

## **ADMISSIONS POLICY for Admission September 2018**

**De Aston is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

### **Introduction**

1. De Aston is an 11 to 18 all-ability co-educational academy school, with provision for boarding. The Governing Body is the admission authority for the school.
2. The present agreed pupil admission number is 197 in Y7.
3. By law, the Governors must consider parents who have applied online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or completed the common application form before any other parents. It is the Governors' policy to admit all pupils who apply for places as day pupils at De Aston, provided that sufficient places are available.
4. The school accepts young people from a very wide geographical area and welcomes applications from students in other local authorities in addition to those in Lincolnshire.
5. In accordance with the 1996 Education Act and 2014 Children and Families Act, children who have a Statement of Special Educational Needs or Education, Health and Care Plan will be offered a place before Governors make decisions on other applications.

### **Process of Application**

Arrangements for applications for places in Year 7 at De Aston School will be made in accordance with Lincolnshire County Council's coordinated admission arrangements; parents resident in Lincolnshire can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), parents resident in other areas must apply through their home local authority. De Aston School will use the Lincolnshire County Council's timetable, published online for these applications, and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

### **Over-subscription**

In the event of over-subscription, the Governors will apply the following criteria in the order listed:

1. Children in public care: a child in public care, sometimes referred to as 'looked-after', is a child who is subject to a care order (or an interim care order) or who is accommodated by the local authority in accordance with section 22 of the Children Act 1989 at the time of the application. This definition includes previously looked after children who *were* looked after, but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order.
2. Pupils with a boarding need (See Boarding oversubscription criteria for definition);
3. Whether the child lives within the Designated Area for School Transport.  
(Information on this is available from the County Council School Transport Team);
4. Siblings: a full brother or sister who will still be attending the school when the child is due to start; a full brother or sister, whether or not resident in the same household; another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989 or Section 576 of the 1996 Education Act. In the case of twins (or two siblings in the same age cohort) and where there is only one place available in the school, both will be considered together as one application. The school will be authorized to exceed its published admission number by one.
5. Tie-break decider will be the distance from home to school: determined by measuring the driving distance electronically from the post office address point of the home to the post office address point of the school. The student who lives closer to the school will be offered the place. If students are tied on distance, places will be awarded based on random allocation, the mechanism for this will be a simple lottery, witnessed by an independent observer  
Home means the address where the child lives for the majority of term-time with a parent, as defined in section 576 of the Education Act 1996, who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purpose of school admission will be the one where the child spends the majority of term time. If a parent can demonstrate that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.

If a parent has more than one home, we take as the home address the address where the parent and child normally live for the majority of the school term time.

### **Reserve list**

For entry into all year groups a reserve list, sometimes known as a waiting list, is kept. This list will be used if the number of students falls below the published admission number. If you listed the school on the common application form, your child's name will automatically be placed on our reserve list. This list will be kept until 31 August of each following year by the School Admission Team. The list will then be kept by the school until the end of the autumn term.

If a family moves into the area they may be placed higher on the reserve list because we take account of where you are in relation to the oversubscription criteria and not the length of time you have been on the list.

### **Sixth Form**

Students in Year 11 can transfer to the Sixth Form, provided that they meet the requirements of the course which they intend to follow.

Our Year 12 is normally around 120 students; the Sixth Form as a whole is usually around 200 in total. Our published admission number for students transferring from other schools is 60.

We usually offer three pathways in the Sixth Form:

1. An A Level programme of study, where the minimum entry requirement is either:
  - Five GCSEs at grade 5 or above, which must include English Language at grade 5 or above; or
  - A combination of at least four grades at GCSE grade 5, which must include English Language at grade 5 or above, and a merit a grade in a BTEC/OCR Level 2 course.
2. Other level 3 qualifications, where the entry requirement is either:
  - Four GCSEs at grade 4 or above, which must include English Language at grade 4 or above. or
  - A combination of four grades at GCSE grade 4, which must include English Language at grade 4 or above, and a Merit in a BTEC/OCR Level 2 course.
3. Level 2 qualifications, where the entry requirement is:
  - 4 GCSEs at Grade 3, which must include English Language at grade 3 or above, and a BTEC/OCR Level 2 course at pass level.

NB: individual subjects may have additional specific requirements which are published annually as an appendix to our course brochure. Applicants need to be aware that the operation of all pathways and individual courses is dependent on the recruitment sufficient numbers of suitably qualified students.

Sometimes we may be able to offer a place in the Sixth Form, but not on the preferred course(s). If there are too many appropriately qualified applicants for a particular subject we apply the following criteria to decide who we will offer a place to:

- children in public care;
- lottery, witnessed by an independent observer.

We will apply the same criteria if there are too many applicants from other schools.

We can only run individual courses if there is sufficient demand; it is unlikely that we can run subjects where there are less than 10 students who wish to take the course.

~~Progression from Y12 to Y13 on individual courses is dependent on students successfully completing their Y12 studies, including internal examinations. Final decisions on successful completion of courses will be made by the Head of Sixth Form in conjunction with the member of the senior leadership team who line manages the Sixth Form. Students will be expected to achieve at least a D in each subject on the A level pathway in order to progress to Y13.~~

~~Students who do not meet the Y12 to Y13 progression requirements will not normally be allowed to retake or transfer to another course at De Aston, this includes students from other schools seeking admission to Y13.<sup>1</sup>~~

## **Boarding**

Pupils who are admitted to the De Aston Boarding House are thereby accepted as pupils of the day-school. Boarding places are available for both boys and girls.

Admission numbers will depend on the boarding facilities available at the time, up to a maximum of 12 in Y7, 15 in Y10 and 20 in Y12 (the total number of places available is 75), subject to the overall capacity of the main school as defined by the latest school capacity assessment (currently 1216).

Admission in other years, and mid-year, will be dependent on the overall numbers of boarders, which should not exceed 75 or the main school's overall net and curriculum capacity.

Admission to the Boarding House is by mutual agreement between the parents and the Governors and is subject to a contractual agreement between them, further details of which can be found in the boarding prospectus.

The main criterion for admission is the pupil's suitability for boarding education, following the criteria published in the School's Boarding Information Booklet. (As in the case of day pupils, academic ability is not a criterion for admission to the Boarding House.)

## **Oversubscription Criteria for Boarding Places**

Where eligible boarding applications exceed the number of places available, places will be allocated in accordance with the following criteria and in the following order of priority:

1. Children in Public Care where there is an agreement between a designated officer acting on behalf of the County Council as corporate parent and De Aston School that a boarding place will more appropriately meet the child's needs. See over-subscription section for definition of Children in Public Care.
2. Children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
3. Children with a boarding need. Children with a need boarding are defined as:
  - Children of Service personnel who have died or been injured whilst in service, Crown Servants or other key workers (e.g. charity workers, voluntary service organisations, diplomatic service or the EU, teachers, law enforcements officer and medical staff) whose work dictates that they spend much of the year overseas; or
  - Those at risk or with an unstable home environment.
- Tie-break decider will be the distance from home to school: determined by measuring the driving distance electronically from the post office address point of the home to the post office address point of the school. The student who lives closer to the school will be offered the place. If students are tied on distance places will be awarded based on random allocation, the mechanism for this will be a simple lottery, witnessed by an independent observer.

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<sup>1</sup> Removed 3<sup>rd</sup> October 2017 because it is not compliant with the School Admissions Code

## **Mid-year admissions**

The Governors will accept admissions into other year groups if there are places. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place.

## **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

De Aston will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- if there are places in the year group;
- the views of the Headteacher.

## **Appeals on Admissions**

The procedure for appeals relating to admission to De Aston will be in accordance with the Education Act 2002 and Schools Admissions Code 2014. Information on appeals can be found online at <https://www.lincolnshire.gov.uk/parents/schools/school-admissions/>

A properly constituted independent panel will be set up by the School Governors to consider such appeals. Currently, the School Governors use the Local Authority's approved panel. These arrangements are the same for Y7, boarding, Sixth Form, mid-year and all other admissions

## **Children of UK service personnel (UK Armed Forces)**

As per 2.18 of the School Admissions Code 2014, families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, the Governors will:

- a) allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against the oversubscription criteria. This will include accepting a Unit postal address or quartering area address for a service child. The Governors will not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;
- b) ensure that arrangements in the area support the Government's commitment of removing disadvantage for service children. Arrangements are appropriate for the area and are described in the local authority's composite prospectus.

## **Fair Access**

The government has stated that all Local Authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription

criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children.

### **Fraudulent or misleading applications**

As an admission authority we have the right to investigate any concerns we may have about an application and to withdraw the offer of a place if we consider there is evidence that there has been a fraudulent claim or misleading information provided, for example a false address given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.