



## **Carter Community School Admissions Policy**

**The following information is for admissions for the academic year 2019/2020**

This policy sets out the admission arrangements for the **Carter Community School**. The school will comply with all relevant provisions of the statutory codes (the School Admissions Code and the School Admission Appeals Code) as they apply at any given time to maintained schools and academies, and with the law on admissions as it applies to publicly funded schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the school.

Children with an Education, Health and Care plan issued by a local authority naming Carter Community School will be admitted before preferences are considered for admission in September.

### **Oversubscription criteria**

Where there are more applications than places available the following criteria will be used, in numerical order, to decide the priority list for the offering of places up to the school's Published Admission Number of **180** for the admission year group:

- 1.** Looked after children and children who were looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
- 2.** Children with a sibling who is already attending Carter Community School and will continue to attend Carter at the time of admission.
- 3.** Children of staff at Carter Community School:
  - a) where the member of staff has been employed at Carter for two or more years at the time at which the application for admission is made
  - or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4.** Children on the roll of either Hamworthy Park Junior School or Turlin Moor Community School.
- 5.** All other children.

### **Tie break**

If Carter Community School is oversubscribed in any of the categories 1, 2, 3, 4, and 5 above, children who live closest to the school will be given priority. The school will use random allocation for applicants living an equal distance from the school or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be a member of the school who has no involvement with school admissions. Please read the final section in the policy for more information about how distance is measured.

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### **Siblings**

Priority will be given to those who have a brother or sister attending Community School in Years 7-10. This means that there will be no sibling connection for admission purposes for applicants for entry to Year 7 in September 2019 if they have a brother or sister in Year 11 at the time of application.

The definition of a brother or sister is:

- A full brother or sister who lives with one or both parents or carers in the same property during the school week
- A half-brother or half-sister who lives with one or both parents or carers in the same property during the school week
- Adopted or foster children who live with one or both parents or carers in the same property during the school week
- Non-blood related children who, together, all live with one or both parents or carers in the same property during the school week

### **Children of multiple births**

Where the final place in a year group is offered to one of twins, triplets or other children from multiple births living at a single address, the other siblings of the multiple birth will be admitted over the school's Published Admission Number.

### **Proof of home address**

The home address of a child is considered to be his/her permanent residence. The address must be the child's only or main residence. Documentary evidence may be required. Proof of permanent home address includes current council tax, statements, utility bills, residence orders or any other documentation considered appropriate. Documents will only be used for the purpose of verifying an applicant's home address.

Where a child spends time with parents at more than one address, then the address given should be the one of the prime carer. The prime carer is the parent in whose name Child Benefit payments are made. If Child Benefit payments are not received by either parent, then the address that the child has been registered at with a General Practitioner (GP) will be considered as the home address of the prime carer. You may be asked for evidence of who is the prime carer. The final decision on the home address of a child will be made by the school.

### **How home to school distance is measured**

Distance will be measured in accordance with the Local Authority admissions policy for Community Primary schools.

### **Fraudulent Information**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the Governors reserve the right to withdraw the place. An offer of a place can be withdrawn even after the child has started at the school.

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### **Waiting List**

Parents / Carers whose applications have not been successful may request that children's names be placed on the waiting list for one academic year. The waiting list is ranked using the over subscription criteria above applied in the order set out. If and when further places become available (for example because a family with a child at the school or to whom a place has been offered moves away), these are offered to children at the top of the list. It should be noted that children can be added to or removed from the waiting list at any time (for example because a family moves to the area) with the result that the ranking of a child already on the list may move up or down.

### **Pupils with disabilities**

Children with disabilities will be treated no less favourably than other applicants for admission. Disabled children will be given equal consideration of a place with others under the stated criteria for admission. The definition of disability is that contained within the Equalities Act 2010 (amended). Carter Community School will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

### **Admission of children outside their normal age group**

Applications for children to be educated in a year group different to that determined by their date of birth, will be considered on their individual merits by a specialist Panel comprising the Principal, a Board Member from the Governing Body and SENCO from Carter.

Carter Community School has adopted the local authority's *"Policy for responding to parental requests for admission to community and voluntary controlled schools to a year group different to that determined by their date of birth"* when considering applications for a year group different to that determined by date of birth.

Details of what you need to do to apply for a different year group can be found in the policy document available online at <http://www.poole.gov.uk/education-andlearning/school-and-colleges/school-admissions/> or from the Poole Admissions Team.

### **Late Applications**

Late applications will be acknowledged and if places are unavailable, the child will be placed on the school's waiting list in criteria order.

### **In year admissions**

For in year admissions (not including looked after and fair access, please see sections below), where there are more applications than places available, the school will prioritise applications in order of the oversubscription criteria.

### **In year admissions of looked after children**

A looked after child may be admitted to Carter Community School above the Published Admission Number if it is felt that the school is the most appropriate placement to meet the needs of the individual child. The school has adopted the Borough of Poole Protocol for dealing with in year admissions of looked after children.

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**In year admissions fair access (including children moving into the area)**

Carter Community School adheres to guidelines set out in the In Year Fair Access Protocol organised by the Borough of Poole Admissions Team. The purpose of the In Year Fair Access Protocol is to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Headteachers and/or their representatives. When seeking to place a child, the Panel will consider all schools in a fair, equitable and consistent manner. Decisions of the Panel may mean that individual schools admit children above the Published Admission Number.

**Admission to Carter Community School will be in accordance with the agreed scheme for co-ordinated admission arrangements 2019/20**

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