

Brixham College

ADMISSIONS POLICY

For September 2023 - 2024

Date adopted	July 2021
Prepared by	Mark Eager, Principal
Ratified by	The Trustees
Review Date	July 2022 for 2023 - 2024



Background

Brixham College as an Academy School operates its own Admissions Policy as set out below. This policy is the responsibility of the Governing Body of the College. It is hoped that the policy will be operated without significant year-on-year change to introduce stability into the admissions to the College.

Purpose

The purpose of this policy is to ensure that all prospective students are treated fairly and that Brixham College continues to provide an educational facility to serve its local community in which it resides. To achieve this, it will work in co-operation with other admitting Authorities.

Designated Area

Brixham College wishes to serve its community and, as such, seeks to service a specific area. This area is the postal area TQ5. However increasingly students join us from outside our catchment area. Priorities for admission to Year 7 in September are:

1. **A looked after child** or a child who was previously looked after but immediately after being looked after became subject of 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.
2. **Those who live inside the catchment area and**
 - 2a. have a sibling on roll at the time of application. Siblings are defined, for the purpose of admission to the School, as children who live as brother and sister in the same house, including natural, adopted, step and foster brothers and sisters
 - 2b. the children of members of School staff who have been employed at the school for two or more years when the application is made and who fulfil the criteria set out in the School Admissions Code
 - 2c. do not have a sibling on role at the time of application

Where there are more applications than places available in a particular category, those living closest to the College will have priority for any places available (i.e. the shorter the distance the higher the priority). Distance will be measured from the entrance of the home address to the nearest official entrance of the College on a straight line basis. This is for admissions purposes only and is not to be used to determine eligibility for school transport. In the event that applicants cannot be separated using the distance tie breaker (i.e. they live identical distances from the College), the allocation of a place will be by lot.

3. Those who live outside of the catchment area and

- 3a. have a sibling on roll at the time of application. Siblings are defined, for the purpose of admission to the School, as children who live as brother and sister in the same house, including natural, adopted, step and foster brothers and sisters.
- 3b. the children of members of School staff who have been employed at the school for two or more years when the application is made and who fulfil the criteria set out in the School Admissions Code.
- 3c. do not have a sibling on roll at the time of application

Where there are more applications than places available in a particular category, those living closest to the College will have priority for any places available (i.e. the shorter the distance the higher the priority). Distance will be measured from the entrance of the home address to the nearest official entrance of the College on a straight line basis. This is for admissions purposes only and is not to be used to determine eligibility for school transport. In the event that applicants cannot be separated using the distance tie breaker (i.e. they live identical distances from the College), the allocation of a place will be by lot.

In the event of two or more applicants living exactly the same distance from the school, the allocation will be made by lot. Where applications are received from families with multiple birth siblings (twins, triplets, etc.,) every effort will be made to allocate places at the same school, including offering places (s) above the Planned Admission Number (PAN) wherever possible. Where that is not possible parents will be invited to decide which of the children should be allocated the available place (s).

Children with Statements of Special Educational Needs

Section 324 of the Education Act 1996 requires the Governing Body to admit a child with a statement of special educational needs that names their school as long as the College can meet their needs within the funding protocol. This is not an oversubscription criteria and schools must admit such children whether they have vacancies or not. Therefore places will be allocated to these students before other applicants.

Casual Admissions and Waiting List

After places have been allocated, a waiting list will be maintained at the College for Year 7 up until the end of the first term, prioritised according to the admissions criteria above. New names will be added to these lists, according to the priority. When places become available at any time after the allocation process, these will be offered to students on the list. When places become available, the allocation for casual admissions for Years 8 to 11, and for Year 7 from the beginning of the Spring Term, will be prioritised and offered to those in the following priority:

1. A looked after child or a child who was previously looked after but immediately after being looked after became subject of 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.
2. Incomer- relocated into Torbay with no school place
3. Change of domestic circumstances – relocated locally within Torbay, or current school becomes non-viable because of family/social/economic reasons
4. Parental Transfer – parental reasons e.g. parent considers there to be difficulties with present school

False information, or information found to be false subsequent to the allocation of a place, would lead either to the place not being allocated or if the place had been allocated it would be withdrawn.

In exceptional circumstances the College reserves the right not to admit a student who is perceived to be a risk to others and themselves due to extreme behavioural issues.

Fair Access Protocols

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol **must** take precedence over those on a waiting list. The Protocol aims to ensure that the

needs of pupils are fully considered before admission to school and that they are admitted to school without undue delay.

Children who may be considered under this Protocol include:

- a) Children from the criminal justice system or PRUs who need to be reintegrated into mainstream education
- b) Children who have been out of education for two months or more*
- c) Children of Gypsies, Roma, Travellers, refugees and asylum seekers
- d) Children who are homeless (including children living in refuges)
- e) Children with unsupportive family backgrounds for whom a place has not been sought
- f) Children who are carers
- g) Children with SEN, disabilities or medical conditions (but without a Statement)
- h) Children with a child protection plan in place
- i) Children who were permanently excluded from their last maintained school placement and who are ready for re-integration to an alternative school
- j) Children returning to school following a period of unsuccessful elective home education

Multiple Birth Siblings

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the College, including offering place(s) above the Published Admission Number (PAN) wherever possible. Where that is not possible parents will be invited to decide which of the children should be allocated the available place(s).

Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

Residential Address

The child's home address is taken to be the address of the persons with parental responsibility with whom the child lives for 80% or more of the school week. The College may seek proof of residence. Evidence such as a utility bill, Council Tax demand or solicitor's letter confirming a signed contract for a house purchase would be deemed appropriate. Failure to satisfy the College of residence at the address used in an application for the allocation of a place will lead to the withdrawal of the place if it has been offered.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

The College will make a decision 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 parents' views; information about the child's academic, social and emotional development; where relevant their medical history 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. We will also take into account the views of the present school concerned. When informing a parent of our decision on the year group the child should be admitted to, the College will set out clearly the reasons for our decision.

College Admissions Panel

The College Admissions Panel for Brixham College will consist of the Principal, Vice Principal – Standards for Learning, the designated College's Admissions Officer, plus

Three members of the Governing Body of the College. This Panel will be responsible for the allocation of places for Brixham College, and it is not possible for any individual member to allocate a place.

Appeals Process

If an applicant is not satisfied with the final outcome of the application process, and there are exceptional circumstances supporting an application for a place, then an appeal may be made. Applicants have the right to appeal, which may be exercised at their discretion, in accordance with the procedure laid down in the TIPS 2 booklet, obtainable from Brixham College, Higher Ranscombe Road, Brixham, Devon TQ5 9HF or the Torbay Independent Appeals Panel, c/o Democratic Services, Torbay Council, Town Hall, Torquay TQ1 3DR. Enquiries can also be made to Children's Services on 01803 208908. This will involve completing an appeal form and the Appeals Panel, which is independent of the College and LA, at a meeting which parents are encouraged to attend, will decide the case. Parents cannot appeal again in the same academic year unless there have been significant and material changes in parents' circumstances and that if they feel there are such circumstances they need to make a fresh application. The Panel's decision is legally binding on the parents and the College.

Local Authority's Policy on School Transport

Free transport maybe provided to the nearest school where the LA can offer you a place, provided the distance is beyond the statutory walking distance of three miles. If you choose to send your child to a school which does not qualify for free transport, as explained above, the journey to school will be your

responsibility. The distance measurement to determine which is nearest is measured by shortest walking distance. Further details of transport arrangements can be obtained from the LA on www.torbay.gov.uk/schooltransport.

Discretionary Clothing Grant

Students are expected to conform to the College's uniform policy, which is published in the College Prospectus and website. For families in severe hardship, a discretionary clothing grant is available for exceptional cases, and further information should be sought from the College.

Admission Numbers

The total number of students registered at the College for Autumn 2020 census including 6th form was 1068. The total number of students registered at the College for Spring 2021 including 6th form was 1075. The Planned Admission Numbers (PAN) for September 2022-2023 are as follows:

Year 7	210
Year 8	210
Year 9	210
Year 10	210
Year 11	210

There are generally more students seeking a place, than places available. This information is only provided for general guidance.