
STANGROUND COLLEGE ADMISSIONS POLICY STATEMENT



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RATIONALE

The admissions policy complies with the new admissions code which came into force on 28th February 2007. The admissions arrangements do not disadvantage, either directly or indirectly, a child from a particular social or racial group, or a child with disability or special need.

OBJECTIVE

The objectives of the policy are

- To ensure a smooth transition of students from one school to another.
- To achieve good practice in oversubscription
- To comply with the LA 'in year fair access protocols'.
- To ensure admissions do not have a detrimental effect on the education of other students already established in Stanground College.

GUIDELINES

FOR STUDENTS JOINING STANGROUND COLLEGE FROM YEAR 6

- The Local Education Authority authorise students entering the college from primary schools following the **Admissions Criteria - See Appendix 1**
- The Principal's PA is notified of names of students wishing to enter the college and liaises with the Local Authority regarding siblings already attending the college.
- Once final student names have been established the LEA inform the Principal's PA of unsuccessful applicants. These applicants are then contacted by The Clerk to Governors and asked if they wish to proceed to a **Governors' Appeal - See Appendix 2**
- A Governors' Appeal is then arranged by the Clerk and a panel of 3 Governors then decide on further entries to year 7 (at present 270).
- Successful applicants are informed by letter of entry process.
- Unsuccessful applicants are informed by letter informing them of their right to an - **Independent Appeals process - See Appendix 3.**
- When replies have been received from parents the Clerk organises a convenient date for an Independent Admissions Panel to take place together with a solicitor to act as independent Clerk.

A letter informing parents of date and time of hearing are sent to parents

- The Independent Admissions Panel listen to each individual case in the presence of the solicitor along with the Principal's Statement and then make their final decision. ***Their decision is final and no further appeals hearing may be held***
 - A waiting list is then arranged by the Principal's PA for unsuccessful students still wishing to join Stanground.
- **SUCCESSFUL APPLICANTS ARE NOTIFIED OF ADMISSION DATE BY THEIR STUDENT PROGRESS LEADER.**
-

FOR STUDENTS OTHER THAN THOSE ADMITTED IN YEAR 7 SEPTEMBER INTAKE.

- Initial enquiries are made with the Principal's Personal Assistant and admission and home/college agreement forms, are sent out - ***See Appendix 4***. Signing the home-school agreement is not a condition of admission to the college.
- Once the Principal's PA receives this information, it is logged, and then passed to relevant Student Progress Leader. Other agencies are contacted if necessary together with parent to arrange interviews. If necessary, the student file will be requested by Student Progress Leader.
- The interview is conducted by Student Progress Leader and/or Assistant Principal and the SENCO when necessary. If concerns arise from the interview (learning difficulties; behaviour; medical; phasing) the Vice Principal is informed and a further meeting arranged between the Vice Principal and Parent. In certain specific circumstances the Principal will be involved in the initial interview. Wherever possible arrangements are made for the Learning Centre to test student's reading, spelling or numeracy either immediately before or after this first interview. If this is not possible an alternative date will be agreed but students will not be admitted before these tests have been completed.
- In some cases further tests may be necessary to analyse the degree of special educational needs and the level of support required.
- Following testing, information is disseminated to all Curriculum Leaders including the test results and subject information from the previous establishment. Student Progress Leaders will place students into the appropriate form group and liaise with relevant Curriculum Leaders on specific subject groupings.

THIS PROCESS MAY TAKE UP TO TEN COLLEGE DAYS

- The Student Progress Leader then returns the admission forms to the Principal's PA duly completed, for admission or refusal/waiting list.
- The Principal's PA finalises log and passes the necessary to the General Office for entry to database. Once database information is completed the paperwork is returned to the Student Progress Leader for file.
- The Principal's PA informs parent/carer of refusal/waiting list and appeals procedure.
- A Governors Admission Panel decides the College roll numbers to each year group and at parent/carer's request, the Clerk to Governor's organises an Independent Admission Appeals Panel and hearing.

- Prospective students do not attend college during that period.
- Students are received by a member of their support team on the admission day.
- In appropriate cases the Assistant Principal or Student Progress Leader may set a date(s) for reviewing student progress. Reviews are documented and filed and any concerns shared with parents/carers.
- Parents/carers are asked to sign the College Contract on admission of their son/daughter to Stanground College.

GUIDELINES:

EXCLUDED STUDENTS FROM OTHER ESTABLISHMENTS.

Where a child has been permanently excluded from two or more schools and at least one of the exclusions took place after 1 September 1997, parents can still express a preference for a school place, but the requirement to offer a place is not required for a period of two years following the second exclusion. If a child is considered to be 'hard to place' the LA 'fair access protocol' is followed.

Stanground College will not refuse to admit a child on the basis of their behaviour elsewhere or to refuse to admit a child thought to be potentially disruptive, or who has exhibited challenging behaviour, on the grounds that that child ought first to be assessed for special educational needs. However, the procedure for admissions will take greater care to assess the child needs to ensure a smooth transition to Stanground College and to ensure that all students at the College have 'The Right to Learn' and teachers have 'The Right to Teach'.

If a pupil, once admitted, is found to be seriously and persistently disruptive, then the school may consider disciplinary action, including fixed term and, ultimately, permanent exclusion procedures.

The following procedure may be used if a child is known to exhibit extreme challenging behaviour or has been excluded from their previous school

- a) The Education Office contacts the Principal's Personal Assistant requesting admission or parents contact the college directly. The Vice-Principal receives the request and refers information to the Student Progress Leader and, in some cases, the Principal.
- b) The Student Progress Leader arranges an appointment between parent, student, and the Assistant-Principal attached to the year group and Student Progress Leader to explore whether admission would be in the student's best interests.
- c) After the exploratory meeting the Assistant-Principal and Student Progress Leader decide to admit or invite parents/carers to consider whether they wish to submit a formal request for admission in the light of their guidance.
- d) A written report of the interview, including advice and decisions taken, is placed in the Special Admission File held by the Principal's Personal Assistant.
- e) On receipt of a formal request for admission parents/carers are invited to submit information (relating to learning and behaviour) to enable the College to plan a suitable re-entry programme. This includes;-
 - Completion of the College Admission Form
 - Completion of standard tests (conducted at the College in one session) to ascertain current learning chronological age correlation
 - Outside Agency information
 - Behaviour analysis completed and discussed with parents/carers, student, and Fletton Student Behaviour Unit
 - Behaviour contract if appropriate
 - Last school report

- Student File
 - Possible part time timetable if appropriate
- f) Concerns arising from this information may be further discussed with parents/carers, for example:-
- Current statement (and resource implications); previous support and extra resourcing and its transference to Stanground
- g) The Governors' admission committee is convened (dates for each current academic year available on request) to agree or reject admissions and to consider plans for re-entry programmes. The Governors will be given all information (admission form; tests; behaviour analysis; reports; students file). Governors will consider whether the College has adequate resources to match the student's need within the LEA's staging arrangement.
- h) Parents' receive the Governors' decision in writing. If the answer is negative information concerning the appeals procedure is supplied. If the answer is positive the student and parents are invited to attend to finalise a draft contract and re-entry plan.
- i) Students are received by Student Progress Leaders and/or member of the Inter-Agency Support Team on the admission day.
- j) Student Progress Leaders may set a date(s) for reviewing student progress. Reviews are documented and filed.

FAIR OVERSUBSCRIPTION CRITERIA

THE OVERSUBSCRIPTION CRITERIA DOES NOT APPLY WHEN

- A child has a statement for education need and Stanground College is named in the statement.
- Looked after child
- A child placed at the college by the LA following the 'In year Fair Access Protocol'

IN YEAR FAIR ACCESS PROTOCOL

The Peterborough In Year Fair Access protocol is in draft form. The protocol details admissions for secondary aged 'hard to place' and 'hard to keep' students in education. The protocol will be adopted by Stanground College in line with all the secondary schools in Peterborough.

CONCLUSION

Stanground College is committed to equity and fair access for young people and aim to ensure a smooth and effective admissions process. The College aims not to disadvantage either directly or indirectly a child from a particular social or racial group, disability or special educational need. Every effort is made to ensure that all parents are able to understand the admission process and in particular how over subscription criteria will be applied.

DOCUMENT HISTORY

Policy Author / Adopted By	Reviewed By	Data
Ali story Vice Principle		
	Student Support Committee	5 th June 2007
	Student Support Committee	2 nd June 2009

APPENDIX 1

ADMISSIONS CRITERIA 2007/2008

FOR STUDENTS APPLYING FOR TRANSFER IN YEAR 6 FROM PRIMARY SCHOOL

- Looked after children
- Verified medical need relating to the pupil (the requirements are strict and need certification by a doctor or psychologist).
- The attendance of a brother or sister on the college roll at the time of admission.
- Children living in the area of the following primary schools: Farcet C of E; Fourfields; heritage park; Oakdale; Old Fletton; Southfields Junior; St Augustine's C of E Junior; Stanground St John's C of E; William De Yaxley C of E Junior and Woodston
- Children living outside the above area according to proximity. Proximity of home to college is measured by the shortest safe walking route to the 3 official points of entry at the college, the nearest student(s) having priority.
- In the event of there being more children than places in criteria 1 to 5 above, the determining factor will be the child's proximity to the college as measured by the shortest available safe walking route to the 3 official points of entry to the college.

APPENDIX 2 PUPIL ADMISSION REVIEW

STANGROUND COLLEGE GOVERNING BODY PROSPECTIVE YEAR 7 PUPIL ADMISSION REVIEW

(please complete the form in BLOCK CAPITALS)

Name of Pupil: _____

Date of Birth: _____

Name of Parent / Carer

Address: _____

Home Telephone _____

Work Telephone _____

Mobile _____

BROTHER(S) OR SISTER(S) AT STANGROUND COLLEGE

Name _____

Year Group _____

Name _____

Year Group _____

Name _____

Year Group _____

PRESENT JUNIOR SCHOOL

Name: _____

Address: _____

Telephone _____

SECONDARY SCHOOL PREFERENCE

First: _____

Second _____

Third _____

Secondary School
Allocated by LEA: _____

N.B.

Failure to supply correct information may affect the acceptance of your application. Parents should notify the college of any change in their circumstances that may affect this application

I / We confirm that the information above is correct.

Signature _____ Date: _____

Name (please print) _____

Signature _____ Date: _____

Name (please print) _____

Please return the completed form to: Clerk to the Governors, at Stanground College.

For Office Use Only:

Governors Admission Committee Decision:

Date _____

Date

Reference _____

To the parents of _____

Dear Parent,

ADMISSION TO YEAR 7 – SEPTEMBER _____

Thank you for your enquiry making an application for a review of the refusal of a place for your child _____ at Stanground College.

Stanground College is a Foundation School and is an Admissions Authority in its own right. However, your original application was considered by the Local Authority (LA) using the Stanground College admissions criteria as published in the booklet you received last term from Peterborough City Council about Secondary Admissions. The LEA received ____ applications from parents who placed Stanground College as their first preference. There were only 270 places available. The names of the ____ unsuccessful pupils were placed on a reserve list in order of safe walking distance from the College. As places become available, (due to parents moving away or choosing an alternative school for their child) those places will be given to children at the top of the reserve list.

The College will now take over management of the admissions process. You have one of three options and I am writing to ask you which one you have selected.

The options are:-

1. You may choose to accept the offer made by the Local Authority of a place at another school.
2. You may wish to complete the attached form and return it to me at Stanground College by (Date). This will then allow the Governors' Admissions Committee to consider an initial Appeal. Should that Appeal prove unsuccessful you will then be sent details of the Independent Appeals process where you can make an Appeal in person to the Independent Appeals Panel. The decision of the Independent Panel is final and binding. We expect it to start considering Appeals in (Date). The names of pupils whose Appeals are unsuccessful automatically remain on the Reserve List unless parents choose otherwise.
3. You may choose not to appeal but may ask for your child's name to remain on the Reserve List. If a space in the College becomes available then a place will be offered from the Reserve List on the basis of the published admissions criteria (please note, length of time on the Reserve List is not taken into account).
4. Please complete the attached Response Sheet stating your preferred option and return to me by (Date). If you select option 2 then you should also send me the completed Admission Review Form by the same date.

Please do not hesitate to contact me if you require any further information.

Yours sincerely,

Christine Spencer (Mrs)

Clerk to the Governing Body

APPENDIX 3 INDEPENDENT ADMISSION APPEAL

Sample letter

Dear

Re: Admission to Stanground College

I write further to your application on behalf of your child (name of student), for his/her immediate entry to Stanground College. You have the right to an independent appeal against the decision of the school to refuse admission and you have already indicated to the school secretary that you wish to appeal.

Accordingly, an appeal hearing will be held on (date and time of hearing). The appeal will be heard by (3 members of Independent Appeals Panel) and a representative from Greenwoods Solicitors, acting as Clerk to the Panel.

Regarding the procedure for the appeal, I have enclosed with this letter an Appeal Form to assist you in your appeal. This completed form, together with any other documents which you wish to include as part of your appeal should be sent to me, at the College, ideally, as soon as possible and no later than (date). (You should be aware that any earlier correspondence between you and the school, including the admission form, will automatically be included in the panel's papers).

The Principal, Mr. Malcolm Ellison, has prepared a note of the 'Reasons for opposing further admissions' regarding the College decision not to admit your child, which is also enclosed with this letter.

There will be two grounds on which your appeal will be considered:-

- (i) Whether prejudice would arise were the child to be admitted to the school;
- (ii) Your reasons for applying for your child to attend the college, balanced against the consequences to the college should it comply with your wishes, and how serious those consequences would be.

Please be assured that the hearing will be informal and you will have an opportunity to make appropriate submissions. The order of the hearing will be that the presenting officer for the college will make the college's case after which you will be able to question him. You will then be invited to put your case following which the presenting officer will be able to question you. Both parties will then be invited to sum up their cases.

You also have the right to bring a friend for support. If you intend to be represented, or accompanied by a friend or advisor, or bring an interpreter then please let me know in advance of the appeal. I would advise that you do not bring your child to the appeal hearing.

If you have any queries regarding the contents of this letter, or any aspect of the appeals process, please write to me or call me on the above telephone number.

Yours sincerely,

Christine Spencer

Clerk to the Governors

APPENDIX 4 ADMISSION FORM



Stanground College, Peterborough Road, Peterborough PE7 3BY

STUDENT ADMISSION

The following information is required by the Governors' Admissions Committee

1 GENERAL INFORMATION

Name of Pupil: _____

Date of Birth: _____

Year Group _____

Name of Parent / Carer _____

Address: _____

Home Telephone _____

Work Telephone _____

Mobile _____

Please give the names, addresses and telephone nos. of any other people with parental responsibility

Name _____

Address: _____

Home Telephone _____

Work Telephone _____

Mobile _____

FORMER SCHOOL

Name _____

Address: _____

Telephone _____

Leaving Date: _____

Head of Year/House Contact
Name _____

Please provide detailed information for the governors. You may need to seek the advice of your present school to help you to complete the following sections.

2 STAGING REGISTER

Is the student identified within the staging system (stage 1 - 5)?

Please tick as appropriate:

YES NO

If YES, please state on which stage s/he is placed.

Currently on stage (Please state number):

3. CURRICULUM SUPPORT

Has the student received support for his/her educational needs? Please tick as appropriate:

YES NO

If YES, please give details below:

Reading:

Spelling:

Number:

Other:

4. BEHAVIOUR SUPPORT

Has the student received support for behavioural problems? Please tick as appropriate:

YES NO

If YES, please give details below:

Has the student received an exclusion for one or more days? Please tick as appropriate:

YES NO

If YES, please give details below:

Has the student ever been permanently excluded? If so give reasons

YES NO

5. OUTSIDE AGENCY SUPPORT

Has the student received support from either an educational welfare officer, behaviour support unit, educational psychologist? Please tick as appropriate:

YES NO

If YES, please give details below:

6. MEDICAL INFORMATION

Does the student have a medical condition of which the college should be aware? Please tick as appropriate::

YES NO

If YES, please give details below:

7. ATTENDANCE

Is the Student's attendance:

Excellent Good Poor V. Poor

Have there ever been any unauthorised absences? Yes No

If yes please give details below.

8. Please list subjects studied at student's present/previous school

KS3

KS4

Post 16

9. Other information which you would wish the governors to consider - for example: sports, hobbies, interests, achievements.

Please complete this section as it is important in placing the student within an appropriate tutor group.

10. Please list names, ages and schools of brothers and sisters.

I confirm the information contained in the above sections for the governors of Stanground College is accurate and no relevant facts about behaviour at any previous schools have been withheld. I understand that any inaccuracies may result in a delay in the admissions procedure.

SIGNED DATE

Parent/Carer

Although every effort will be made to process this application as quickly as possible, please note the admission may take several weeks. During this time it is college procedure to collate information from the student's previous schools.

Home-College Agreement forof

Appendix 5 THE RIGHT TO TEACH AND THE RIGHT TO LEARN

As a student I agree to:	As a parent I agree to:	As a college we agree to:
<ul style="list-style-type: none"> ❖ follow staff instructions and accept their authority ❖ follow College rules and expectations ❖ be polite and courteous and treat others as I would wish to be treated ❖ respect other people's rights ❖ aim for success in the College rewards system 	<ul style="list-style-type: none"> ❖ teach my child to accept staff authority, follow the College rules, and be polite and courteous ❖ encourage my child to be successful in all aspects of College life, both in and out of the classroom ❖ support the College when dealing with broken rules, disruptive behaviour or other action in the College system of consequences 	<ul style="list-style-type: none"> ❖ teach and encourage students to follow the College rules and treat others with respect and consideration ❖ operate fairly the College system of consequences and not tolerate disruption or bullying ❖ encourage students to seek success through the College rewards system ❖ maintain and develop an atmosphere of good relationships and hard work
<ul style="list-style-type: none"> ❖ attend College every day and arrive on time for registration and lessons ❖ make sure I bring the correct equipment and wear the proper uniform in a tidy way ❖ behave in an orderly way going to and from the College helping uphold its reputation 	<ul style="list-style-type: none"> ❖ ensure as far as possible my child attends every day and arrives on time ❖ provide the proper uniform and correct equipment ❖ inform the College as soon as possible of absences or other concerns ❖ AVOID TAKING ANY HOLIDAY DURING COLLEGE TIME ESPECIALLY IF MY CHILD IS INVOLVED IN STUDIES AT GCSE DURING YEARS 10 AND 11 	<ul style="list-style-type: none"> ❖ check attendance and punctuality and inform parents as soon as possible of unexplained absence ❖ encourage students to attend regularly through the rewards system ❖ check that uniform and equipment are correct and work with students and parents if there are concerns
<ul style="list-style-type: none"> ❖ let my teachers and parents know about successes and achievements and any worries I may have ❖ let staff know if I feel bullied or threatened in any way ❖ make sure information from College is passed to my parents as quickly as possible ❖ support and encourage other students ❖ be a good citizen in the community 	<ul style="list-style-type: none"> ❖ let the College know about successes and achievements as well as concerns or family difficulties that could affect my child ❖ co-operate with the College to sort out any difficulties that do arise ❖ attend parents' evenings and attend other College events whenever possible 	<ul style="list-style-type: none"> ❖ let parents know about successes and achievements ❖ provide regular information through student planners, newsletters, reports and other special communications ❖ respond professionally to any contact from parents ❖ encourage students to share concerns or worries then take appropriate action

Signed Student _____ **Parent** _____ **College** _____

Date _____ **Date** _____ **Date** _____

A partnership to achieve the highest standards of learning in an atmosphere of support and co-operation

As a student I agree to:	As a parent I agree to:	As a college we agree to:
<ul style="list-style-type: none"> ❖ work and learn to the best of my ability at all times ❖ complete coursework and homework fully and hand in on time. ❖ behave properly in lessons and not disturb other students' learning ❖ use my planner as a guide and have it checked regularly ❖ make sure my coursework/ homework is always written into my planner 	<ul style="list-style-type: none"> ❖ support my child's learning at home and at school ❖ encourage and help in the completion of homework ❖ use the student planner to check on the completion of work 	<ul style="list-style-type: none"> ❖ plan, prepare and teach effective lessons in accordance with the National Curriculum ❖ give appropriate work, homework and targets with regular checks and marking ❖ enforce the rules on completing homework ❖ encourage students to record all homework and coursework with deadlines in their planner
<ul style="list-style-type: none"> ❖ make the best possible use of my opportunities at Stanground ❖ accept responsibility, co-operate and encourage others to do the same ❖ celebrate my success and the success of others ❖ be a successful member of TEAM STANGROUND 	<ul style="list-style-type: none"> ❖ encourage my child to make as full use as possible of all opportunities at Stanground ❖ encourage responsibility and co-operation ❖ celebrate the success of my child and the college as a whole 	<ul style="list-style-type: none"> ❖ help all students to see their potential and help them to achieve it ❖ show students respect and help them to respect and encourage others ❖ celebrate the success of all students