

# Admissions Criteria from September 2013

## Admissions Criteria with effect from September 2013

The Governors are committed to continuing the present admissions policy for the school with respect to its comprehensive character and age range. The following arrangements with respect to admissions from September 2013 onwards will apply to all applications.

As an academy, the school is its own admissions authority and therefore responsible for determining the planned admission number (PAN). This is currently 224 pupils to be admitted into year 7, but may be reviewed at a later date by the governing body. Students will be admitted to Year 7 at age 11 without reference to ability or aptitude.

In accordance with the Education Act 1996, children with a Statement of SEN are required to be admitted to the school named in the Statement. Thereafter, the following priorities will apply:-

1. Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
2. Siblings of pupils attending the school at the proposed admission date who currently live within the catchment area.
3. Children of staff currently employed at the school.
4. Pupils living in the catchment area of the school.
5. On medical grounds supported by a medical certificate.
6. Siblings of pupils attending the school at the proposed admission date who live outside the school's catchment area.
7. On the shortest distance, measured in a straight line, between the centre of the front main entrance of the school site and the pupil's home address which is measured from a point at the address identified in the Local Land and Property Gazetteer. With those living closer to the school being accorded higher priority.

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If the admissions team are unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 6) will be used as a tiebreaker. In the event of (a) two or more children living at the same address point (e.g. twins or children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by a Governor, independent of the Admissions Team.

## Application Process

Application forms are available from Luton Borough Council. All first, second and third preference applications are considered equally against the academy's admissions criteria.

## Waiting Lists

Where it is not possible to agree all applications for the school, a waiting list will be devised. The waiting list is organised in the priority of the school's admissions criteria. It is not based on the date the application was added to the list. The waiting list will be held until 31<sup>st</sup> July each year. Thereafter, it will be necessary for parents to re-apply to remain on the waiting list.

## **Home Address**

For the purposes of allocating places in the normal admissions round where a school is oversubscribed, the pupil's catchment area will be determined by their home address as at the closing date of applications.

Children who gain a place at the school because their parents/carers have given a false home address will have their place withdrawn.

## **Late Applications**

Applications received after the closing date will not be considered in the initial allocation of places.

Where parents have submitted a transfer form before the closing date, but then seek to change their preference after the closing date, this late expression of preference will be treated as a 'late' application and will not be considered in the initial allocation of places except in very exceptional circumstances.

## **In-Year Admissions**

In-Year admissions for Years 7-11 are applications to enter a year group that has already started at the school. Luton Borough Council will be responsible for co-ordinating in-year applications for all of Luton's children. Therefore, parents seeking a place at Denbigh High School should complete the Council's In-Year Common Application Form and return this form directly to the Council. The council will then liaise directly with the school.

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

Within Luton schools operate an in-year fair access protocol for a very small number of difficult to place pupils e.g. those pupils who have been permanently excluded from school. Pupils admitted to school, via the protocol, override the usual admission arrangements, such as waiting lists.

## **Looked After Child**

**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. Publication of Admission Arrangements**

The Local Authority's 'Transferring to a High School or Academy in Luton Application Form' accompanied by an information booklet on the admissions process, will be given to all Year 6 students due to transfer to a High School in the September prior to their proposed admission date by their Junior or Primary school. When completed, the form must be returned by the date and location specified in the information booklet.

## **Definitions:**

### **Siblings**

The term 'siblings' includes both natural, adopted and step brothers and sisters. It also includes fostered siblings, where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

### **Medical Grounds**

This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child's medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. A medical certificate must be provided to substantiate the claim. The medical certificate will be sent to the Health Authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the requested school.

## **Staff**

For the purpose of this document a member of staff has to have been employed at the school for two or more years at the time at which the application for admission to the school is made, or is recruited to fill a vacant post for which there is a demonstrable skill shortage.

## **Home Address**

The school regards a pupil's home address as where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

## **Catchment Areas**

Details of catchment areas can be found on the Council's website at [www.luton.gov.uk/internet/education\\_and\\_learning/schools\\_and\\_colleges/secondary\\_schools](http://www.luton.gov.uk/internet/education_and_learning/schools_and_colleges/secondary_schools). A catchment area list can be viewed via the link entitled *Transferring to a high school or academy in Luton*. Catchment area lists are also available from the Council by telephoning the Admissions Helpline on 548016.

## **Children in Care**

Children in care are either accommodated by Children and Family Services under Section 20 of the Children Act 1989 or are the subject of a care order (a court order) under Section 31 of the Children Act.