



# Admissions Policy

Updated: September 2020  
For Admissions in the academic year 2021 / 22

**School:** Graham School  
**Principal:** Emma Robins

## Policy Review dates

Review Date	Changes made	By whom	Date Shared with staff

**GRAHAM SCHOOL**  
**PROPOSED ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2021-2022**

**PAN (Published Admission Number) 240 per year group**

### **Rationale**

Graham School works within the framework of the Co-ordinated Admissions Arrangements as set out by the North Yorkshire County Council for the admissions into Year 7. A waiting list will be kept until December 31<sup>st</sup> 2021. Appeals will be heard by an independent panel. Further details can be obtained from the school. For more information about the closing date for applications and the allocation date, please see the NYCC website, [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions)

### **Introduction**

Admissions to Graham School can be defined as follows:

1. **Secondary transfer admissions;** students joining the school at the beginning of Year 7 through the Secondary Transfer Scheme.
2. **In-Year Admissions;** students joining a pre-existing year group or students joining the school as an in-year admission.
3. **In-Year Fair Access Protocol Admissions;** students joining the school who are admitted through the Collaborative as they are transferring outside the normal admissions round and may find it difficult to secure a school place.

### **Guidelines**

#### **Secondary Transfer Admissions**

1. The primary/secondary transfer scheme is co-ordinated by the Local Authority Area Education Office (AEO). The LA write to all Year 5 families in June advising them that they should apply on-line for up to 5 secondary schools of their choice.
2. The deadline for applications is 31 October. The AEO will then allocate school places using the priorities listed above.
3. The offer of a single school place will be made to families on 1 March. On or just before this date, schools will receive their Year 7 admission numbers.
4. The Year 7 admission list will be held, co-ordinated and updated by the school administrator.
5. Scarborough Area Common Transfer Forms will be delivered to the primary schools and completed and returned to School to inform setting, grouping and SEN resourcing.
6. The Head of Year 7 together with the SENCo will co-ordinate the sorting of Tutor Groups and will be kept updated as the admission list changes.
7. Applications for secondary transfer received by the LA after 2 March will be treated as in year admissions.

#### **In-Year Admissions**

- In-year admissions are those which occur outside of the normal admissions round. Families who wish to transfer children into the local authority or within the local authority must apply through the AEO.
- Once a parent has preferenced Graham School and a place has been offered the LA Admissions Office will contact the Student Services with details of the admission.
- The Head of Year will contact the child's current school to gain information and data regarding attainment, reason for transfer and details of any special needs.
- Once the admission has been received, details will be passed on to the relevant Head of Year. The Principal may request further action regarding the admission or may wish to discuss the admission further with the AEO.
- The Head of Year will make initial contact with the family and arrange a pre-admission meeting. This will involve a tour and a meeting to discuss Graham School's systems and procedures and any special arrangements. It may be appropriate for the Vice Principal or SENCo to be present at this meeting.

- Should the pre-admission meeting be deemed successful a date will be agreed for the student to attend an assessment session where assessments in English, Maths and Science will be completed. Heads of Faculty will allocate sets following the results of these tests.
- Following the assessments, an admission date will be set (this will normally be the next Monday). Should the pre-admission meeting be deemed un-successful the admission will be referred to the Principal.
- The child will be admitted once they have obtained Graham School uniform and school has received an Admission Form and all Declaration and Consent Forms. We should also normally receive a full student record from the previous school prior to admittance.
- The Head of Year will place the new student in a tutor group. The SENCo will arrange a Learning Passport, Teaching Assistant Support, intervention groups etc. (as appropriate).

### **In-Year Fair Access Protocol Admissions**

The IYFAP ensures that a collaborative group made up of representatives from local schools meet regularly to discuss the in-year transfer of students who have been excluded from another school, children who have challenging behaviour and those children who are transferring outside the normal admissions round and may find it difficult to secure a school place. From September 2020 this falls to the Locality Inclusion Panel.

The following are examples of children who may find it difficult to secure a school place and may be admitted through the IYFAP Locality Inclusion Panel:

- Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- Children who have been out of education for 2 months or more;
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- Children who are homeless;
- Children with unsupportive family backgrounds for whom a place has not been sought;
- Children who are carers; and
- Children with special education needs, disabilities or medical conditions (but without a statement).

Graham School is a partner school and is represented on the IYFAP Locality Inclusion Panel.

The school may wish to bring to the attention of the Locality Inclusion Panel any genuine concerns that we have regarding the admission of the child. (For example; a previous serious breakdown in the relationship between the school and the family).

The school may wish to bring to the attention of the Locality Inclusion Panel any compelling reason why a child should not be admitted to a specific year group.

### **Conclusion**

The aim of the Admissions Policy is to ensure that new students are admitted to Graham School with sufficient information to allow them to settle quickly; and with their ability and any special educational needs met so that learning and progress is as uninterrupted as possible. The admission of Year 7 students will be accompanied by the transition procedures co-ordinated throughout the Scarborough Area Transition Team. This policy will be updated annually.

### **Admissions Policy**

All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with an Educational Health and Care Plan (EHCP) that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final Educational Health and Care Plan has been issued.

If the number of applications exceeds the Published Admission Number (PAN), after the admission of children where the school is named in the Education Health and Care Plan the following oversubscription criteria will apply:

<b>ORDER OF PRIORITY:</b>	<b>Notes:</b>
<b><u>Priority Group 1:</u></b>	

<p>Looked after children and all previously looked after children for whom the school has been expressed as a preference. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>1</sup> or became subject to a child arrangement order<sup>2</sup> or special guardianship order.</p>	<p><i>This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application. In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.</i></p> <p><i><sup>1</sup>This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted &amp; Childrens Act 2002.</i></p> <p><i><sup>2</sup>Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.</i></p>
<p><b><u>Priority Group 2:</u></b></p> <p>Children who appear to the Admissions Authority to have been in state care outside of England and cease to be in state care as a result of being adopted.</p>	<p>A child is regarded as being in state care outside of England if they were accommodated by a public authority, a religious organisation or any another provider of care whose sole purpose is to benefit society.</p>
<p><b><u>Priority Group 3:</u></b></p> <p>Children the Authority considers have special social or medical reasons for admission.</p>	<p>We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. Panels of professionally qualified people will consider all applications made under priority group 2.</p>
<p><b><u>Priority Group 4:</u></b></p> <p>Children living within the normal area of the school.</p>	<p>Refer to tie break</p>
<p><b><u>Priority Group 5:</u></b></p> <p>Children of staff at the school.</p>	<p>Priority in this oversubscription criteria is given in either or both of the following circumstances: a) Where a member of staff has been employed at the school for more than two years at the time when the admission to the school is made, and/or b) the member of staff has been recruited to fill a demonstrable skill shortage.</p>
<p><b><u>Priority Group 6:</u></b></p> <p>Children living outside the normal area of the school.</p>	<p>Refer to tie break</p>

Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (i.e. all applications, regardless of order of preference).

**Tie break:**

If there are not enough places for all the children in one of these priority groups, we will give priority first to those with a sibling at the school in September 2021 ( in all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner

where the child for whom the school place is sought is living in the same family unit at the same address as that sibling ) and then to those living nearest the school.

If within a priority group there are not enough places for all those with a sibling at the school in September 2020, we will give priority to those children with a sibling living nearest the school. All distance measurements are based on the nearest route recognised by the County Councils electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team.

If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group a random allocation will be used.

### **RANDOM ALLOCATION PROCEDURE**

Random allocations are necessary where:

1. There is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants
2. This occurs where applicants are equidistant from a school because the usual method of measuring distance to the school results in two unrelated applicants having the same distance measurement. Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise. In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.

### **DEFINITION OF ROLES**

Independent Scrutineer (IS) – this is a person who ensures the process is carried out in a correct and transparent way. The IS must be independent of the school for which the allocation is to be made and also must be independent of the Council's Admissions and Transport team. Admissions Officer (AO) – this is an officer from the Council's Admissions and Transport team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the IS. Person who makes the draw (P) – this must be a person independent of the school for which the allocation is to be made and must be a person who is not part of the Council's Admissions and Transport team.

### **PROCESS TO BE FOLLOWED – N.B. This entire process is to be carried out in sight of, and under the scrutiny of, the IS**

1. The AO allocates each pupil to be included in the draw a number and records it on the 'Random Allocation Cross Reference Sheet'. This is placed in a sealed envelope.
2. The AO prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
3. The AO folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.
4. The AO shuffles the envelopes and hands them to P who shuffles the envelopes again, picks one envelope and opens it.
5. The AO records the first number drawn on the 'Random Allocation Record sheet'.
6. If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.
7. The AO then opens the previously sealed envelope containing the 'Random Allocation cross reference sheet' and records the numbers drawn on the 'Random Allocation cross reference sheet', marking clearly which child(ren) has(have) been allocated a place and which have not.
8. Once the process has been completed, the AO, IS and P should sign and date both the 'Random Allocation Record sheet' and the 'Random Allocation cross reference sheet' in order to certify that the procedure has been carried out correctly.

