

# FINHAM PARK 2

## ADMISSIONS POLICY

September 2022



## **School Admission Arrangements for 2022-23**

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 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 Admission**

- 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 **31 October 2021**.
- Parents will be advised of the outcome of their application on **1 March 2022**.
- The published admission number for the Year 7 intake 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 an 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 place on 1 March 2022:
  - The Local Authority will establish a waiting list which will be operated 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.
  - The waiting list will be established in line with the oversubscription criteria.
- Places will be offered in priority order taking into account the **whole cohort** of 120 students. The offer of places after the initial allocation will not be made in isolation. A maximum of 60 students can be offered a place under criteria 4 and this number will be lower where places have already been offered to children under criteria 1-3.



**For September 2022 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 or a special guardianship order. A looked-after child is defined in Section 22 of the Children Act 1989.**
- 2. Children 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 academic year.**
- 3. The children of all staff who have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:**
  - All full-time teaching staff
  - All full-time support staff – defined as those on 37 week and above contracts
  - All part-time teaching staff with a 45% and above timetable
  - All part-time support staff who work at least 15 hours per week for 37 weeks or more

The two-year qualification period may be waived if a post is hard to fill.

The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criteria.

The definition does not include peripatetic staff.

- 4. 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).**
- 5. Places will be offered to children who live from a distance of 1-mile up to 2-mile radius of the school (ranked by distance to the school).**
- 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 with 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 computerized 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 be substantiated 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 or permanent home address, then that place is liable to withdrawal.**



## Sixth Form Admissions Policy

Applications are welcome from both Finham Park 2 and external students.

### Age of Students

Students enter the Sixth Form in Year 12 in the September after they reach the age of sixteen and leave at the end of Year 13, apart from exceptional circumstances.

### Pupil Admissions Number (PAN)

Finham Park 2 Sixth Form has a capacity of 200 students split into two year groups: 100 in Year 12 and 100 in Year 13. The admission number for eligible external applicants (not from Finham Park 2) in Year 12 is 10. Additional external students will be admitted until Year 12 meets its capacity of 100 students with the necessary entry requirements.

### Application Deadline

Applications for a place at Finham Park 2 Sixth Form for September 2022 must be received by 31 January 2022, 9:00am.

Applications can be made by the following means:

1. Online at <https://www.finhampark2.co.uk/sixthform>
2. By completing an application form and posting it to: SIXTH FORM ADMISSIONS, Finham Park 2 Sixth Form, Finham Park 2, Torrington Avenue, Coventry, CV4 9WT

Internal students (from Finham Park 2) will need to fill in both a Students Passport and an application form to select their choices. All applications will be considered together at the same time and each application will be offered a guidance meeting to ensure they are pursuing the correct pathway.

### Late Applications

Students who apply after the deadline may still be considered if spaces still exist for the subjects they are applying for.

### Entry Requirements

The admission requirements are exactly the same for both Year 11 Finham Park 2 students and external students:

#### A Levels

Students must have achieved a grade 5-9 in Maths and English plus three other GCSE subjects at grades 5-9.

In addition to these basic requirements, each subject has specific entrance requirements which need to be met to be enrolled onto the course.

Those students choosing to study 4 A Levels must have achieved the above with at least 5 GCSEs at grade 7, 8 or 9.

#### Vocational Qualifications – BTECs

Students achieving four grade 4 GCSEs including English and Mathematics will have access to a range of BTEC qualifications.

Please refer to the Sixth Form prospectus and website page for specific subject entry requirements.

In addition to the above, students must be able to demonstrate good attitude to learning, behaviour and attendance as evidenced from school reports.



## **Student Guidance Meetings**

All applicants will be invited to a guidance meeting to discuss their post-16 choices and enrichment opportunities. This meeting does not form part of the selection process but is important to ensure students are following the correct programme of study for their needs. Attendance for students at these meetings is compulsory and parents are free to attend if they wish.

## **Finham Park 2 reserves the right to withdraw courses that are undersubscribed and similarly to limit numbers for courses that are oversubscribed.**

### **Oversubscription Criteria**

If the number of applications from students who have achieved the published entry requirements exceeds the PAN, the following oversubscription criteria will be applied in the following order:

1. Students 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 residence order or a special guardianship order. A looked-after child is defined in Section 22 of the Children Act 1989.
2. Students who live in or outside of the catchment area served by the school, who have a brother or sister attending the school in Years 7-10 provided that the brother or sister will continue to attend Finham Park 2 the following academic year.
3. Other students who live in the catchment area served by the school.
4. Students by reference by distance to the school. 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.

### **Responding to Offers**

All students must respond to offers by the deadline set in the offer letter. Failure to do so may mean that the offer is withdrawn and a place can be offered to another student. If oversubscription criteria has been applied and a student does not achieve the necessary entry requirements for a particular pathway, they must instead accept a place on an alternative pathway or the offer may be withdrawn.



## **APPEALS** (Years 7 – 13)

Appeals against the decision of governors to refuse a place at the school must be made in writing to Miss Leigh Thomson, PA to Headteacher. Appeals will be heard by an independent appeal panel.

*Miss L Thomson, Finham Park 2, Torrington Avenue, Coventry, CV4 9WT*

*Alternatively, contact the admission team by emailing [admissions@finhampark2.co.uk](mailto:admissions@finhampark2.co.uk)*

## **WAITING LISTS** (Years 7 – 13)

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 the 31 December in the year of application. Parents who wish for their child(ren) 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 students 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 ROUNDS** (Years 7 – 13)

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 to appeal to the Independent Appeal Panel.

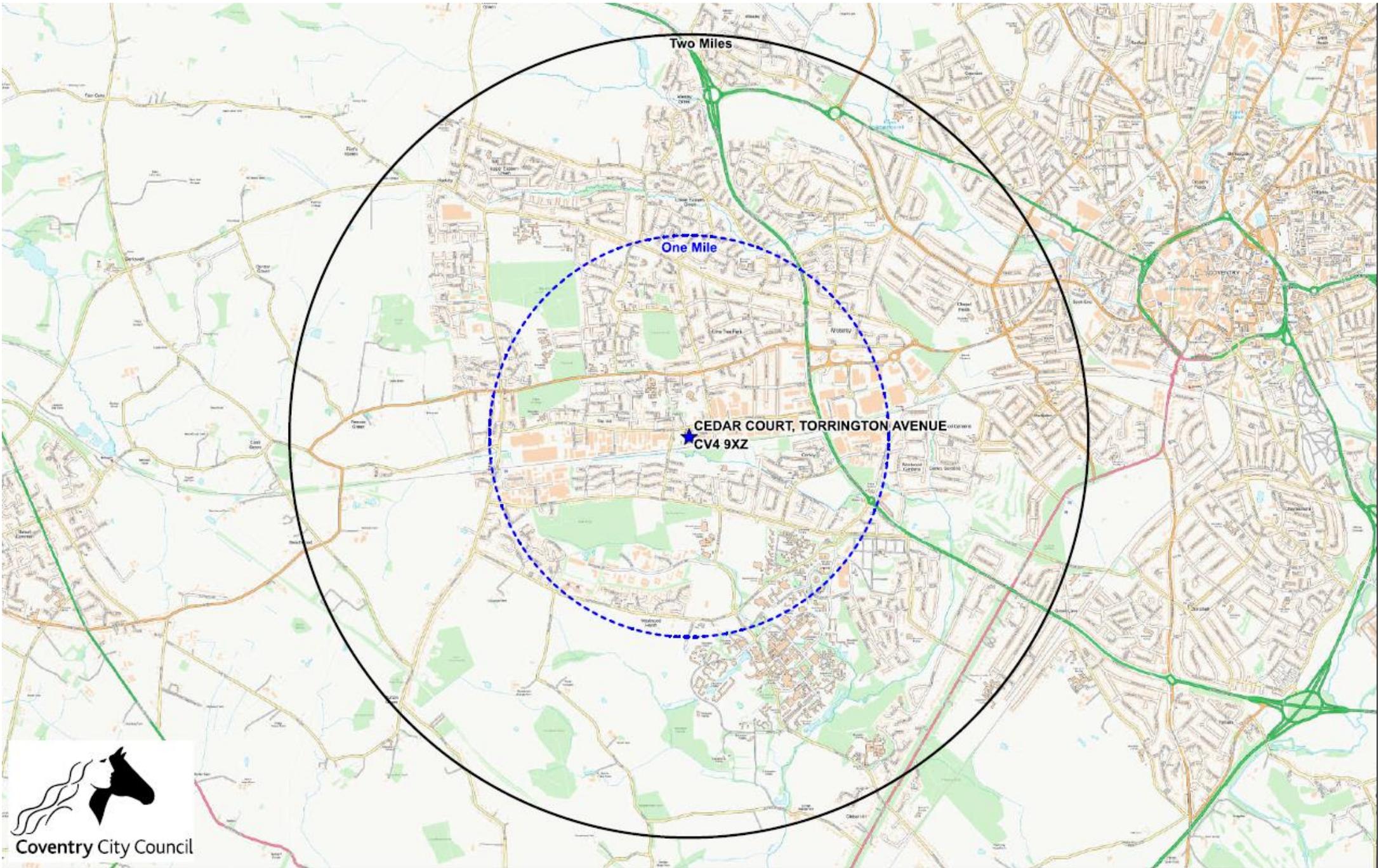
## **APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP** (Years 7 – 13)

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 headteacher.

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 procedure 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.



Coventry City Council



## ADMISSIONS POLICY

**Written:**

**December 2014**

**Next review date:**

**October 2021**

Approved by Department for Education  
Reviewed for consultation by R Plester

January 2015  
Nov 18, Feb 19, Oct 19, Oct 20

Approved by Governors:

10 November 2020

Signed: 10.11.2020

Signed: 10.11.2020

A handwritten signature in black ink, appearing to read 'R Plester'.

RUSSELL PLESTER  
Headteacher

A handwritten signature in black ink, appearing to read 'Catherine Colby-Johnson'.

CATHERINE COLBY-JOHNSON  
Chair of Governors