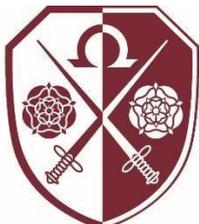


# **EAST BARNET SCHOOL**



*"I want to learn"*

## **ADMISSIONS POLICY**

Version 8.2

**Policy to be reviewed by Admission Committee in September each year.**

Adopted by Governing Body:	10 October 2016
Reviewed by the Admissions Committee:	19 September 2020
Next Committee Review Due:	September 2021
Reviewer:	Jo Foley
Governor Link:	Chair of Governors

# Admissions Policy

East Barnet School, Chestnut Grove, East Barnet, EN4 8PU

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## Statement of Principle

East Barnet School is committed to allocating and offering school places in an open and fair way. The practices and the criteria used to decide the allocation of school places will be fair, clear and objective.

If there are more applications than places available, the school will apply its admission criteria in order to decide who should have a place.

East Barnet School's oversubscription criteria will be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. The Academy Trust will ensure that admission arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs.

East Barnet School is an Academy School where no fees are charged and is funded directly by the UK Government. The Academy Funding Agreement requires the School to comply with 'The School Admissions Code' and any law relating to admissions.

East Barnet School's Academy Trust is the Admission Authority and is responsible for ensuring that admission arrangements are compliant with this Code.

## Requirements and Procedures

### A. General

1. The Academy Trust has delegated to the Governing Body of East Barnet School all responsibility for the Admissions Policy and any decision making relating to individual admissions. The Governing Body will report back any changes in policy to the Academy Trust.
2. The Governing Body will have an Admission Committee to oversee the Admission Policy. This committee will report back to the Governing Body. All changes in this policy must be agreed by the Governing Body.
  - a. The members will consist of at least five governors and may include the Headteacher.
  - b. A quorum will be three members.
  - c. Any governor can serve on the committee unless they have a child in the application process or on the waiting list. Employees of the school cannot chair meetings.
  - d. To maintain impartiality, the membership must consist of a majority of governors who are not employed by the school.

- e. Membership will be agreed by the Governing Body before the start of the academic year and Governors will serve for the whole year. They can serve in consecutive years if required.
  - f. The member of staff with responsibility for Admission will be a non-voting member.
3. East Barnet School will set admission arrangements annually. Where changes are proposed, the school will publicly consult on those arrangements. If no changes are made to admission arrangements, they must be consulted on at least every 7 years. Consultation must be for 8 weeks and must take place between 1 November and 1 March of the year before those arrangements are to apply. If changes are proposed after the criteria have been set, then the approval of the Secretary of State must be obtained. If agreed, the changes must be published on the school website.
  4. In the case of secondary transfer, 'time of application' will be taken as the closing date of the application process.
  5. Published Admission Number (PAN): East Barnet School will set and publish the admission number for each 'relevant age group'.
  6. If the School has a Published Admission Number (PAN) that is higher than in previous years, the local authority will be notified of the new number, and specific reference will be made to the change on the school website.
  7. Admission arrangements will be notified to the appropriate bodies and made available on the school website for the whole academic year in which offers for places are made. The School will send a copy of the full, determined arrangements to the local authority as soon as possible before 1<sup>st</sup> May each year.
  8. The Local Authority will publish a composite prospectus for parents by 12<sup>th</sup> September each year. This will contain admissions arrangements for each of the state-funded schools in the local authority area, including East Barnet School, to which parents can apply.
  9. If the school is not oversubscribed, all applicants will be offered a place.
  10. On receipt of an in-year application, the School will notify the local authority of both the application, and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The School will inform parents of their right to appeal against the refusal of a place.
  11. Any decision of the School's Adjudicator will be binding on the Academy Trust and decisions will be implemented without undue delay.

**B. Admission Criteria** *Appendix 1 shows the published Admission Criteria document.*

1. The school's admission criteria apply to the Secondary Transfer Process and for allocation of spare places made during the school year because children have just moved into the area, or wish to transfer from another secondary school ('In-Year Joiners'). The criteria are set out below and listed in order of priority:
  - a. A child whose Education, Health and Care (EHC) Plan names East Barnet School.

- b. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. *'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 (see the definition in section 22(1) of the Children Act 1989);*
- c. A child with a sibling attending the school at the time of application. *Sibling is defined in these arrangements as a child who lives as brother or sister in the same house, including natural, adopted, step and foster brother and sister;*
- d. A child of an East Barnet School member of staff, providing that the member has been employed for a minimum of two years at the time of application, or is recruited to fill a vacant post for which there is a demonstrable skill shortage. *'Staff Child' is defined in these arrangements as a child who lives as the staff member's son or daughter in the same house, including natural born, adopted, step and foster son or daughter;*
- e. Other children by distance from the school, with priority for admission given to children who live nearest to the school. Distances are measured in a straight line from the main gate of the school to the address point of the child's main home, as supplied by the Ordnance Survey. The distance between these points is calculated using Barnet Council's computerised geographical information system (GIS); those living closest to East Barnet School having the highest priority.
- f. Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order using Barnet Council's computerised system and places will be offered accordingly.

## **2. Applications made on behalf of twins, triplets and other multiple births:**

When the over-subscription criteria are applied to applications made on behalf of twins, triplets and other multiple births, they will be selected in random order and places will be offered accordingly. This could result in not all children in a family being offered a place. Where relevant, the remaining child(ren) would be retained automatically on the school's waiting list and would have priority should any vacancies arise at the school.

## **3. Applications where the child lives at more than one address:**

Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the application must be based on the address at which the child usually lives (and in the case of the secondary transfer process, from which s/he attends primary school). When parents live separately but the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the main parent/carer eligible to receive Child Benefit and/or Child Tax Credit.

## **4. Applications where there is a change of address:**

- a. Where there is a change of address during the secondary transfer process, the change must have occurred by the second Friday before 25<sup>th</sup> December in the year before admission, and the appropriate proof provided, in order for the change to be considered in the initial allocation of school places.

- b. If you are offered a place at the school under a 'distance from the school' criterion based on the address where you are living at the time of application, but you then move outside the school's allocation area (i.e. further away from the school than the closest person on the waiting list) before the child is due to start at the school, the place will be withdrawn.

#### **5. Applications made on behalf of the child of a member of staff:**

Where a member of staff ceases to be employed at the school after a place is offered, but before the child is due to start at the school, the place will be withdrawn unless the child would have qualified automatically at the time of application using any of the other criteria.

#### **6. Application to the Sixth Form**

Admission to the Sixth Form at East Barnet School is not automatic and students will need to have attained the academic requirements for the proposed course of study. Further information about Sixth Form Admissions; the courses on offer; and particular requirements to study will be published in the Spring Term each year.

The Sixth Form has an agreed number of 300 students. Places are offered to both internal and external applicants. Current Y11 students, if they are predicted to achieve grades in line with the Sixth Form prospectus, are offered provisional places in January. Firm places are offered to students following the publication of summer results.

Applications received by the closing date from external students will be considered on the following basis:

- Looked-after children and previously looked-after children who meet the academic entry criteria.
- Students whose predicted grades are in line with the Sixth Form admissions criteria and who have a sibling in attendance at East Barnet School at the time of application.
- Students who live within a reasonable distance of the school and who are predicted the grades in line with the sixth form admissions criteria.

The school has 25 places available for external students. In the case of oversubscription, the above priority criteria will be used to allocate places.

All offers are subject to students achieving the grades required by subject areas as detailed in the prospectus. The closing date for external applications is the end of December. Provisional offers should be made by 1<sup>st</sup> February.

Students who apply later than the closing date or who are not offered a place on the grounds of distance may request to be placed on a waiting list which will be reviewed following the publication of results when some places may become available.

#### **C. Application Procedure**

For applications in the normal admission round, Barnet Council will provide a common application form (CAF) that enables parents to express their preference for a place at any state funded school, including East Barnet School. Parents can list a maximum of six schools in the order of preference with space allowing them to give reasons for their preferences.

The London Borough of Barnet encourages parents to use the online application process.

The usual timescale is the application process opens online on 1<sup>st</sup> September with the closing date for applications on 31<sup>st</sup> October of the year proceeding transfer e.g. 31<sup>st</sup> October 2016 for entry to East Barnet School in September 2017.

A letter will be posted on 1<sup>st</sup> March of the year of entry, notifying parents of the outcome. Online results will be published on the Barnet website in the evening of 1<sup>st</sup> March.

For applications 'In-Year', parents should contact the school and for entry to the Sixth Form, parents and/or students should apply directly to the school.

#### **D. Waiting List**

1. The School will maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission.
2. Children who come within the school's admission criteria (a) and (b) (those with EHC plans and 'looked after children') will take precedence over those on the waiting list.
3. The remaining sibling/s of twins, triplets and other multiple-births, where one or more, but not all have been offered a place, would have the next highest priority.
4. If another child is added, the list will be ranked again in line with the oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list.

#### **E. Withdrawal of Places**

East Barnet School will not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child had been at the school will be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.

The offer of a place will be withdrawn in the case of:

1. A 'Staff child' if a member of staff ceases to be employed at the school after a place is offered, but before the child is due to start at the school. The only exception is if the child would have qualified automatically at the time of application using any of the other criteria;
2. Applicants who have moved outside the school's allocation area (i.e. further away than the first person to miss a place because of living too far from the school) before the child is due to start at the school and who were offered a place under a 'distance from the school' criterion based on the address where they were living at the time of application.
3. Discovered that a place has been obtained fraudulently by giving false, or misleading details at the time of application.

#### **F. Application for Children from Overseas**

East Barnet School will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Checks will be made to ensure that a child has a right to be in the country and to receive state education.

## **G. Fair Access Protocol**

East Barnet School will participate in the Barnet 'Fair Access Protocol' in order to ensure that unplaced children are allocated a school place quickly. There is no duty for the School to comply with parental preference when allocating places through the Fair Access Protocol.

Where the School does not wish to admit a child with challenging behaviour as an 'In-Year' applicant, even though places are available, it must refer the case to the local authority for action under the Fair Access Protocol.

## **H. Secretary of State Power of Direction**

If Barnet Local Authority considers that East Barnet School will best meet the needs of a child, it can ask the School to admit that child but has no power to direct it to do so. If no agreement can be reached, Barnet Local Authority can ask the Secretary of State to intervene. The Secretary of State has the power under an Academy's Funding Agreement to direct the School to admit a child.

## **I. Appeals Procedure**

Parents who want to appeal against the governors' decision not to offer their child a place at the school must appeal directly to the school, not through the local authority. The appeals timetable will be published on the school's website by 28<sup>th</sup> February each year. The appeals will be heard by an Independent Appeals Panel.

The timescale for lodging appeals will allow appellants at least twenty school days from the date of notification that their application was unsuccessful, to the time of preparing and lodging their written appeal. Appellants will receive at least ten school days' notice of their appeal hearing date. There will be the opportunity for appellants to submit additional evidence after this date; however, the Appeal Panel will decide whether any material not submitted by the specified deadline is to be considered.

The Clerk to the Appeals Panel will send appeal papers to the panel and parties by the necessary deadlines.

After the appeal has taken place, Decision Letters will be sent within five school days of the hearing wherever possible by the Clerk to the Appeals Panel.

## **J. Further information**

East Barnet School Admission Office

Tel: 020 8344 2100

Fax: 020 8449 9862

Email: [enquiries@eastbarnetschool.com](mailto:enquiries@eastbarnetschool.com)

or

Barnet Schools Admissions Team

Tel: 020 8359 7651

Fax: 0870 8896799

Email: [school.admissions@barnet.gov.uk](mailto:school.admissions@barnet.gov.uk)

### **Admission Criteria for Secondary School Transfer (September 2019 entry onwards) and for allocation of Spare Places made during the school year:**

The school has an agreed admission number of 210 pupils in each of years 7 to 11. The school will accordingly admit at least 210 pupils in the relevant age group each year if sufficient applications are received. There are an agreed 300 places in years 12+13.

When the school is oversubscribed, after the admission of pupils with Education, Health and Care (EHC) Plans where the school is named in the plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. *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 (see the definition in section 22(1) of the Children Act 1989);*
2. A child with a sibling attending the school at the time of application. *Sibling is defined in these arrangements as a child who lives as brother or sister in the same house, including natural, adopted, step and foster brother and sister;*
3. A child of an East Barnet School member of staff, providing that the member has been employed for a minimum of two years at the time of application, or is recruited to fill a vacant post for which there is a demonstrable skill shortage. *'Staff's Child' is defined in these arrangements as a child who lives as the staff member's son or daughter in the same house, including natural born, adopted, step and foster son or daughter;*
4. Other children by distance from the school, with priority for admission given to children who live nearest to the school. *Distances are measured in a straight line from the main gate of the school to the main entrance of the building which is the child's home. The distance between these points is calculated using Barnet Council's computerised geographical information system;*
5. Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between the school and the home of two children is the same.

Note: When the over-subscription criteria are applied to applications made on behalf of twins, triplets and other multiple-births, they will be selected in random order and places will be offered accordingly. This could result in not all children in a family being offered a place. Where relevant, the remaining child(ren) would be retained automatically on the school's waiting list and would have priority should any vacancies arise at the school.

### **Procedures For Applications From A Member Of Staff**

When an application for a place at East Barnet School is received under the 'member of staff' criteria one or other of the following must be fulfilled in order for the application to be approved:

1. the member of staff must have been employed for a minimum of two years at the time of application;
2. the member of staff must have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

In the case of criterion 2, the Chair of the Admissions Committee will request the following information from the Headteacher:

1. Was the member of staff recruited to fill a vacant post?
2. If yes...
  - a. For how long had the post been vacant?
  - b. How many times was the post advertised?
  - c. How many candidates were interviewed?
  - d. Has the School found it difficult to fill vacancies of this nature in the past?

The Committee will use the information in reaching a decision to accept or reject the application.