

# JOHN PORT SPENCER ACADEMY



## Admission Arrangements Year 7 Entry 2019 – 2020

## Introduction

This policy applies to John Port School. It applies to applications within the secondary admissions round, that is when applying for a place in Year 7 as the normal year of entry to start secondary school for the first time. and to 'in-year' applications for a place at secondary school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry.

This policy operates within the Derbyshire County Council Coordinated Admissions Scheme for Secondary Schools.

The John Port School policy for allocating secondary school places is designed to be as fair as possible. Under the secondary school admission arrangements the allocation of places is based on where the pupil/parent lives and the preferences of parent/carers.

Advice and information for parent/carers on school admissions, including key information that applies to all applications as well as some frequently asked questions are available in the Guide for Parents which is available at [www.derbyshire.gov.uk/guideforparents](http://www.derbyshire.gov.uk/guideforparents).

The admission of pupils with an education, health and care plan or a statement of special educational needs is covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these pupils before considering other applications.

## Admissions into Year 7

Pupils will normally be admitted into the year group relevant to the pupil's age.

Applications should be made by the closing date for applications which is 31 October 2019. Applications can be made online at [www.derbyshire.gov.uk/schooladmissions](http://www.derbyshire.gov.uk/schooladmissions) or by calling 01629 533190.

When making an application, parent/carers are advised to supply any additional information that may be required to the admissions authority by emailing [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk) with the pupil's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs

which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).

Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry which is 360 at John Port School.

Students will be admitted at the age of 11 without reference to ability or aptitude. Where application for admission exceeds the number of places available, the criteria used by the Governors in forming their admissions policy are listed as follows in priority order:

1. All children whose statement of special educational needs (SEN) or an Education, Health and Care (EHC) plan names John Port School must be admitted. Looked after children and children who were looked after but ceased to be because they were adopted (or became subject to a residence order or special guardianship order) will be given top priority in admission criteria, above children who have siblings already in the school and those who reside in the normal area served by the school.
2. Children who are siblings of students already in the school at the time of application and admission who reside within the normal area served by the school. [For admission purposes, a sibling is a child who lives at the same address and who is the brother/sister, half brother/half sister (children who share a common parent), step brother/step sister, where two children are related by marriage. [This definition also includes adopted or fostered children living at the same address.]
3. Children living within John Port School's normal area and do not reside in the normal area of another school.
4. Children living within John Port School's normal area and reside in the normal area of another school
5. Children who are siblings of students already in the school at the time of application and admission, but who are not residing within the normal area served by the school.
6. All other children not eligible under the above criteria.

**N.B.**

- The published Admission Number will be 360, which takes account of the school's Net Capacity Assessment, established by Derbyshire County Council.

**PLEASE NOTE:**

- The school reserves the right to verify information and, if misrepresentation is confirmed, refuse or cancel the place.
- The Governors will not consider more than one application on behalf of the same child in a single academic year unless the Chair of Governors considers there is a significant change in the particular circumstances of that child.
- A waiting list will be established for September 2019 admissions, based upon the above criteria.
- The normal area is taken to mean the historic catchment area of the school, which includes the parishes of:

Ash	Findern (including the Highfields Farm development	Radbourne
Barton Blount	Foremark	Repton
Bearwardcote	Foston & Scropton	Rolleston on Dove
Boylestone	Hatton	Stretton
Burnaston	Hilton	Sutton on the Hill
Church Broughton	Hoon	Trusley
Dalbury Lees	Marston on Dove	Twyford & Stenson
Egginton	Newton Solney	Tutbury
Etwall	Osleston & Thurvaston	Willington

That part of Mickleover to the west of Station Road and north of Etwall Road, and the area west of Stenson Road currently named Newton Village fall within category 4 above.

**N.B.** Residence in any of the parishes listed does not guarantee admission to the school, because tie-breaking criteria may have to be applied.

## **Entry at Year 8-11**

If places become available in later years because students leave, the same criteria are applied in the same order of priority to those who apply in Year 7; the decision is determined by the child's situation which prevails at the time the application is made. It is sometimes possible to accommodate a small increase in the total number of students in Years 10 and 11 because of the smaller size of GCSE option groups. In such cases the Admissions Panel will have to consider the size of particular subject groups so may only be able to offer a restricted choice of GCSE courses to those who apply.

## **Oversubscriptions criteria**

In the event of over-subscription of candidates meeting any of the requirements for entry into year 7 outlined in (3) and (4) above and a tie-breaker being required to reach a decision, the Governors will use the straight line distance from home to school (as plotted on the Derbyshire County Council's children's services department Geographic Information System).

For applications received from children within the normal area served by the school, but after all places have been allocated, the Governors will continue to use the criteria described above, i.e. (2) to (4), including the tie-breakers.

In the event of over-subscription of candidates meeting the requirements for criteria (5) and (6) for entry into year 7 and a tie-breaker being required in order to reach a decision, the Governors will use the straight line distance from home to school (as plotted on the Derbyshire County Council's children's services department Geographic Information System)..

## **Appeals**

Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel and their decisions are legally binding.

Applicants who wish to appeal should contact Derbyshire County Council to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.

Applicants will only be able to appeal once for a place at a given school in any one school year, unless any significant new information is available which was not available at the original hearing.

## **False Information**

Where an offer of a place has been made on the basis of fraudulent or intentionally misleading information, which has effectively denied a place to a pupil with a stronger claim, the offer of a place will be withdrawn.

## **Late Applications**

Applications received after the closing date of 31 October 2019 may be treated as 'late' applications – that is processed after all 'on-time' applications.

Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:

this is accompanied by a satisfactory reason provided at the time of application;  
and

it can be accommodated within the timescales of the coordinated scheme and/or admissions authority's processes.

Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.

Late applications received after the first day of the school year will be considered as 'in-year' applications. However, if unsuccessful, applicants will be held on a waiting list.

## **Waiting List**

If the school is oversubscribed, a waiting list will be held from when offers have been made. Please note your position on the waiting list may go down as well as up as new applications are received or parents change their preferences.

A pupil's position on the list will be determined by the oversubscription criteria set out within this policy.

## **Contact for correspondence**

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