

## **ADMISSIONS POLICY PART 2**

### **Part Two – Swanwick Hall School**

This section of the Admissions Policy explains how The Two Counties Trust Admissions policy applies in Swanwick Hall School, including how admissions are prioritised.

#### **1. Introduction to the school**

Welcome to Swanwick Hall School. Our priorities are simple: to enhance the life chances of the 1275 wonderful young people that attend our school. We do this by providing a very well taught and stimulating curriculum, with a wide range of enrichment opportunities within a well ordered and caring environment. We expect our students to attend school regularly, on time, in uniform and with the right equipment, ready to learn and engage with the opportunities that we provide for them.

#### **2. Planned Admission Number**

<b>The Planned Admission Number (PAN) in this school is:</b>	<b>213</b>
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#### **3. Criteria for prioritising admissions in Swanwick Hall School**

The following criteria, in the order listed, will be used to allocate places if there are more applications than places available:

- a. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- b. Children living in the normal area (see note one) served by the school at the time of application and admission who have brothers or sisters (see note two) attending the school at the time of application and admission.
- c. Children living in the normal area (see note one) served by the school at the time of application and admission.
- d. Children not living in the normal area (see note one) served by the school but who have brothers or sisters (see note two) attending the school at the time of application and admission.
- e. Other children whose parents have requested a place.

Children with Education, Health and Care Plans (EHCP) have a different admission process. If a child has an EHCP or parents are in the assessment process, it is important to have a discussion with the Headteacher about what to do next. There is more information in Part 1 of this policy.

In the event of that there are more applications than places available, Swanwick Hall School may need to ask for proof of the following when applying the criteria for prioritising admissions:

- Address
- Child's date of birth
- Copy of an adoption order, residence order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that (s)he was looked after immediately prior to that order being made.

#### **4. Significant Change of Circumstances**

If a change of circumstances takes place after the closing date for applications but before all places have been allocated, then the change of circumstances will be taken into account within the allocation process.

If a change of circumstances takes place after all places at the school have been allocated the application will be added to the waiting list in a position which reflects the published priority criteria.

## 5. Appeals

When an application for a place at this school is unsuccessful, information about appealing the decision can be found here:

<https://www.derbyshire.gov.uk/education/schools/school-places/appeals/appeals.aspx>

## 6. Post 16

### Choosing your courses

We offer a range of courses within the Sixth Form, all of which carry UCAS points. This enables progress onto a wide variety of Post 18 pathways, whether this is university or an apprenticeship.

### Entry Requirements

#### A Level courses

At least a grade 4 in GCSE English Language and GCSE Mathematics
At least 4 other qualifications at grades 4-9 (or equivalent)
At least grade 6 (or equivalent) in the A-level subjects you wish to study
For any of the Science A-level courses, you need to have studied Combined Science, or Triple Science GCSE and have achieved grade 6.
For Psychology A-level, you need to have achieved at least a grade 6 in GCSE Mathematics.

#### Level 3 Vocational courses

At least a grade 4 in GCSE English Language and GCSE Mathematics
At least 3 other qualifications at grades 4-9 (or equivalent)
At least grade 6 (or equivalent) in the subjects you wish to study

There are some courses for which a GCSE in that subject is not essential for studying the course in the sixth form: these include Sport Studies, Media Studies, Business Studies, Health and Social Care, and Psychology

### How to Apply

Any student who attends Swanwick Hall School and who meets our entry requirements should submit an expression of interest form. This form is available at our Open Evening and on our website. Students who attend other schools should complete the full application form which is also available on our website or at our Open Evening.

Students will be invited to a meeting with a senior member of staff early in the Spring term, in order to explore the thinking behind their choices. Following this meeting, offers of a place will be sent, based on an expectation of meeting the official entry requirements.

In the summer, when results become available, students will be given time when they can come in and sign up for the Sixth Form, ready for the start of courses in the first week of September.

If you have any further questions about the Sixth Form please email:

[enquiries@swanwickhall.derbyshire.sch.uk](mailto:enquiries@swanwickhall.derbyshire.sch.uk)

## **7. Definitions**

### **Looked After Children**

The School Admissions Code 2014 states that a looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **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; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

**Catchment Area Details** for the local authority where you reside are detailed in the below links or by visiting the residing authority websites.

[www.nottinghamshire.gov.uk/schoolcatchments](http://www.nottinghamshire.gov.uk/schoolcatchments),

[www.derbyshire.gov.uk/education/schools/school-places/secondary-admissions/parents-guide/how-to-apply/find-your-nearest-school/find-your-nearest-school.aspx](http://www.derbyshire.gov.uk/education/schools/school-places/secondary-admissions/parents-guide/how-to-apply/find-your-nearest-school/find-your-nearest-school.aspx)

### **Distance**

In the event of over-subscription within any criterion, preference will be given to children who live nearest. Distance will be measured using the residing Local Authority distance calculation software.

### **Derbyshire:**

The Children's Services Department has a Geographic Information System (GIS) to measure the straight line distance. It is measured by a standard straight line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is taken from the postal address file and will normally be the nearest gate or entrance.

<https://www.derbyshire.gov.uk/site-elements/documents/pdf/education/schools/school-places/admissions/2021-2022/oversubscription-criteria-for-community-and-controlled-schools.pdf>

## **8. Note one/Note two**

### **Note one**

'Living in the normal area' is defined as the child having settled full-time residence in a property which is the child's only or main residence. Documentary evidence including proof of actual permanent residency at the property concerned may be required for example council tax or utility bills, sale or rental agreements.

We reserve the right to withdraw any offer of a school place which has been obtained as a result of misleading or fraudulent information.

Please note a place cannot be guaranteed for any child, even those living in a school's normal area.

**Note two**

The term brother or sister includes:

- (a) a half brother and/or a half sister
- (b) a legally adopted child being regarded as a brother or sister
- (c) a step-brother and/or step--sister residing in the same family unit

**9. Linked Primary Schools**

Swanwick Primary School  
 Riddings Junior School  
 Somerlea Park Junior School  
 Heage Primary School  
 Ironville & Codnor Park Primary School

**Document management**

Review cycle:	Every year
Next review due:	September 2020
Policy owner	Governance & Compliance Officer

