



# FINHAM PARK 2

## ADMISSIONS POLICY

September 2016



## **School Admission Arrangements for 2016-17**

Finham Park 2 is an Academy and part of The Finham Park Educational Trust, which is the admission authority. The admission arrangements comply with the Fair Access protocol as detailed in the Admissions Code. All applications will be considered equally.

Arrangements for applications for places at the Finham Park 2 will be made in accordance with the Local Authority's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the local authority.

### **Making an application- Year 7 Admissions**

- Finham Park 2 is part of Coventry City Council's determined scheme for co-ordinated admissions to secondary schools.
- All applicants are required to complete their home Local Authority's common application form by **31st October 2015**.
- Parents will be advised of the outcome of their application on **1st March 2016**.
- The published admission number for the Year 7 intake in 2016 is **120**. The school will accordingly admit up to 120 students in year 7 if sufficient applications are received. All applicants will be admitted if 120 or fewer apply. If the school is oversubscribed, the school will admit students in accordance with the oversubscription criteria, once all students with a statement of special educational needs or education, health and care plan, naming Finham Park 2 as their specified school, have been admitted.
- Parents of children refused admission have a right of appeal to the independent appeal panel.
- After the initial allocation of places on 1 March 2016, the Local Authority will establish a waiting list and this will operate up until the end of the Autumn term. Parents who wish for their children to continue to be considered for any places after the end of the autumn term must register their interest for the school via the Local Authority.



**For September 2016 Finham Park 2's Published Admission Number (PAN) for Year 7 is 120.**

If there are more requests for the school than there are places available within the school's admission number, priority for admission will be given to those children who meet the criteria set out below, in priority order.

**1. Children who, at the time of admission, are in care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a child arrangements order or a residence order a special guardianship order.**

A looked-after child is defined in Section 22 of the Children Act 1989.

**2. Children who live in a 2 mile radius of the school who have a sibling attending the school provided that the sibling is in year 7-10 and will continue to attend Finham Park 2 the following year.**

**3. Up to 50% of remaining places (rounded up to the nearest whole number) will be offered to children who live in a 1-mile radius of the school (ranked by distance to the school).**

**4. Places will be offered to children who live from a distance of 1mile up to 2 mile radius of the school (ranked by distance to the school).**

**5. Children living *outside* a 2-mile radius of the school with a sibling who currently attends Finham Park 2, provided that the sibling is in year 7-10 and will continue to attend the following year.**

**6. All other children**

**If it is not possible to meet all of the requests in any one of the categories described above the school will prioritise the requests by reference to distance.**



## **SIBLINGS**

The Trustees of the school see the benefits of children from the same family attending the same school and give priority to siblings in its policy for allocating places. 'Siblings' includes half, step, adoptive and foster brothers and/or sisters living permanently at the same address as the applicant as part of the same family unit.

**Applications within each year group made on behalf of twins or triplets** –where the last child to be offered a place is one of multiple birth siblings, the school will admit over the published admission number (PAN) in order to support the family

## **DISTANCE**

If it is not possible to meet all of the requests in any one of the categories described above, the Trustees will prioritise the requests within that category by reference to distance. A straight line measurement will be made, using a computerised mapping system based at the Local Authority, from the centre of the child's residence – to the centre of the school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority.

Tie Breaker – distance will be used as a tie-breaker within each category

Final Tie Breaker- Where the final place in a year group can be taken by two or more children living an equal distance from the school (or in the same block of flats), the school will select by drawing lots, supervised by an independent observer.

## **HOME ADDRESS**

A child's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Trustees that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

**If a school place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.**

## **2- MILE RADIUS 'CATCHMENT AREA'**

One of the aims of Finham Park 2 is to serve its neighbourhood and develop links with the local community to strengthen the school and community. The area served by a school is known as the 'catchment area'. Finham Park 2's catchment area will be a 2-mile radius from the centre of the proposed permanent school site. See map below. **[This will be included once the permanent school site is confirmed - roads and house numbers will be included so parents know if they are in or out of catchment]**



## APPEALS

If a child has not been offered a place at Finham Park 2 parents/carers have the right of appeal against the decision. Accepting the place that their child has been offered (at a school other than Finham Park 2) does not affect a parent/ carer's right of appeal.

### Appeals Timetable 2016

Appeals are heard by an independent panel. If parents want to appeal for a place at Finham Park 2 they should write to Mrs. D. Campbell at the school, or e-mail [d.campbell@finhampark2.co.uk](mailto:d.campbell@finhampark2.co.uk)

<b>Timetable for hearing admission appeals</b>	<b>Closing date for receipt of written appeal:</b>	<b>Appeal will be heard by:</b>
Students starting secondary school in September 2016	14 April 2016	30 <sup>th</sup> June 2016
Change of school (application at any time other than initial intake)	20 school days after outcome letter	30 school days after appeal form is received.

**Appeals received after the closing date will be heard within the schedule if possible. If the form is received after 24 June 2016 the appeal will not be heard until September 2016**

Parents will receive 10 school days' notice of the time and date of the appeal hearing.

Any additional documents parents wish to submit in support of their appeal must be received by the clerk at least five days before the appeal hearing. Failure to do this may result in the appeal hearing being adjourned.

## WAITING LISTS

Where in any year Finham Park 2 receives more applications than there are places available, the Local Authority will establish a waiting list and this will operate up until 31<sup>st</sup> December. Parents who wish for their children to continue to be considered for any places after the end of the autumn term must register their interest for the school via the Local Authority otherwise their child's name will be removed. This waiting list will then operate until the end of the school year. If a place becomes available then it will be offered to the pupil at the top of the list.



Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.

### **APPLICATIONS OUTSIDE THE NORMAL ADMISSIONS ROUND**

Parents wishing their child to attend Finham Park 2 outside of the normal admissions time i.e. for a September start, should contact Coventry City Council for an in-year admission form. The completed form must be returned to the LA. If there is a place in the year group a place will be offered, otherwise parents will be offered a right of appeal to the Independent Appeal Panel.

### **APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP**

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Governing Body. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Body will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>

### **MONITORING & EVALUATION**

The policy and procedures will be reviewed annually and where necessary adjustments will be made. If no changes are made to the admissions arrangements they will be consulted on at least every 7 years.

# ADMISSIONS POLICY



**Written:**

**December 2014**

**Next review date:**

**December 2015**

Approved by Department for Education

January 2015

Approved by Governors:

Signed:

Signed:

RUSSELL PLESTER  
Headteacher

CATHERINE COLBY-JOHNSON  
Chair of Governors

Date:

Date: