

Caerleon Comprehensive School
Ysgol Gyfun Caerllion



Official School Policy

Admissions and Appeals

Adopted: April 2011

Reviewed: July 2014

Next Review: July 2017

Policy Revision History

This document is a Statutory Official School Policy of Caerleon Comprehensive School.

This Policy was formally adopted by Caerleon Comprehensive School on 7th April 2011.

Signatories: _____ (Headteacher) _____ (Chair of Governors)

PRINT: _____

Date	Revision	Amendment	Author	Approved by
07/04/2011	A	Revision	TBP	Policy Committee 24/03/2011
26/06/2014	B	Review	TBP	Policy Committee 26/06/2014

Annotation Key for this Document

TBP Mr T Pratt Headteacher

Policy Administration, Owners and Contributors

The nominated person in school responsible for the on-going maintenance and administration of this policy is:

Mr T Pratt, Headteacher

This policy has been developed in the school by

- Newport Local Education Authority
- Governing Body's Policy Committee
- Headteacher

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POLICY DETAIL

The aim of our policy is to cater for the provisions for expression of parental preference in the hope that fewer cases will be refused, thus avoiding the need to enter the appeals procedure which is time consuming and a possible source of worry to pupils and their parents.

The Admissions Authority for this school is Newport LA.

The school's current Standard Admission Number is 241 students. Parents wishing to view the school before submitting an admission application, are welcome to do so, but must first make an appointment.

This policy meets the requirements of recent legislation, including the Disability Discrimination Act Part 4 (as amended by the Special Educational Needs and Disability Act 2001).

With reference to open enrolment, it has to be stressed that this does not mean that a laissez faire attitude to admissions can be adopted. In accordance with Section 33 of the Education (No 2) Act 1986, the Local Authority will:-

- A) In considering applications for admissions or transfers, have regard to:-
 - i) existing and projected number of pupils from within our catchment area;
 - ii) teaching staff available and pupil-teacher ratios;
 - iii) the physical limitations of our school site and buildings;
 - iv) future increased pupils numbers in the school arising from matters such as housing developments in the area;
 - v) any other factors which may prejudice the provision of efficient education or efficient use of resources.

If the numbers on roll exceed the numbers of pupils which the school can accommodate, the Admissions Authority is of the opinion that the granting of applications for admission or transfer from outside the school's designated catchment area will prejudice the provision of efficient education or efficient use of resources.

- B) Younger brothers and sisters living outside the catchment area of the school of their choice are not automatically allowed to attend the same school as older brothers or sisters still in attendance.
- C) Where applications or out of catchment area admissions exceed the number of places available, the following criteria shall be used to determine which applicants may be offered places:-

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- i) Children on grounds supported by a medical consultant's report, obtained by parents, specifying the medical advantage of the child attending the preferred school compared with the normal catchment school.
N.B. Reports from family doctors are not accepted for this purpose.
- ii) If a child has older brothers or sisters at the school at the date of admission, he/she will be admitted in preference to those not having brothers/sisters at the school.
- iii) Where there is more than one such case, priority will be assessed on the basis of those children closest in age to the elder brothers/sisters already at the school at date of admission.
- iv) After taking account of all children with older brothers or sisters at the school (if any), priority will be based on closeness to the school, measured by nearest available walking route, using the same rules as apply for eligibility for school transport.

Appeals Procedure

The LA will make arrangements for appeals by parents against decisions taken regarding school admissions and school transfers.

Appeals about admissions should be made in writing to the Admissions Authority.

Appeals against school transfer decisions will be dealt with as they arise.

An independent appeals committee, established in accordance with the requirements of the Education Act, 1980, will meet to hear all appeals and parents will be informed in details, of their rights.

Admissions to 6th Form

We aim to adopt as far as possible a policy of open enrolment set within the following conditions;

- i) That students have achieved a minimum of five GCSE passes at grade C. In only exceptional cases will this condition not apply. Students should preferably have achieved at least a GCSE grade B in the AS/A2 subject they wish to study.
- ii) That appropriate AS/A2 level subjects are studied which are commensurate with the student's ability and career plans.
- iii) That the student has shown certain personal qualities /attributes, in particular those of self motivation and a capacity for hard work.
- iv) Any other factors which may prejudice the provision of efficient education or efficient use of resources.