoptive brother or sister or if they are children of the same household. Pupils will not be considered as a sibling link where the older child is attending the school as a Year 12 or Year 13 student in the year of entry.

Note 4: Pupil Premium – Those students who have received or been entitled to receive Free School Meals in the Past 6 years.

Note 5: The home address is where the child spends the majority of time and is living with the person who has parental responsibility and is the main 'carer' as defined in Section 576 of the Education Act 1996 (we may require documentary evidence). If a child regularly lives at more than one address the LA will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where Child Benefit is paid and where the child is registered with a doctor.

Note 6: Where there are more applications than there are places remaining within a particular category, the direct line distance from home to school, measured in a direct line from the home address to the school using the LA's computerised mapping system, will be used as a tie-break. When the furthest distance to qualify for a place relates to a household containing two or more children for whom applications are being made (eg twins), the place will be offered to one child. The remaining child(ren) will be considered under the sibling criterion if further places become available.

Note 7: Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school using the LA's computerised mapping system; the available place(s) will be allocated by drawing lots. Any offer of a place determined by random allocation will be overseen by a member of staff from the Legal Division of Southwark Borough Council.

Post-16 oversubscription criteria'

30. The School will admit any statemented pupils whose statement names the School and which the School has agreed.
31. Both internal and external pupils wishing to enter Post 16 will be expected to have met the minimum academic entry requirements for entry, to be published annually by the School.
32. In addition to the minimum academic entry requirements for Post 16, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be

given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

33. These academic entry requirements form part of the admission arrangements and so will be consulted upon and published in the School's prospectus and in the LA's composite admissions prospectus.
34. When Post 16 provision is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.
35. When there are more external applicants that satisfy any academic entry requirements than there are places available, priority will be given in the order of the oversubscription criteria set out in paragraph 29.
36. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants and those existing School pupils refused progression into Post 16 provision.

Operation of waiting lists

37. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the School will operate a waiting list. Where in any year, the School receives more applications for places than there are places available, a waiting list will operate until a month after the admission date. This will be maintained by the School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
38. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 28 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the School

39. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the School Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply.
40. If more applications are received than there are places available, the oversubscription criteria in paragraph 28 shall apply. Parents whose application is turned down shall be entitled to appeal.
41. Compass School Southwark will participate in Southwark Local Authority's In-Year Fair Access Protocol.

Arrangements for admission of pupils as the School builds to its full capacity

42. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the School and the efficient use of resources.
43. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants