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**Prospect**  
School

# Admissions Policy

## 2019-2020

Staff Responsible	Deputy Headteacher
Date Approved	

## **Prospect – Admissions Arrangements 2020-2021**

The Admission Policy and procedure will take effect from 1 September 2020. The admission arrangements take into account all relevant legislation and the School Admissions Code of Practice.

### **Policy Detail**

This document details the policy to be followed for admissions to Prospect School prepared in accordance with guidelines laid down by the DfE.

#### **1. Admissions Number**

- 1.1 The admissions number for entry in September 2020 and in subsequent years will be 240. The admissions number set is below the net capacity of the school.
- 1.2 The school has a resourced unit for students with an Education and Health Care Plan with moderate learning difficulties. If applications from students with Education and Health Care Plans, moderate learning difficulties or otherwise, naming Prospect, are received prior to the closing date for the receipt of admissions, then offers will be made to such applicants in preference to normal admissions categories. These offers will be taken into account in the calculation of the number of places available for other applicants.

#### **2. Year 7 Entry**

The school uses the Reading Borough Admissions Service who publicise the school to prospective parents in the same literature as for other Reading schools.

- 2.1 The school will participate in the co-ordinated arrangements made by Reading Borough Council (LA). Parents/carers wishing to send their children to Prospect School should submit an application to their home Local Authority and follow the guidance of that local authority regarding deadlines for submitting the application. This information will be published in Local Authority admission guides
- 2.2 Applications received after the published deadline will be treated as a “late” application and be considered after the on-time applications have been allocated. Unless there is good reason i.e. the family have moved to the area after the closing date or the illness of a single parent prevented them submitting an on-time application, then the application will be treated as on-time
- 2.3 Prospect School, in line with the School Admissions Code 2010 have agreed that the over-subscription criteria will no longer give priority according to order of preference and will consider applications on equal preference basis against the over-subscription criteria.
- 2.4 Over-Subscription Criteria for Prospect.

The following criteria will be applied if there are more applicants than places available. Priority for places will be given according to the following criteria:

- a. Children with an Educational Health Care Plan will be allocated a place above all other applicants.
- b. Children in the care of a local authority where the corporate parent names Prospect School. (LAC) Children who were looked after but ceased to be so because they were adopted (or became subject to a residency order) immediately after they had been looked after providing appropriate evidence is submitted. Confirmation is required from the Local Authority, that last looked after the child, that the child was looked after immediately prior to the issuing of one of the following orders:
  - These are children adopted under the Adoption Act 1976 (section 12) and children adopted under the Adoption and Children's Act 2002 (section 46).
  - The Children and Families Act 2014 amended the Children Act 1989 and replaces residence orders with child arrangement orders.

The remaining places up to a total of 240 will be allocated according to the following criteria:

- c. Children who have strong medical or social grounds for admission (see definition of social/medical grounds below).
- d. Children whose permanent home address is in the designated area of the school who have a sibling at the school at the time of application.
- e. Children whose permanent home address is in the designated area of the school
- f. Children whose permanent home address is NOT in the designated area of the school who have a sibling at the school at the time of application.
- g. Other children

#### 2.5 Tie-Breaker

If the school does not have enough places for all applicants in a particular category – places will be allocated to those living nearest to the school measured in a straight-line between the data point of the home and the data point of the school. The data point is the unique address point supplied by Ordnance Survey and measured using the Reading Borough Council's mapping software. The data point for the home and the school can be seen on Reading Borough Council's website.

### 3. Definitions

## **Designated Area**

The attached map defines the designated areas of the School.

## **Siblings**

Siblings are children who have either the same mother and/or father, or they are children who live together in a family unit and with their parent/carer(s). Siblings must also live at the same address as each other. If they do not live at the same address, then they are not treated as siblings.

## **Multiple Births**

In the event that it is possible to offer a place to one child and not others the Governing Body agree to allocate an additional place(s) beyond the admission number to accommodate children of multiple birth. In the event of vacancies occurring they would not be allocated until places become available below the published admission number.

## **Home Address**

The home address is the permanent address of the parent/carer(s) and their child. That is taken to be the address of the parent/carer who receives child benefit for the child and is assumed to be the address where the child spends the majority of their time, even if he or she lives at a different address for some days of the week.

## **Strong Medical/Social Grounds**

Children with a chronic medical condition or strong social grounds which is fully supported by written confirmation from the professional person involved in the case, and which states that Prospect School is the only school that the pupil can attend because of the medical or social reasons.

## **Waiting Lists**

After 1st March 2020 a 'waiting list' will be administered by Reading Borough Council if the school has more applicants than places available. A child's position on the waiting list is determined according to the published over-subscription criteria above. When a place becomes available this will be offered to the next child on the list. Positions on the waiting list may go up or down due to student withdrawals or new applications. The waiting list will be retained until the end of December 2020.

#### **4. Applications Outside the Routine Admissions Round – Casual Admissions**

Applications for entry to Y7 after the end of the routine admissions round and applications for entry Y8 to Y11 at any time are treated as routine or in year admissions.

Prospect, in line with the Education and Inspections Act 2006, will adhere to the Reading Local Authority's agreed In-Year Fair Access Protocol.

If numbers in that year group are below the admission number and there is no waiting list then such applications will be accepted on a first come first served basis. Planned admission numbers for each year group are as follows:

Year 7: 240

Year 8: 240

Year 9: 240

Year 10: 240

Year 11: 240

Prospect School will follow the School Admissions Code and agreed Reading Borough Council Co-ordinated Admissions Arrangements.

#### 5. **Admission of Children outside the Normal Age Group**

Parents have a right to seek a place, for their child, outside of their normal age group. The school will endeavour to take into account parent's views, information about the child's academic, social emotional development and where relevant medical history.

The school will also take into account the views of the Headteacher of the previous school. Parents have a statutory right to appeal against the refusal of a place at Prospect. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

#### 6. **Sixth Form Entry Policy**

The objective entry criteria for students, seeking a place at Prospect, not transferring from Year 11 into the Sixth Form are as follows:

- a. Looked after Children who meet the academic requirements for the level of the courses applied for as detailed below and published in the Post 16 prospectus. Children who were looked after but ceased to be so because they were adopted (or became subject to a residency order) immediately after they had been looked after providing appropriate evidence is submitted.
- b. Those who meet the academic requirements for the level of courses applied for, as published below and in the Post 16 prospectus.
- c. Those who meet the academic requirements for the level of courses applied for and live in the designated area of the school.
- d. Those who meet the academic requirements for the level of the course applied for and who live closest to the school. Distance is measured on a

straight line between Ordnance Survey data points for the home address and the school using Reading Borough Council digital mapping software.

Detailed criteria are:

- e. A number of Level 3 courses require GCSE English and/or Maths at grade 5 or above. Specific details can be found in the Post 16 prospectus.
- f. Entry to Year 13 will be for students completing the second year of a two year Sixth Form course. Students must have made at least satisfactory progress in year 12 as demonstrated through their assessments.

Students refused a place in the Sixth Form are entitled to appeal to an independent appeal panel.

## **7. Appeals**

Parents/carers (and students for admissions to Year 12/13) of students refused a place in all year groups of the school, are entitled to appeal to an independent appeal panel.

Appeals should be submitted to the:-

Clerk to the Appeals Committee, Committee Services, Reading Borough Council,  
Reading RG1 2LU