



Responsibility	Phil Hanson
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Date of next review	October 2018

## ADMISSION POLICY for entry at ages 12 and 16 in September 2019

This Policy contains five sections:

1	Introduction
2	Admissions Process
3	Oversubscription criteria for 2019 and definitions
4	Sixth Form
5	Useful Contacts

**The Policy should be read in conjunction with** Worcestershire County Council's Information for Parents Booklet on Admissions and Transfers to Schools 2019-2020 and is available to view online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

A copy of the booklet is also available to view in schools, libraries and at the Worcestershire Hub.

The Information for Parents booklet contains full details on the application and allocation process, including the oversubscription admission criteria for each school. **Parents/carers are advised to read the booklet prior to making an application.**

### Section 1: Introduction

Perschore High School serves a large, predominantly rural area between Worcester and Evesham. The school is an Academy, part of Avonreach Academy Trust and the Academy Trust is the admissions authority with powers to decide the arrangements for admitting students.

The main principle of admission to Perschore High School is to maintain the character of the school as a comprehensive school, providing for the needs of young people within our catchment area. The school will endeavour to provide places for children who live outside the catchment area whose parents wish them to attend the school, provided that they can be accommodated within the published admission limits.

Pupils will be admitted without reference to ability or aptitude using the criteria below. Every effort will be made to attract and accept students with diverse ethnic, religious, racial and socio-economic backgrounds. We are an inclusive community, accepting students with a diverse range of additional needs. **The Published Admission Number for entry in Year 8 in September 2019 will be 282** unless changed in accordance with statutory procedures. Admission to Perschore High School is not dependent on any 'voluntary' contribution.

## Section 2: Admissions Process

The parents of **ALL** pupils **resident** in Worcestershire, **including parents whose preference is for the catchment area school for the child's home address**, seeking a place at **any High School**, including any Academy, Foundation, Free or Voluntary Aided School, **and any High School outside Worcestershire**, **must** complete a Worcestershire Common Application Form on-line, by the closing date, 31<sup>st</sup> October 2018.

The parents/carers of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the 'home' LA. **(The 'home' LA is defined as the Local Authority relevant to the child's home address)**. The 'home' LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places.

Applications can be made online up until the closing date, **31 October 2018** by visiting [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions). If you do not have access to the internet Application Forms are available from the school, Local Worcestershire Hub or by request on Tel no: 01905 822700

**The parents/carers of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the 'home' LA. (The 'home' LA is defined as the Local Authority relevant to the Child's home address). The 'home' LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places.**

### When are decisions made?

For pupils resident in Worcestershire, if you applied on-line you will receive the offer by email on **1 March 2019**. The offer letters for those not applying on-line will be posted on **1 March 2019** via second class postage. They will be sent direct to parents/carers, by the School Admissions Section, even if it is on behalf of the governing body of an Academy, Foundation, Free or Voluntary Aided School, or a school in a neighbouring LA.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application form, a place will be offered at the nearest school with available places. The offer letter will include an acceptance/decline slip which must be returned by the date specified in the offer letter.

**For pupils not resident in Worcestershire, the offer or refusal letters will be sent direct to parents/carers by the home LA, even if it is for a school in Worcestershire.**

Parents/carers are strongly recommended to check all the information they have given on application forms. Worcestershire County Council and the Governing Body at Pershore High School will endeavour to query any information they believe may be missing or incorrect but cannot be held responsible for any places offered or refused according to ranking of applications based on incorrect or incomplete information provided by parents/carers.

### Statement of Special Educational Needs

Children for whom a **Statement of Special Educational Needs or Education Health and Care Plan (EHCP)** has been agreed naming Pershore High School on the statement: where places required by statemented students are known before the Admissions Committee meets, the number of students with statements naming this school will be deducted from the 282 places available to be offered. Such students are automatically offered places at the school and Worcestershire County Council and the Governing Body will consider each application for a statemented student individually. A response of concern may be raised prior to the naming of the school on a statement if they consider that provision will be inadequate for the child's needs or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other students.

## **Applying for Places**

Pershore High School welcomes applications from all parents or carers who wish their children to attend the school. Students and their parents/carers who are considering applying are warmly invited to visit the school on our Open Evening and their parents/carers in the September of the year prior to intended admission. Experience suggests that there may be more applications than places. The Governors have a Published Admission Limit of 282 places for Year 8. The following procedure for applications is designed to ensure that the Governors' Admissions Policy is applied as fairly and consistently as possible.

### **Procedure**

All applications submitted to the home Local Authority naming Pershore High School in any position of preference will be forwarded to the school. The Governing Body, will rank all applications against the published Admissions Criteria according to the information given by parents/carers on application forms.

Applications will be sorted in descending order according to the Oversubscription Criteria below. With only 282 places available, this number will be reached at varying levels each year, depending on the number and nature of applications received.

The deadline for receipt of applications published by the Local Authority must be adhered to and applications received after this date will be at a disadvantage in the event of oversubscription.

### **Late Applications**

Late applications received up to and including 31 January 2019 will be accepted and treated as being on time only in the following circumstances:

Where a family have moved address in the catchment area of the school (See Section 8b in Information for Parents book);

Where it is agreed by the Academy Trust of Pershore High School that circumstances apply and the delay was reasonable, given the circumstances of the case.

### **Offers of Places**

The Academy Trust will rank all applications received by the deadline in order of priority as described below. The details will then be provided to the Local Authority who, according to the Co-ordinated Scheme, will make offers. The offer of a place will be a single offer to you of a place at the school for which your child ranks highest, where a place is available; if it is possible to make a potential offer at more than one school, then the final offer will be for the school identified as your higher preference. If you have named Pershore High School as your preferred school but have not been offered a place, you will be advised of your right to appeal within fourteen days of the date of the Local Authority posting the letter.

Parents/carers must complete and return the acceptance slip contained in the offer letter as soon as possible, indicating whether they are accepting the place (see below for circumstances where an offer may be withdrawn).

**Firm offers will be made by the home Local Authority on the published date on behalf of the Academy Trust. Parents/carers should not contact the school directly if they have not received an offer letter.**

**The Academy Trust reserve their right to withdraw an offer of a place before the student is admitted to the school where it is found that:**

- **the offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a student with a stronger claim, for example, the use of an inappropriate home address; or**
- **where a parent/carer has not responded in writing to the offer within 14 days of the offer being made.**

**It may be necessary for the school to carry out checks to confirm that information given in relation to children's home addresses is genuine. Parents/carers may be asked to produce documentary evidence of the address given. If you knowingly give false information in order to obtain a school place you could be guilty of an offence under the Perjury Act 1911.**

If you withdraw your application for any reason or wish to decline an offer of a place at Pershore High School you must inform the Headteacher and School Admissions at your home Local Authority immediately in writing.

You must also notify any change of the student's home address immediately in writing to the Headteacher and to School Admissions at your home Local Authority.

### **Waiting Lists**

The parents/carers of students who are unsuccessful in gaining a place in the normal round of applications may write to the Headteacher at Pershore High School to request that the student's name is placed on a waiting list for a place, irrespective of whether they make an appeal against the decision not to offer them a place. If a place becomes available, it will be allocated from the waiting list according to the Oversubscription Criteria listed below. This waiting list is maintained until the 31<sup>st</sup> of December 2019.

Please note that if you wish your child's name to remain on the waiting list for Year 8 after December 2019, you must write to the Headteacher at Pershore High School at the **start of each new term** confirming that you wish your child's name to remain on the list.

Parents/carers who have applied to be included on the waiting list will only be notified if a place becomes available which can be allocated to their child in line with the criteria published. Each waiting list is maintained strictly in order of the priorities in this Policy and not based on the date the application was added to the list. Therefore applications received after the allocation of places may receive a higher ranking than those who may have been on the list for some time if they have a higher priority in the Oversubscription Criteria.

We have to admit any student who is the subject of a direction or allocated to us according to the local Fair Access Protocol and any such students take precedence over those on the waiting list.

## **Admission of children outside the normal age group**

Parents may seek a place for their child outside of their normal age group. The governors will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the head teacher.

When informing a parent of their decision on the year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governors will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and **on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable**. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **In-Year Admissions for all Year Groups**

Generally, students only transfer from one school to another when there has been a change of home address.

### **All applications with a first preference for 'In Year' transfers into Pershore High School must be forwarded to Pershore High School.**

The procedure for in-year admissions for Worcestershire residents is as follows;

- 1) Parent/Carer to obtain an application form (CA1), if a resident in Worcestershire, from any of the following sources;
  - Child's current school (if in Worcestershire).
  - School being applied for (if in Worcestershire)
  - Worcestershire Hub Centre (Tel 01905 822700)
  - Download form from website ([www.worcestershire.gov.uk](http://www.worcestershire.gov.uk))
- 2) Parent/Carer to complete the application form and ensure form is counter-signed by current headteacher (if already attending a Worcestershire School).
- 3) In the case of a first preference for a Community or Voluntary Controlled School, the parent should then forward the form onto the School Admissions Section to be processed.
- 4) In the case of a first preference for an Academy, Foundation, Free or Voluntary Aided School, or a school in another Local Authority, the parent should forward the form to the individual school.

- 5) The Local Authority or individual school will write to parents, normally within 10 school days, of the form being received to notify of the decision. In the case of an Academy, Foundation, Free or Voluntary Aided school, the school will also notify the Local Authority. Where it is not possible to offer a place, parents will be notified of the right of an appeal by the relevant admission authority and in most cases, an alternative school will be offered.
- 6) If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.'

Pershore High School holds waiting lists for any oversubscribed year group. Each term the waiting lists for each year group are re-compiled.

Parents/carers must write to the Headteacher at Pershore High School at the start of each new term confirming that they wish their child's name to remain on the list. If a place should become available, applications currently on the waiting list will be ranked according to our Oversubscription Criteria as described below and an offer will be made to the child who ranks highest at that time.

### Appeals

The parents/carers of children who are unsuccessful in gaining a place at Pershore High School may appeal to an Independent Appeals Panel. Parents/carers wishing to do this should contact in writing the Secretary to the Avonreach Academy Trust **within fourteen days of receipt of notification**.

The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code. Parents/carers may attend the hearing of their appeal and make their case to the panel. Whether an appeal is successful is likely to depend on the merits of the case.

### Section 3: Oversubscription criteria

The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place at the school in accordance with our main principle of admission as defined above in the Introduction. The Academy Trust takes considerable time and the utmost care to ensure that the system is applied fairly.

Where there are more applications than places students will be offered places in the following order of priority (for definitions of the words in bold, see the section below on Definitions):

- 1 **'Looked After' children and previously 'Looked After' children** (see 'Definitions').
- 2 Children who have **sibling** or step sibling currently attending Pershore High School. The sibling link will include half-siblings (that is children who share one birth parent) and legally adopted children. They must also be living at the same home address and the sibling must still be attending Pershore High School at the time of application and likely to be attending at time of admission.
- 3 Children living in the **catchment area** of the school **and** attending Abbey Park, St Nicholas or St Barnabas middle schools. Catchment maps are available to view in school or via the Pershore High School website.
- 4 Children living in catchment area but not attending one of the schools named in (3).
- 5 Children attending a **feeder school** but who do not live in the Pershore High School catchment area.

- 6 In the case of over subscription for all criteria places will be allocated to pupils who live nearest to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the Geocode point for the centre of the school. The Local Authority use a software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Academy Trust will supervise this process).

The school may be required to exceed its published admission number by up to two places in each year group to admit students:

- Who have been or are at high risk of being permanently excluded from school;
- Who are Looked After Children or previously Looked After Children.

Schools can be required to admit pupils recognised by the local authority as being 'hard to place' within the 'Fair Access Protocol'.

Where there are too many applications from within the first category, applications will be given priority if they meet the conditions of the second category. If any places then still remain, applications will be given priority according to the third category, and so on. In the event of a tie-break on distance from **home** then lots will be drawn for any available place. This will be conducted independently of the Academy Trust.

## **Definitions**

### **'Looked After' children**

'Looked after' means all those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order. This includes those previously looked after outside England and Wales.

### **Catchment Area**

Our catchment area is defined on the map which may be viewed at the school on request and which is available on the school website at [www.pershore.worcs.sch.uk](http://www.pershore.worcs.sch.uk), or from School Admissions at Worcestershire County Council. Proof of residence may be required. The offer of a place may be withdrawn if acceptable proof of residence is not provided when requested.

If you wish to check whether your address falls within the catchment area for Pershore High School, you may also visit [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk) and use the on-line postcode catchment area checker.

While there is no guarantee of a place for children living in our catchment area, it has been the case in the last few years that places have been offered to most or all applicants resident in catchment. This cannot be relied upon for the future as demographic and other changes may make it less likely.

### **Siblings**

The Academy Trust of Pershore High School will endeavour to treat applicants who are twins or children of other multiple births with consideration when considering their ranking in the event of oversubscription but cannot guarantee that a place can be offered to every child of a multiple birth if insufficient places are available. In the event of parents/carers submitting applications for more than one child of the same birth date, should an offer be made for one place the school will randomly allocate the place.

**Feeder School**

Our feeder middle schools are Abbey Park Middle School, St Nicholas Middle School and St Barnabas Middle School. Applicants must be on roll at one of these schools at the time of application to qualify under this category. There is no guarantee of a place at Pershore High School for applicants attending a feeder middle school.

**Home**

Home is defined as the address where the student usually lives at the time of application and which is the address of the parent who receives Child Benefit for the student. Documentary evidence may be required.



## **Section 4: Sixth Form**

### **Entry Requirements**

We ask that students entering the Sixth Form have a minimum of 5 GCSEs at Grade 4 plus 2 at Grade 5 or above. Many subjects have an additional requirements of a GCSE at Grade 6 in that, or a closely related, subject. Further details are available on the school website or in the Sixth Form Prospectus.

Different subjects have different demands and the Sixth Form team and subject teachers will take time to discuss the suitability of individual programmes of study. For students to succeed it is crucial that they embark on a course that most accurately matches their ability, qualifications and aspirations.

A small number of students are admitted to suitable courses despite not having achieved at least a Grade 4 in both English Language and Mathematics. These students do so on condition that they attend the revision classes provided and resit the relevant exams in order to achieve Grade 4 or better.

We will always consider individual cases and take into account particular circumstances.

### **Applying**

Existing Pershore High School students should complete the Sixth Form Choices form and external students should complete the Sixth Form Application Form. Both are available on the school website) or from the Head of Sixth Form, and should be returned (hard copy or electronic) to the Head of Sixth Form by **Thursday 31<sup>st</sup> January 2019**.

## Section 5: Useful contact details

### Pershore High School

Tel: 01386 552471

Web: [www.pershore.worcs.sch.uk](http://www.pershore.worcs.sch.uk)

Email: [office@persshore.worcs.sch.uk](mailto:office@persshore.worcs.sch.uk)

Headteacher: Phil Hanson

Avonreach Academy Trust

Web: [www.avonreach.org](http://www.avonreach.org)

Email: [enquiries@avonreach.org](mailto:enquiries@avonreach.org)

### Worcestershire School Admissions

Tel: 01905 822700

Web: <http://www.worcestershire.gov.uk/schooladmissions>

### Postcode catchment area on-line check

Web: [http://e-](http://e-services.worcestershire.gov.uk/SchoolSearch/SearchSchools.aspx?Search=Postcode)

[services.worcestershire.gov.uk/SchoolSearch/SearchSchools.aspx?Search=Postcode](http://e-services.worcestershire.gov.uk/SchoolSearch/SearchSchools.aspx?Search=Postcode)

**ACE (Advisory Centre for Education):** a national charity that provides independent advice for parents and carers of children aged 5-16 in state-funded education

Tel: 0808 800 5793

Web: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

### Transport Assistance

Free transport to school may be provided by the Local Authority in certain circumstances. Full details are available from your Local Authority. The contact details for Worcestershire are:

Tel: 01905 765765

Web: [www.worcestershire.gov.uk/schooltransport](http://www.worcestershire.gov.uk/schooltransport)