

The Admissions Policy for Warriner School for 2016-17

Introduction:

The Warriner School acquired Foundation status on 1st February 2007 and in doing so became its own Admissions Authority. The School's Governing body has an Admissions Committee that oversees all aspects of the School's role as its own Admissions Authority. The Terms of Reference for this committee are attached in appendix 4.

The Admissions criteria for Year 7 are shown in appendix 1. In-year admissions criteria are set out in appendix 2. The Admissions criteria for Year 12 are shown in in appendix 3.

Objectives:

1. To meet the requirements of the School Admissions Code 2014, Oxfordshire's Coordinated Admissions Scheme and, when appropriate, the Oxfordshire's Fair Access Protocol.
2. To protect the interests of key stakeholders. These are the current staff and students, Partnership schools, potential students and their families who live within the school's designated catchment area and potential students and their families who already have a sibling at the school.
3. To meet the needs of students from beyond the designated catchment area to both meet the requirements of Fair Access and enable the school to remain as close to its published numbers as possible.

Entry to The Warriner School at the beginning of Year 7

In order to be considered for a place at The Warriner School, interested parties must apply via Oxfordshire County Council (OCC). All applications received by OCC by the published deadline will then be considered for a place for the following September. The school as its own Admissions Authority will apply the published admissions criteria for the academic year and allocate places accordingly. OCC will be advised of the allocation and will send out the offers on behalf of the school. If any offers are declined, the school will make these places available in the second round of offers as published by OCC. At this point late applicants can be considered. The school will once again apply its admissions criteria to all applicants and notify OCC of the allocation of places. Any students who have failed to gain a place at this point will remain on the continued interest list. Should any places become available they will be allocated to students on the continued interest list, using the school's admissions criteria. For Year 7 the continued interest list will remain until 30 June of the academic year of entry. The parent of any student who has been unsuccessful active will have the right to appeal in accordance with the School Admissions Appeal Code.

In-year Admissions

Applications for in-year admissions must be made via OCC. All applications will be considered by The School's Admissions Committee and in the event of a place being available, will be offered using the published in-year admissions criteria (Appendix 2). Those who are unsuccessful with in-year applications may place a student's name on the Continued Interest list (waiting list). The Continued Interest list will be maintained until 30 June for the academic year of entry.

Appeals:

The parent of any student who is unsuccessful with an application has the right to appeal in accordance with the School Admissions Appeal Code. Appeal forms are available from The Warriner School and should be sent to OCC.

Sixth Form Admissions Criteria Year 12 and 13

All students who are on roll at The Warriner School in Year 11 at the time of application and will complete Year 11 to the required standard are automatically offered places in Year 12 if they achieve the entry requirements for the Sixth Form as outlined in "The Warriner School Sixth Form Handbook". If a Warriner student does not take up this offer but decides after 1 September that he or she wishes to return to the Sixth Form, he or she will join the waiting list and will only be offered a place if one becomes available under the terms of the published Oversubscription Criteria.

Monitoring and Evaluation:

This policy will be reviewed annually to ensure that The Warriner School is working in accordance with the School Admissions Code 2014 and Fair Access guidelines. The review will also include an assessment of whether the school's key stakeholders are able to gain access to the school. In particular the Admissions committee will review the numbers of students coming to the school each year from Partnership primary schools.

Policy Review:

This policy will be reviewed annually by The Warriner School Admissions Committee.

Siblings

Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Time of Entry

The admission rules give some priority to those with a brother or sister attending The Warriner School at the applicants "time of entry". This means that in the normal admissions round there will be no sibling connection for admission purposes for the following:

- Applicants for entry to Year 7 if they have a brother or sister in Year 13
- Applicants for entry to Year 7 if they have a brother or sister in Year 11 and there is no expressed intention of staying on into Year 12

Where an application is unsuccessful parents have the right to appeal to an independent appeals panel. The details of this process will be sent out at the time of the decision to refuse a place.

Home Address

The address on the application should be the child's address at the time of application. This is the address at which the child spends the majority of term-time school nights (Sunday night to Thursday night).

Change of Address

Changes of address which occur after the closing date may be taken into account if proof of this change is provided by the date published in the LA's Admissions Rules.

To confirm a new address one of the following is required:

- A solicitor's letter advising contracts have been exchanged (if the property is being purchased); or
- A copy of a tenancy agreement (if the property is to be rented). If this tenancy agreement comes to an end before September 2014 the address may not be accepted for admissions purposes; or
- A copy of a Council Tax Bill showing the same name(s) as in Section 5 of the CAF.

Parents may also be asked to provide proof of address from correspondence they have received from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. Such correspondence must pre-date the application. The Local Authority will act as The Warriner School's agent in establishing a child's address.

Multiple Addresses

Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses then this should be declared in writing and signed by all parties with parental responsibility. Proof of the living arrangements (i.e. a court decision) may be requested together with confirmation of an address that has been given. If it is accepted by The Warriner School that a child spends time equally at two different addresses (for example, one week with each parent in turn during term-times), the address used for admissions purposes will be the address most favourable (i.e. closest) to the first preference requested.

The Local Authority will act as The Warriner School's agent in establishing the home address.

Fraudulent Applications

If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence in a designated/ catchment area) and this results in the denial of a place to a child with a stronger claim, the admission authority for the school may withdraw the offer of the place. This follows the guidance in paragraphs 2.12 and 2.13 of the School Admissions Code 2014 published by the Department for Education:

"[2.12] An admission authority **must not** withdraw an offer of a place unless it has been offered in error, parents have not responded within a reasonable amount of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority **must** give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if an offer is refused.

[2.13] A school **must 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 **must** 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 Local Authority will act as The Warriner School's agent in establishing whether a place has been obtained on the basis of a fraudulent or intentionally misleading application

Partner Primary Schools

Bloxham CE School

Hornton School

Sibford Gower Endowed School

Wroxton CE School

Bishop Carpenter CE School

Christopher Rawlins CE School

Deddington CE School

Dr Radcliffes CE School

Shenington CE School

The Warriner School

Designated Area

The designated (catchment) area for The Warriner School is attached as appendix 5.

Drafted: December 2014

By: Tim Jordan

Next Review: Term 5/6 (2015-2016)

Approved by the Admissions Committee:

Signed: Chair of Committee

Date: 18th December 2014

Approved by the Governing Body:

Signed: Chair of Governors

Date: 27th January 2015

THE ADMISSION RULES FOR THE WARRINER SCHOOL FOR ENTRY IN 2016/17

There are 228 places available at The Warriner School in each year group.
The admission rules are shown below in descending order of priority.

In accordance with legal requirements, children who have a Education, Health and Care Plan (EHC), naming a particular school in Part 4 of that Statement will be admitted to that school.

1. Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children. The term “previously looked after children” refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
2. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010.
3. Children who live in the designated area, attend one of The Warriner Partnership of schools and have a sibling at the school at the time of entry. *
4. Children who live in the designated area, attend one of The Warriner Partnership of schools and but do not have a sibling at the school at the time of entry.
5. Children who live in the designated area and have a sibling at the school at the time of entry but do not attend one of The Warriner Partnership of schools. *
6. Children who live in the designated area but do not attend one of The Warriner Partnership of schools and do not have a sibling at the school at the time of entry.
7. Children who attend one of The Warriner Partnership of schools and have a sibling at the school at the time of entry but do not live in the designated area.
8. Children who attend one of The Warriner Partnership of schools but live outside the designated area and do not have a sibling at the school at the time of entry.

9. Children who have a sibling at the school at the time of entry but do not attend one of The Warriner Partnership of schools and do not live in the designated area.
10. Children of a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made.
12. Children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Young People and Families' Geographic Information System.

* The sibling criterion does not apply where the older sibling has joined The Warriner School having been permanently excluded from another school or via a managed move.

Random allocation will be used as a tie-break in category '12' above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

Please note that for each of the categories referred to as criteria 1 to 11 if the number of applicants exceeds the number of places available priority will be given with each category to those who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education and Families' Geographic Information System.

THE IN-YEAR ADMISSION RULES FOR THE WARRINER SCHOOL FOR ENTRY

There are 228 places available at The Warriner School in each year group.

In accordance with legal requirements, children will be admitted if they have a Statement of Special Educational Needs naming Warriner School in Part 4 of that Statement.

The admission rules are shown below in descending order of priority. These are only applied where there are more applicants than places, at the time of consideration, for the relevant year group.

1. Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children. The term “previously looked after children” refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010.
3. Children who live in the designated area who would have a sibling at the school at the time of entry. *
4. Children who live in the designated area who would not have a sibling at the school at the time of entry.
5. Children who have a sibling at the school at the time of entry and do not live in the designated area.
6. Children of a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made.
7. Children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education and Families’ Geographic Information System.

* The sibling criterion does not apply where the older sibling has joined The Warriner School having been permanently excluded from another school or via a managed move.

The Warriner School

Please note that for criteria 1 to 6, if the number of applicants in a particular category exceeds the number of places available priority will be given to those who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education and Families' Geographic Information System.

Random allocation will be used as a tie-break in category '7' above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

Where an application is unsuccessful parents have the right to appeal to an independent appeals panel. The details of this process will be sent out at the time of the decision to refuse a place.

THE SIXTH FORM ADMISSION POLICY FOR ENTRY IN 2016/17

All students who are on roll at The Warriner School in Year 11 at the time of application and will complete Year 11 to the required standard are automatically offered places in Year 12 if they achieve the entry requirements for the Sixth Form as outlined above and detailed in the prospectus. If a Warriner student does not take up this offer but decides after 1 September that he/she wishes to return to the Sixth Form, he/she will join the waiting list and will only be offered a place if one becomes available under the terms of the published Oversubscription Criteria.

Applications may be made by completing paper forms or online under the Sixth Form link on our website at www.thewarrinerschool.co.uk. All applicants, including applicants from The Warriner School, must return the paper form or submit an online application by the published date.

Late Applications

Applicants who fulfil the entry requirements whose applications are received after the published deadline will be treated as lower priority than those applications received on time, in the initial allocation of places in February (please see information below on waiting lists).

If an applicant is offered a place after the usual starting date of 1 September, he or she will normally be expected to take up this place within one week of the date of the offer.

Offers of Places

All applicants who meet the entry criteria detailed in our current prospectus will be offered the opportunity for an information and guidance discussion with a senior member of staff at The Warriner School in order to agree the most suitable courses. Following these discussions, successful applicants will be sent provisional offers of places for the agreed courses, subject to places being available and receipt of a reference from the applicant's current school confirming their suitability for study in the relevant courses and pathway. If there are more applicants than available places the Governors' Admissions Committee will rank all applications received by the deadline in order of priority as described below under the Oversubscription Criteria.

Any applicants to whom we cannot offer a place will be notified and if appropriate, given the opportunity to put their names on the waiting list.

The Governors have the right to withdraw an offer of a place where it is found that:

- the offer of a place has been obtained through a fraudulent or intentionally misleading application, for example, the use of an inappropriate home address; or
- the parent/carer has not responded to the offer within a reasonable period of time of the offer being made and after a reminder has been issued.

If an application is withdrawn for any reason or an offer of a place at The Warriner School is declined the Head of Sixth Form must be notified immediately in writing.

Any change of the student's home address must be notified immediately in writing to the Head of Sixth Form.

Waiting Lists

If an offer cannot be made in the initial round in February because there have been more applications than available places in the Sixth Form at The Warriner School, applicants are encouraged to request that their name is placed on the waiting list. This waiting list is held until 31 December of the academic year of entry. It is likely that further places can be offered after February if the year of application and considerable movement in the waiting list is to be expected between the initial offer date and the publication of GCSE results in August.

If places do become available after February, the waiting list, including late applicants, will be re-ranked strictly in accordance with the published Oversubscription Criteria and the applicant who ranks highest at that time will be offered a provisional place subject to the entry criteria above.

Appeals

The parents/carers of a young person who has been unsuccessful in gaining a place at The Warriner School Sixth Form may appeal to an Independent Appeals Panel. The young person himself/herself also has the right to appeal; if both appeal separately, the appeals will be heard together. The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998 and the Appeals Code.

Parents/carers or young people wishing to appeal should write, setting out the grounds for their appeal, to the Clerk to the Governing Body of The Warriner School within 20 school days of receipt of confirmation that their application was unsuccessful. Appellants will receive at least 10 school days' notice of the date of their appeal hearing but in exceptional circumstances appellants have the right to waive this notice. Decisions will usually be communicated to appellants within five school days of the hearing.

Appeals for the sixth form will not be heard before confirmation of the examination results on which the offer of a place depends. Such appeals will be heard within 30 school days of being lodged.

Appeals lodged after the deadline for lodging appeals will be heard as soon as is reasonably practical.

Any additional evidence which appellants wish to submit after lodging an appeal must be in writing and must be submitted within five days before the hearing to allow for efficient administration of the appeal hearing. Any information or evidence not submitted by this deadline might not be considered at the appeal.

The appellant is invited to attend the hearing of their appeal and make their case to the panel, although if this invitation is declined the appeal may be heard on the basis of written evidence only. Appellants may be represented by or accompanied by a friend. The school must be informed in advance if you any witnesses are to be called or representatives are to attend the hearing. Whether an appeal is successful is likely to depend on the merits of the case. Further information on appeals is available on request from the school.

Only one appeal is permitted in respect of the same academic year unless, in exceptional circumstances, a second application has been accepted because of significant and material changes in circumstances (e.g. a change which puts the applicant in a higher oversubscription category).

Oversubscription Criteria

In the event of The Warriner School Sixth Form being oversubscribed, the oversubscription criteria will be applied. The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place in the Sixth Form. The Governors' Admissions Committee takes considerable time and the utmost care to ensure that the system is applied fairly. The Governing Body have the authority to determine whether an applicant meets the criteria for admission.

In accordance with legal requirements, those children who have a Statement of Special Educational Needs naming The Warriner School in Part 4 of the Statement will be admitted to the school.

Where there are more applications than places students who fulfil the entry criteria will be offered provisional places, subject to availability in the agreed pathway and courses, in the following order of priority (for definitions of the words in bold, see the section below on Definitions):

1. Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children. The term “previously looked after children” refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Students who hold a place at The Warriner School at the end of Year 11.
3. Students with a sibling on roll at The Warriner School at the date of application who is likely to remain on roll at the date of admission.
4. Students who live in the catchment area of The Warriner School.
5. Students whose home is nearest the school by the shortest direct line.

Where there are too many applications from within a particular category, applications will be given priority if they meet the conditions of the next category.

Definitions

Home

Home is defined as the address where the student usually lives at the time of application and which is the address of the parent/carer who receives Child Benefit for the student.

Documentary evidence may be required; please do not send such evidence with the application unless it is specifically requested.

Where parents/carers have shared responsibility for a child and the child normally lives for part of the school week with each parent, the child’s home address will usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (eg three or more days out of five Monday to Friday during term-time).

If applications have to be ranked according to distance from home to school, the measurement will be taken using GIS software from the geocode point for each property to the geocode point for the school. In the unlikely event of this software not being available due to circumstances beyond control, the most similar means available will be used which will be consistently applied.

Any change of a student’s home address must be notified immediately in writing to the Head of Sixth Form.

Governors' Admissions Committee Terms of Reference

Membership

Governors: Leigh Barmby
Janet Watts
Mandy Morris (Chair)
Toni Peppard

Advisers: Tim Jordan (Assistant Headteacher & Pastoral Care)

Clerk: Catherine Musgrove

Quorum: 2 Governors & an Assistant Headteacher

Clerk: Appoint and dismiss a Clerk to the Admissions Committee

The key functions of this group will be:

- To maintain an overview of the admission of new students to The Warriner School.
- To ensure that all applications are treated fairly and that the applicant is kept informed of any decisions.
- To review the school prospectus noting statutory items.
- To receive and act on new directives from Government and the LA.
- To oversee the Continued Interest List
- To prepare a report to the Governing body each term.

Appeals:

- The Senior Deputy Headteacher will represent the school at Admissions appeals.

Attendance:

- To review the overall pattern and use of exclusions, reporting to governors.
- To review the use of exclusions and to decide whether or not to confirm all permanent exclusions (and fixed term exclusions where necessary)
- To direct reinstatement of excluded pupils
- To set attendance targets
- To decide whether parenting contracts should form part of the school's attendance policy

Admissions:

- To consult and implement admissions policy (having regard to the Schools Admissions Code
- To appeal against the Local Authority directions to admit pupils

Pastoral:

- To review the role of the tutor and its impact on attainment

Committee Meetings:

These will be held once per term.

The minutes from these meetings will be held in Governors' documents.

Related Policies:

- Exclusion of pupils
- Drugs
- Discipline and Pupil Behaviour
- Attendance

Governors Code - Respect the confidentiality of those items of business which the governing body decides from time to time should remain confidential.

Terms of Reference for the Admissions Group Sub-Committee approved by the Governing Body:

Date:

Chair:

Next Review: Term 6 (2015-2016)