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# **Stoke Park School**

## **Admissions Policy 2023/24**



**Date of Last Review: Feb 2022**

**Reviewed by: Headteacher**

**Agreed by Governors: February 2022**

**Frequency of Review: Annually**

**Date of Next Review: February 2023**

Stoke Park School is an academy within The Futures Trust, a Multi Academy Trust (the Academy Trust) and the Academy Trust is the Admission Authority. It participates in the Local Authority coordinated scheme for Year 7 admissions intake. All applicants should adhere to the deadlines within the scheme. The admission arrangements comply with the Fair Access Protocol as detailed in the Admissions Code.

## Procedure for admitting students to Stoke Park School

### Admissions Number

1. For September 2023, Stoke Park School's Published Admissions Number (PAN) for Year 7 is 180.
2. In any specific year, the Academy Trust may set a higher admission number than the School's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy Trust will undertake a full consultation. Pupils will not be admitted in any year group above the published admissions number for that year group unless a successful appeal is lodged, a pupil is allocated under Fair Access arrangements, or where the final place in a year group is offered to one of a pair of twins or other multiple births or in the cases of twins or multiples (see paragraph 12). Such circumstances shall be reported to the Secretary of State.

### Process of Application

3. Arrangements for applications for places at Stoke Park School will be made in accordance with the Local Authority's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Local Authority.
4. The Academy Trust will use the following timetable for applications to Stoke Park School each year (exact dates within the months may vary from year to year) that, whenever possible, will fit in with the common timetable agreed in Coventry.
  - a) **By September** – The Academy Trust will publish on Stoke Park School's website, information about the arrangements for admission, including oversubscription criteria, as soon as they have been determined. This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy Trust will also provide information in relation to Stoke Park School to Coventry Local Authority for inclusion in the composite admissions prospectus, as required;
  - b) **September/October** – The Academy Trust will provide opportunities for parents to visit Stoke Park School;
  - c) **By 31 October** – Deadline for the Common Application Form to be completed and returned to the child's home local authority. Local Authority to administer;
  - d) **Late November** – local authority sends Stoke Park School full details of the numbers of applications to the Academy Trust;

- e) **Early/Mid December** – If the number of applications exceeds the PAN, the Academy Trust will consider all applications, apply the oversubscription criteria (as appropriate) and provide Coventry Local Authority with a list of those applicants ranked according to the School's oversubscription criteria.
- f) **February** – Coventry Local Authority applies agreed scheme for Coventry schools, informing other local authorities of offers to be made to their residents.
- g) **1 March** each year or next working day – offers made to parents.

### **Consideration of Applications**

- 5. The Academy Trust will consider all applications for places at Stoke Park School. Where fewer than the published admission number for the relevant year groups are received, the Academy Trust will offer places at Stoke Park School to all those who have applied.

### **Special Educational Needs**

- 6. All students with an Education Health and Care Plan (EHCP) that name Stoke Park School in the EHCP will be admitted.

### **Applications for children to be admitted into a class outside of their normal age group**

- 7. Where a parent/carer seeks a place for their child outside their normal age group they must notify their intention on the application. Parents/carers will then be contacted to discuss the matter further as each case will be considered on the circumstances of each case and in the child's best interests. There are no guarantees that such applications will be agreed. Parents/carers will be sent a letter setting out the decision and reasons for it.
- 8. If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Local Governing Body. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Local Governing Body will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Headteacher.
- 9. If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DfE Guidance which can be found at:-  
<https://www.gov.uk/government/publications/summer-born-children-school-admission>

## 2023/24 Oversubscription Criteria

10. If there are more requests for a school place than there are places available within the School's admission number, places will be allocated in accordance with the following criteria and in the order shown below:

1. **Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children) and all children who were previously looked after but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is defined in Section 22 of the Children Act 1989 (see definitions section).**
2. **Children who live in the catchment area (Appendix 1) served by the School, who have a brother or sister attending the School provided that the brother or sister will be of compulsory school age and will continue to attend Stoke Park School the following year.**
3. **Other children who live in the catchment area served by the School.**
4. **Children living outside the catchment area with a brother or sister who currently attends the School, provided that the brother or sister will be of compulsory school age and will continue to attend Stoke Park School the following year.**
5. **Children of staff working at the School, with two years' service at the time of application.**

Staff refers to any person employed by the Academy Trust, or if employed by another organisation who works wholly or mainly in the School.

All staff who have been continuously employed by the Academy Trust for a period of at least two years for the purpose of working in the School as follows:

- All full-time teaching staff
- All full-time support staff – defined as those on 37 week and above contract
- All part-time teaching staff with a 45% and above timetable
- All part-time support staff who work at least 15 hours per week for 37 weeks or more.

The two-year qualification period may be waived if a post is hard to fill.

The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

### **Children by reference to the distance to the preferred school**

## **Tie Breaker**

11. If it is not possible to determine all the applications received that meet any of the categories described above, priority will be determined by the proximity of the child's home to Stoke Park School. This will be carried out using a straight-line measurement and a computerised mapping system, from the centre of the child's residence to the centre of the school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school as described above, the Directors will select by drawing lots. This process will be supervised by a person independent of the school.

## **Brothers and Sisters**

12. The Academy Trust sees the benefits of children from the same family attending the same school and give priority to brother and /or sister connections in its policy for allocating places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where the School is over-subscribed no guarantee can be given that places will be available for brothers and sisters. Where the final place in a year group is offered to one of twins or other multiple births the parent has to decide which child will take up the place.

## **Catchment area**

13. One of the aims of our School is to serve its neighbourhood and develop links with the local community to strengthen the School and the community. The area served by a school is known as the catchment area. If you have any queries relating to the School's catchment area, please contact the School directly.

## **Compulsory school age**

14. Brothers and sisters are required to be of compulsory school age within the oversubscription criteria. This means they must be attending in Years 7 to 11 at the time that the applicant would be joining the School.

## **Distance**

15. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the Local Governing Body will select by drawing lots.

## **Home address**

16. A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Local Governing Body that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.
17. If a place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.

### **Late Applications**

18. The closing date for applications in the normal admissions round is **31 October**. After that date, the Local Authority will continue to receive applications but these will be considered to be late and may not be processed until after 1 March the following year.

### **Appeals**

19. If your child has not been offered a place at Stoke Park School you have the right of appeal against the decision. Accepting the place you have been offered does not affect your right of appeal. Appeals are administered by the Local Authority and heard by an independent panel. If you want to appeal for a place you should contact the Resources Directorate at Coventry City Council. You will receive 10 school days' notice of the time and date of the appeal hearing. You will receive a statement nine school days before the appeal hearing saying why your child has not been offered a place and why the School is unable to admit another pupil. Any additional documents you wish to submit in support of your appeal must be received by the Clerk to the Local Governing Body at least three days before the appeal hearing. Failure to do this may result in your appeal hearing being adjourned.

### **Waiting Lists**

20. After the initial allocation of places on **1 March 2023**, the School will establish a waiting list and this will operate up until the end of the autumn term (31<sup>st</sup> December). Parents who wish for their children to continue to be considered for any places after the end of the autumn term must register their interest for the School via the Local Authority. A new waiting list will operate from the start of the spring term until the end of the academic year. Applications for inclusion on the waiting list will be ranked according to the schools oversubscription criteria.

### **Fair Access Protocol**

21. The Coventry Fair Access Protocol covers the arrangements for all admission requests and the integration or reintegration to schools of pupils who are requesting a place at a school and are considered more difficult to place. All secondary schools in Coventry are included in this partnership. The agreement requires each school to accept a quota of students who are regarded as more difficult to place over their published admission number if necessary.

## **In-Year Admissions**

22. The Parent(s)/Carer(s) of children seeking admission to the School should apply for a place by completing a standard admission form, available from the School or from the Local Authority. Once completed, the form should be returned to the Local Authority which coordinates all such applications, and the Local Authority will notify applicants of the School's admission decisions. If a place is not available in the relevant year group, Parent(s)/Carer(s) are entitled to appeal against this decision and if an appeal is lodged it will be heard within 30 school days of the appeal being lodged. The applicant's name will also be placed on the School's waiting list for admission into the relevant year group.

## **Post 16 Admissions Criteria**

23. The School currently provides for a maximum of 160 students in Year 12. The School's admission number for external students applying to join in Year 12 in September 2023 is 10.

24. Both internal and external pupils wishing to enter the Sixth Form will be expected to have met the same minimum academic entry requirements for the Sixth Form. Entry to Year 12 is not dependent upon attendance or behaviour records. Full details of the minimum requirements for all Year 12 courses are published in our prospectus.

## **Oversubscription Criteria**

25. If, after allocating places to eligible internal candidates, there are more requests for a school place than there are places available within the School's admission number, places will be allocated to those pupils who meet the academic entry criteria in accordance with the following criteria and in the order shown below (please refer to oversubscription definitions for further information). This process will be supervised by a person independent of the School:

- a) Students who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children) and all children who were previously looked after but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is defined in Section 22 of the Children Act 1989 (see definitions section).
- b) Students who live in the catchment area served by the School, who have a brother or sister attending the School provided that the brother or sister will be of compulsory school age and will continue to attend Stoke Park School the following year.
- c) Other students who live in the catchment area served by the School.
- d) Students living outside the catchment area with a brother or sister who currently attends Stoke Park School, provided that the brother or sister will

be of compulsory school age and will continue to attend the following year.

- e) Children of staff working at the School, with two years' service at the time of application.

Staff refers to any person employed by the Academy Trust, or if employed by another organisation who works wholly or mainly in the School.

All staff who have been continuously employed by the School for a period of at least two years for the purpose of working in the School as follows:

- All full-time teaching staff
- All full-time support staff – defined as those on 37 week and above contract
- All part-time teaching staff with a 45% and above timetable
- All part-time support staff who work at least 15 hours per week for 37 weeks or more

The two-year qualification period may be waived if a post is hard to fill.

The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

- h) Students by reference by distance to the School. Please see the definition of distance above at paragraph 8 of these admission arrangements.

26. If it is not possible to determine all the applications received that meet any of the categories described above, priority will be determined by the proximity of the child's home to Stoke Park School. This will be carried out using a straight-line measurement and a computerised mapping system, from the centre of the child's residence to the centre of the school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school as described above, the Directors will select by drawing lots. This process will be supervised by a person independent of the school, and a fresh round of random allocation will be used each time a child is to be offered a place from a waiting list.

## **Appeals**

27. Appeals against the decision of the school to refuse a place must be made in writing to the Chair of the Local Governing Body within 20 school days of notice of the refusal.

28. Appeals will be heard by an independent appeal panel.



## Appendix 1

### Roads in the Stoke Park catchment area

- Alliance Way including (upwards 53 odd and upwards 56 - 62 even)
- Alverstone Road
- Ambler Grove
- Ansty Road (2 - 40 even)
- Anthony Way
- Argyll Street
- Avon Street (1 - 135 odd and 2 - 138 even)
- Barras Green
- Barras Heath
- Beaconsfield Road
- Binley Road (25 - 149 odd and 54 - 296 even)
- Bolingbroke Road
- Brays Lane
- Briars Close
- Brighton Street
- Briton Road including Westbury Court and Westbury Mews
- Bromleigh Drive
- Browning Road
- Burlington Road (upwards 54 even and upwards 59 odd)
- Burns Road
- Caludon Road (upwards 7 odd and all even numbers)
- Camden Street
- Central Avenue
- Chandos Street
- Church Lane (Stoke)
- Clara Street
- Clay Lane (Stoke)
- Clements Street
- Cleveland Road
- Coleridge Road
- Copeswood Terrace
- Copperfield Road
- Coventry Street
- Crescent Avenue
- Dane Road

- Dawes Close
- Dean Street
- Dronfield Road
- Druid Road
- Duke Barn Fields
- East Avenue
- Emerson Road
- Emscote Road
- Enfield Road
- Ethelfield Road
- Goring Road
- Grenville Avenue
- Gresham Street
- Hamilton Road
- Harefield Road
- Harley Street
- Hastings Road
- Headborough Road
- Heath Road (upwards 24 even and upwards 5 odd)
- Hollis Road
- Holmfield Road
- Hugh Road
- Kempley Avenue
- Kings Grove
- Kingsway
- Longfellow Road (1 - 105 odd and 2 - 126 even) including Longfellow Court and Shelley Court
- Marlborough Road
- Mercer Avenue (83 & 83a, St. Albans Church and Vicarage)
- Milton Street
- Momus Boulevard
- North Avenue
- North Street
- Pinnars Croft
- Powell Road
- Quarrywood Grove
- Raleigh Road
- Richmond Street
- Roman Road
- Salford Close
- Sapphire Gate

- Saxon Road
- Shakespeare Street
- South Avenue
- St. Agatha's Road
- St. Ann's Road
- St. Michael's Road
- St. Osburg's Road
- Stepney Road
- Stoke Green
- Stoke Park Mews
- Stoke Row
- Stratford Street
- Tennyson Road (1 - 111 odd and 2 - 120 even)
- Uxbridge Avenue
- Villiers Street
- Walsgrave Road (22, upwards 34 even and upwards 79 odd)
- Welsh Road
- West Avenue
- William Arnold Close
- Wordsworth Road
- Wyver Crescent