



'Inspired to learn, supported to succeed'

Admissions Policy 2018 /19

Main School



POLICY DETAILS

Policy name	Ringwood School Admission Policy 2018/19
Status	Determined Policy
Strategic objective	To set out admissions arrangements for 2018/19
Policy owner	Headteacher
Authorised by	Governing Body
Authorisation date	February 2017
Review date	Annually to be decided
Statutory, regulatory and/or contractual considerations	Required by the school's contractual funding agreement with the Secretary of State for Education
Equality assessment	Positive



GENERAL INFORMATION

Ringwood School is an 11-18 National Teaching Academy. This means that we have greater autonomy and the freedom to innovate and raise standards meeting the needs of our local area.

Admissions Authority: Ringwood School Governing Body

The Open Evening will take place on Wednesday 4th October 2017 from 6:00pm-8:30pm.

Application to Ringwood School

Year 7 New intake Admissions:

The co-ordinated admission scheme requires parents to apply for a place (new intake only) at Ringwood School using the common application form available from your local authority or your child's Primary School.

Admission Enquiries:

Year 7-11 (casual admissions).

Please contact directly the admission officer, at Ringwood School if you are considering applying for a place.

Tel: 01425 475000 or email: office@ringwood.hants.sch.uk

Sixth Form admissions:

Application forms and a prospectus are available from the sixth form office, Ringwood School.

Tel: 01425 481273 or email: office@ringwood.hants.sch.uk

General Principles

The School's admission number for 2018 is 250.

Students will be admitted at age 11 without reference to ability or aptitude. The normal age of transfer to the school in September 2018 is 11, where the child reaches that age between 1st September 2017 and the 31st August 2018.

Children who live in the areas traditionally served by Ringwood Junior School, Poulner Junior School, Burley Primary School, Sopley Primary School, Bransgore C of E Primary School and St. Ives Primary School will have priority for transfer subject to places being available.

ADMISSION CRITERIA:

The Governors of Ringwood School - A National Teaching Academy, are the admission authority. All main round admissions are considered by the Local Authority and Ringwood School works closely with Hampshire County Council to ensure that the admission arrangements and over subscription criteria are complied with. The guiding principles of the school admissions policy are that each school should serve its local community; that as many children as possible attend their parents' preferred school; that siblings as far as possible can attend school together; and that children can benefit from curriculum continuity between



schools serving the same catchment area. The policy aims to be clear, fair and objective and complies with all relevant legislation.

Ringwood School works in partnership with Hampshire County Council with regard to the Fair Access protocol which will be applied alongside this policy to secure the admission of vulnerable students from specific groups.

The school will consider first all those applications received by the published deadline of **midnight on 31st October 2017**. Late applications (i.e. those submitted after midnight on 31st October 2017) will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications. **Notifications to parents offering a secondary school place will be sent by the County Council on 1 March 2018**. For the normal admission round, all preferences will be considered simultaneously and ranked in accordance with the admissions criteria, if more than one school can offer a place, the parent's highest stated available preference will be allocated.

If the school is oversubscribed, the following criteria will be applied and places will be offered in the following priority order. Places for late applications will be allocated using the same criteria.

1. Looked after children or children who were previously looked after (see (a) in Definitions).
2. **For applicants in the normal admission round only.** Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends Ringwood School rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children of members of staff who have been employed at the school (see (b) in Definitions) on a permanent contract for a minimum of two years or more years at the time of which their application for admission to the school is made or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living **in** the catchment area of the school (see (c) in Definitions). Children who at the time of application have a sibling (see (d) in Definitions) on the roll of the school who will still be on roll at the time of admission. (See 5 for additional children who may be considered under this criterion.)
5. Other children living in the catchment area of the school.
6. Children living **out** of the catchment area of the school: children who at the time of application have a sibling (see (d) in Definitions) on the roll of the school who will still be on roll at the time of admission. (Where a sibling was allocated a place at the school in the normal admission round in a previous year because no places were available at the catchment school for their address, the application will be considered under 3(i), above, subject to the address being the same for both applications.) In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school under this criterion as a consequence of their elder sibling's displacement and they remain living in the catchment area.



7. Children living out of the catchment area of the school who are on the roll of linked junior / primary schools: Ringwood Junior School, Poulner Junior School, Burley County Primary School, Sopley Primary School, Bransgore Church of England Primary School and St. Ives Primary School.
8. All other children living out of the catchment area of the school. .

If the school is oversubscribed from within any of the above categories or subcategories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Geographic Information System (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to the school address point). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance.

TIE-BREAKER

In the event of a tie between two or more children when applying strongest geographical claim based on straight line distance, where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Body at Ringwood School. This will be in the form of a manual process which is overseen by an independent person.

MULTIPLE BIRTHS

If the last student to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further same cohort sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other student will be admitted until a place becomes available within the PAN.

STUDENTS WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS OR AN EHCP

The governors will admit any student whose final statement of special educational needs or Education Health and Care Plan (EHCP) names the school. Where possible these children will be admitted within the PAN.

IN-YEAR FAIR ACCESS PLACEMENTS BY THE LOCAL AUTHORITY

The local authority has a responsibility to ensure that all students are placed in schools as quickly as possible. It may therefore sometimes be necessary for a student to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the In-year Fair Access Protocol. The Protocol is based on legislation and government guidance.

MOVING INTO THE AREA

In the event of a prospective family needing to move house at any point during the admissions procedure, then it is the duty of the parents concerned to notify the school's Admissions Officer in writing with copies of relevant documentation:



- Advising that an exchange has been reached on a purchase and agreed with parties concerned or evidence of a testimony agreement.

Or

- A letter from an employer confirming details of relocation to a specific address.

SCHOOL CLOSURES

In the event of a school closure, students from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

WAITING LIST

When all available places have been allocated, a waiting list will be operated by the school. Parents who wish their child to be included on the waiting list for in year admissions should inform the School in writing. For the main admission round children will be automatically added to the waiting list in accordance with Hampshire's co-ordinated scheme for main round admissions. The waiting list operates in accordance with the published admission criteria.

Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions will take priority over the waiting list.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;
- each year parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Parents may keep their child's name on the waiting list for as long as they wish.

In respect of year 7 placements, if a place is offered and the application then proves to be fraudulent, and this has been identified by the first October half-term following admission, the offer of a place will be automatically withdrawn.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents can seek places outside their normal age group. Decisions will be made on the basis of the circumstances of each case; parents may be offered a place in another year group at the school.



APPEALS

Parents seeking admission for their child, who has not been given a place has a right to appeal to an Independent Appeals Panel. Please write to the Admissions Officer at Ringwood School if you wish to do this. The school will then send you the appropriate information.

TRANSPORT TO RINGWOOD SCHOOL

For students who live in Hampshire, provided that Ringwood School is the nearest catchment school, transport will be provided free of charge by Hampshire LA, providing the distance criteria is met: i.e. you live more than three miles from Ringwood School. In addition, if a child age 11 or over is entitled to free school meals or if their parents are in receipt of the maximum level of Working Tax Credit, Hampshire LA will arrange free transport to anyone of the three nearest suitable schools, where the distance travelled is more than two miles but NOT more than six miles from the home address. The two mile distance will be measured by the nearest available walking route and the six mile distance along road routes.

Other transport support maybe available for children with Special Educational Needs, Disability, Medical Needs, Young Carers and some exceptional circumstances. You will need to contact your local authority if you believe you have a case for support with transport.

Hampshire County Council provide a bus pass to Ringwood where the school is the nearest secondary school.

Ringwood School provides a travel subsidy for students from Bransgore Church of England Primary School, Burley County Primary School and Sopley Primary School where Ringwood is not the closest secondary school. Parents who wish to send their child/children to Ringwood will be offered a transport pass. The school is committed to maintaining the availability of travel until students complete Year 11.

Parents who have any concerns about transport should contact the school Admissions Officer on 01425 475000.

OTHER INFORMATION

The school prospectus gives information about the school and details of the Admission Procedures. Parents are encouraged to visit and view the school with their child on one of the school's tour programme days, held in the Autumn Term.

LEGISLATION

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).



DEFINITIONS:

- (a)** This criterion provides priority for children who are (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 (see the definition in section 22(1) of the Children Act 1989). Previously looked after children are those that were previously looked after but immediately after this point became subject to an adoption, arrangement or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a “special guardianship order” as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
- (b)** “Staff” includes all those on the payroll of the school. “Children of staff” refers to situations where the staff member is the natural parent, the legal guardian or a step parent.
- (c)** The child’s permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.
- (d)** “Sibling” refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adoptive brother or sister are living at separate addresses. Criteria 3(i) and 4(i) include children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.