PARK HOUSE SCHOOL
POLICY FOR ADMISSIONS 2021/2022

Policy detail

1. SECONDARY SCHOOL NORMAL ADMISSION POINT

September 2021 (autumn term) for a child whose 12th birthday falls between 1 September 2021 and 31 August 2022.

2. ADMISSION NUMBERS

The school's admission number for entry to Year 7 in September 2021 and subsequent entry to Year 8 to Year 11 will be 205.

If applications from students with Education and Health Care Plans (previously statements of special educational needs) which specifically name Park House School are received prior to the closing date for the receipt of admissions then offers will be made to such applicants in preference to normal admission categories. These offers will be taken into account in the calculation of the number of places available for other applicants.

If applications from students with statements of special educational needs which specifically name Park House School are received after the closing date for the receipt of admissions then offers will be made to such applicants even although this may lead to the school being temporarily oversubscribed.

An offer of a place will be withdrawn when a parent has failed to respond to an offer of a place within a reasonable time (reasonable time is defined as 21 days from the offer being made) or when a place has been offered on the basis of a fraudulent or intentionally misleading application.

The admission process will be applied as detailed at section 11 below.

3. CO-ORDINATED AND IN-YEAR ADMISSION SCHEME

Park House School's governing body is the admissions authority for the school. Local Authorities are required to produce a scheme for coordinating admission arrangements for all maintained schools in their area from September 2010 and to exchange information on applications with their neighbours. It is intended that admissions to Park House School's Year 7 will be administered by the LA according to the coordinated scheme. All applications will continue to be considered on an equal preference basis against the over-subscription criteria for each of up to three preferred schools. The admissions timetable is detailed in the attached appendix.

The scheme does not affect the duty of the trustees/governors of Park House School to set and apply its own admission arrangements.

4. OVERSUBSCRIPTION CRITERIA

Where the school is oversubscribed, places are allocated according to the over-subscription criteria as outlined below.

A. Looked after children:

Looked after children and previously looked after children but have since been adopted or become subject to a child arrangements order or special guardianship order immediately having been looked after.

Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

B. Catchment area students, i.e.:

Children whose permanent home address is in the school's designated catchment area (www.westberks.gov.uk/catchment). **Where necessary, priority will be given to siblings in catchment**. The child's permanent home address is taken to be the address at the closing date for applications in the normal admissions round **(31 October 2020)**. Where parental responsibilities are equally shared, the home address will normally be considered to be with the parent/carer with whom the child spends the majority of time and nights Monday to Friday; this will normally be expected to be with the parent/carer that receives the student's Child Benefit.

Children who are resident in a catchment area that has been subject to change, with a sibling who will be on the roll of the preferred school (or partner infant/junior school) that would have been the catchment area school if not for the change at the point of admission, will be considered as a Catchment Area Pupil.

It is the child's normal permanent home address where he or she lives with his or her parents/carers that is used to decide in which school's catchment area the child lives. Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted. If parents/carers plan to move, documentary evidence will be required, such as proof of exchange of contracts or a tenancy agreement to confirm residence at the time of admission. If such evidence is received by 1 January for a secondary place during a normal admissions round, the new address will be accepted for the forthcoming allocation. Confirmation received after these dates will not normally be taken into account until immediately after allocation dates and waiting lists adjusted accordingly. At all other times changes of address will be considered immediately on receipt of evidence. Any child offered a school place based on fraudulent or intentionally misleading information concerning a catchment area permanent home address will have their place withdrawn and a new application will be required, by which time preferred schools may be full. This may also occur after the child has been admitted to a school.

Definition of a permanent home address
The child's permanent home address is where he or she lives with his or her legal parents/carers and are living at the closing date for applications in the normal admissions round **(31 October 2020)**. Future addresses must not be used on the application form.

In the majority of cases, applicant's rent or own one property, however, family circumstances vary so we have identified below how we will consider different cases:

If you own a house or a flat and are renting and living in another property, we will consider the rental address as your permanent address if:
1. Your owned property is rented and
2. You have been living at the rented address for at least 1 year (we will require proof).
In some cases, we may consider a rental address where you have lived for a period shorter than a year as your permanent address if your owned property is a considerable distance away from the rented accommodation where you are living. In these cases, we will decide what evidence you should provide us and we will review it and make a decision.

If you own two or more houses, the permanent home address is where you live and we may ask for evidence to determine which address is the permanent home address.

If your permanent home address is not owned or rented (for example living with parents) we will consider it as your permanent home address if you do not own or rent another property. We will require evidence to show that you do not own or rent another property. If you cannot show evidence that you have lived at the current address for more than 1 year, we will need to see documentation that confirms what the previous address was and that you do not own or rent the property.

If you own or rent a property and have moved because of an emergency, for example fleeing domestic violence, we will consider the address where you are staying as your permanent home address. We will require evidence such as a police report.

Where parental responsibilities are shared and the child/children live at both parents' addresses,

either address will be considered the permanent home address, but only one address can be used on the application form and only one application can be made for each child. To establish where the child resides we may ask for the following information:
1. Any legal documentation confirming residence such as the legal separation documents
2. Information on the actual pattern of residence
3. The length of time the residence arrangements have been in place
4. Confirm past residence arrangements from previous schools
5. Council Tax bill payments
We may request additional documents.

Families of service personnel with a confirmed posting to West Berkshire or crown servants returning from overseas to live in the area will be considered as catchment applicants if: The application is accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address.

If parents/carers move after the closing date and are applying for a school place in the normal admission round, the new address will be accepted for the forthcoming allocation if this is prior to admission processes taking place. Admission processes normally begin after 1 January. Evidence will be required to show that the new address is the permanent home address.

Criteria C to E apply to children whose permanent home address is not within the preferred school's catchment area

C. Siblings, ie:

Students with a brother or sister including step/foster sibling and children of the parent/carer's partner living in the same family unit. All children living at the same address in a family unit are therefore deemed to be siblings even if there is no actual relationship between them. Children who are siblings but living at different addresses to each other will be treated as such for the purpose of admissions criteria. **A sibling is considered to be one who is already on the roll of Park House School, and in relation to admissions at Park House School's first point of entry, will continue to attend compulsory education at the school during the following academic year.**

D.
The children of a member of staff who has been employed at Park House School for a minimum of two years, and/or were recruited to fill a vacant post for which there is a demonstrable skills shortage. In this instance, staff should indicate on their Application Form how they meet this criterion and inform the school.

E. First Choice Preferences

F. All other applicants

5. TIE BREAKER

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the Park House School. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

In the case of multiple births, the parents/carers will be approached to decide which sibling or siblings will receive the available places.

6. WAITING LISTS

Waiting lists will be maintained for the school and year groups where necessary for children not offered a school place. Position on the list will be determined by applying the over-subscription criteria. Waiting lists will remain until 1 September when parents will be asked to confirm in writing their wish to be placed on a newly constructed waiting list. Names will be removed from the lists if

requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications or revised applications in respect of a change of preferred schools, and precedence is given to those subject to a direction or an admission in accordance with the In-Year Fair Access Protocol. The waiting list will be adjusted to take account of late, or in-year, applications.

7. LATE APPLICATIONS

Late applications are considered as detailed in the co-ordinated and in-year admissions scheme.

8. IN-YEAR APPLICATIONS (AFTER THE NORMAL ADMISSIONS ROUND)

The administration of applications outside the normal admission round is detailed in the coordinated and in-year admissions scheme in the attached appendix.

9. ADMISSION OUTSIDE NORMAL AGE GROUP

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented students or for those who have experienced problems, e.g. having missed education due to ill health, etc. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the student's interests between the parents, schools concerned (both old and preferred) and any relevant professionals asked for their opinion on the case by Park House School governors' admissions committee. Those refused places outside the normal age group will be informed of their statutory right of appeal.

10. APPEALS

Any parent not offered a school place at their preferred school has the right of appeal to an independent appeals panel. This can be for a place at one or more of your preferred schools and against an alternative school place that has been allocated by this Council. Information on how to appeal will be provided with the result of the application. Appeals must be lodged by the dates set out in the co-ordinated and in-year admissions scheme for the normal admissions round or within 21 days from the date of the offer or refusal letter.

11. ADMISSIONS TO THE SIXTH FORM AT PARK HOUSE SCHOOL

We have an open admissions policy for students aged 16, subject to the availability of appropriate courses and to particular requirements as published in the Sixth Form prospectus.
Governors note that as a coeducational comprehensive school the Sixth Form is open to all and that all current Year 11 students have a right to progress to Year 12/13. To this end the school offers a range of courses, both academic and vocational.

These arrangements apply to new students entering the school at Year 12 for the first time, not existing school students.

The school offers a wide range of courses based on grades achieved at GCSE and it is considered that acceptance is based on a student's capability of benefiting from a course and admission to the Sixth Form and any particular course will depend on students being appropriately qualified to start that course. Although admission will not dependent on interview, a course guidance meeting may be advised.

Admission to the Sixth Form will respect parental preference as long as the school offers the course and the prospective student has appropriate pre-requisites qualifications for the course.

The admission number for Year 12 is 50 (new students to school, not existing).

The highest priority is for looked after children and previously looked after children who meet the criteria under 1 and 2 below.

Students who wish to follow the two year advanced courses should have at least five GCSE passes at grade C or better (including English & maths, otherwise resits will be required). There will also be specific subject criteria as indicated in the Park House School Sixth Form Prospectus.

If the Sixth Form is oversubscribed a waiting list will be operated on the same criteria as for Year 7 entry.

Appeals for Sixth Form: will follow the same rules as for Year 7 entry.

Most entry to Year 13 will be students completing the second year of a two-year Sixth Form course. Other applications will be considered on the basis of AS level results.

When applying for a place at Park House School, parents must complete the application form of their 'home' local authority, and return it to the same authority by that authority's closing date. Information about the arrangements for making an application is available on the West Berks website - www.westberks.gov.uk/secondaryadmission - there is a link from the school's website - www.parkhouseschool.org.

Secondary Schools – Normal admissions round timetable

31 October 2020	Closing date for applications
22 November 2020	LA transfer of applications data to other LAs.
28 January 2021	First provisional allocation list sent to other LAs.
1 March 2021	Offers and refusals issued to parents
17 March 2021	Parents' acceptance of offer
31 March 2021	Closing date for appeals