

**JOHN FLAMSTEED COMMUNITY SCHOOL**  
**ADMISSION POLICY**  
**2019-20**

John Flamsteed Community School is an 11-16 school serving Kilburn, Denby, Horsley, Marehay and the surrounding area.

The proposed published admission number for Year 7 in September 2019 is 120. Students will be admitted at the age of 11 without reference to ability or aptitude.

Children with a statement of special educational need or education, health and care plan (EHCP) that names John Flamsteed Community School will be admitted first. Subsequently, where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. Children in public care who are 'looked after' at the time an application for admission is made or who the local authority can confirm have been looked after but have ceased to be so because they are adopted, or became subject to a residence order, child arrangements order or special guardianship order, immediately following having been looked after.
2. Children who permanently reside within the normal catchment area (as defined on our website) at the time of application and admission to the school. Places will be allocated in the first instance to children who, at the time of admission, will have a sibling attending the school in years 7-11.
3. Children who live outside the catchment area at the time of the application and admission to secondary school. Places will be allocated in the first instance to children who, at the time of admission, will have a sibling attending the school in years 7-11.

## Definitions

**Residence:** This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form for on time applications. This is presently 31 October. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence (minimum 12 months' tenancy agreement in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. If a parent lives in rented accommodation within the catchment area yet still owns another property within 20 miles of the school, the address of the owned property will be taken as the place of permanent residency, even if it is rented out to a third party.

**Sibling:** The Governors define siblings as being those children who share the same biological parents. This includes half-brother or half-sister, step-brother or step-sister or legally adopted child living at the same address as the child.

**Parent:** Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person by virtue of a court order; and any person who, although not a natural parent, has care of a child or a young person by virtue of a court order.

**Measuring distance 'as the crow flies':** For applications in the normal year of entry which are managed under the co-ordinated admissions arrangements distance is measured using software available to the Local Authority and the school Governors use this information to rank order applications. For 'in year' applications we will use micro-soft auto route to measure distances.

**Closing date:** This is the deadline for the application of the Common Application Form (CAF) as defined by the Local Authority in their co-ordinated scheme, which is currently 31 October.

**Late applications:** Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt in accordance with that scheme. Late applications will be considered up to the date specified in the co-ordinated scheme providing the applicant can evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation and family trauma. Supporting evidence may be required. These applications will still be ranked on the basis of where you were living at the closing date.

When the school is informed by the Local Authority that a place has been offered, the school will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within 14 days, the school will notify the Local Authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

**Waiting list:** If, after the offer of places has been made, the school is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the Governors of the school in partnership with the local authority for the duration of the co-ordinated admissions scheme. Your position on this waiting list will be determined by the school's published over-subscription criteria. The waiting list will remain open until 31 December in the year of admission and will be administered by the Governors of the school.

**Independent Appeals:** Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances and only then at the discretion of the Governors. Parents wishing to appeal should write to the Clerk to Governors, c/o John Flamsteed Community School within 20 school days of notification.

**Coordinated admission scheme:** All applications for places in the normal year of entry are made on the Common Application. For entrance to the school in September 2019 the closing date of the coordinated admission scheme is 31 October 2018, preceding admission to secondary school. Places are allocated on 1 March 2019.

**Applications outside the normal year of entry:** All applications made outside of the normal year of entry can be made directly to the school or via DCC Admissions and will be administered by the Governors. In the event of a place being available in the appropriate year group an offer of a place at the school will be made. If no place is available, the parent will be informed of this along with the right of appeal for the refusal of a place.

**Withdrawing an offer of a place:** Any offer of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residency in the catchment area and the failure of a parent to respond to an offer of a place within 14 days.

**Admission of children outside their normal age group:** Parents may seek a place for their child outside of their normal age group if, for example, the child is gifted and talented or has experienced problems such as ill health. This also applies to parents of summer born children (1 April to 31 August). When applying for a place parents need to make it clear that they are seeking a place outside of the child's normal age group and they should clearly state why. Parents should supply any relevant supporting information such as the child's academic, social and emotional development, the child's medical history and the views of a medical professional, and whether the child has previously been educated out of their normal age group. You will be informed in writing of the Governors' decision with clear reasons for this decision. Parents have a right to appeal if their request is refused but not if a place is offered at the school but it is not the parents preferred age group.