

Abbeyfield School Admissions Policy 2019



**ABBNEYFIELD
SCHOOL**
*Creative
Education
Trust*

Abbeyfield School is an 11-18, co-educational, non-selective Academy in Northampton and are part of the growing Creative Education Trust (CET). Pupils are admitted without reference to ability, aptitude, race, creed or gender. It is our intention that the Academy is genuinely comprehensive in all aspects and that a vibrant learning environment will be created by accommodating pupils with the widest range of gifts and talents. It is expected that prospective parents and pupils will support the core values of the School as expressed in its policies.

Applicants refused admission are entitled to appeal to through Northampton County Council's Democratic Services who organises appeals for the school.

Admissions criteria

Abbeyfield School will admit 240 pupils in Year 7. The college will allocate places to pupils with an Education Health Care Plan (EHCP) where the college, after consultation with the Local Authority, has been named on the EHCP as appropriate provision.

The admissions policy for Abbeyfield School follows the Co-ordinated Admission Scheme for Secondary Schools in the Area of Northamptonshire. Parents will need to complete a Common Application Form and submit it to the Local Authority.

Places will be allocated to pupils who have an EHCP that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Children in public care (looked after children) or previously in public care (see full definition below).
2. Children of Staff at Abbeyfield School where any of the following are met:
 - The member of staff has been employed at the school for two or more years at the time at which the application for admission to the academy is made.
 - The member of staff is appointed to fill a vacant post for which there is a demonstrable skill shortage, applications can only be made once the member of staff accepts the offer of employment;
3. Pupils who will have an older brother or sister continuing at Abbeyfield School at the time of admission of the younger child;
4. Pupils who live closer to Abbeyfield School than any other school;
5. Other pupils.

Distance tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school using NCC's Geographical Information System.

If two pupils live exactly the same distance away from the school, random allocation will be used as an additional tiebreak to decide who has the highest priority for admission.

Definition of a Looked After Child or a Previously Looked After Child:

'Looked After Children' are those 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 at the time of making an application to the school. 'Previously Looked After' Children are defined for the purposes of the legislation as those who, immediately after being in care, became subject to an adoption, child arrangements, or special guardianship order. (Parents must supply a copy of the relevant order as evidence of their child's status.)

Definition of a Sibling:

- A brother or sister living at the same address, who shares the same parents.
- A half-brother or half-sister living at the same address, where two children share one common parent.
- A step brother or step sister living at the same address, where two children are related by a parent's marriage.
- Adopted or fostered children living in the same household.

Waiting Lists

All parents who are unsuccessful in gaining a place at the school for their child will be sent information explaining how they may, if they so wish, place their child's name on the Waiting List. A request to be added to the waiting list can be made upon receipt of a letter declining a school place. This includes late applications.

Requests for your child's name to be added to the waiting list must be made in writing (via letter or email) directly to Abbeyfield School. You may also request for your child's name to be added to the waiting list by contacting the Local Authority.

If a place becomes available in Year 7 (if the number of pupils in the year groups falls below the published admissions number of 240), it will be allocated to the next child on the waiting list according to the over-subscription criteria in the Admissions Policy, not on a first-come, first-served basis.

Waiting lists will be held until the end of the academic year. If parents wish their child's name to be placed on the waiting list in subsequent years, they should make a new application for a school place by contacting the school and the Local Authority after 1st July in each subsequent year.

Late Applications

Late applications will be considered following the criteria set down in Abbeyfield School's admissions procedure, with due regard to the LA late admissions procedure.

Admission of Children outside their normal age group

Abbeyfield School will, in accordance with the School Admissions Code, consider requests from parents for their child to be admitted to a year group outside that of their chronological age. Parents should follow the usual admission procedures and make it clear on the application form that the request is for a place outside the normal age group. Parents should include relevant professional evidence to support such a request. We will consider all requests upon receipt on their own merit and individual circumstances.

In Year Admissions

Abbeyfield School will consider all such applications made via the Local Authority.

Sixth form admissions

Admission to Year 12 at Abbeyfield School's Sixth Form is a separate and distinct point of entry. The PAN for external students entering Year 12 is 20 students.

Entry to the Sixth Form will be in accordance with the School Admissions Code and the admissions criteria set out below will be reviewed annually by the governors. For Abbeyfield School, it is expected that the capacity of Year 12 will be up to 120 students from September 2016. The admission criteria for both internal and external students will be the same:

For A Level courses, appropriate prior attainment, published on our website and in the Sixth Form Prospectus is a requirement of entry. A Level courses will require English and Mathematics GCSE at grades A* - C. Other requirements will be as outlined in the Sixth Form Prospectus. In exceptional circumstances students who do not achieve the required grade in English and Maths may be accepted but they will be expected to re-sit those examinations.

Right of appeal

Parents whose application is turned down shall be entitled to appeal to an independent appeal panel. Further details are available from the Local Authority.

Additional Information

Following the offer of a place at Abbeyfield School parents/carers can be asked to provide evidence of their child's identification and main residence to comply with Abbeyfield School's admissions criteria. The forms of identification may include;

- Birth Certificate – a short version is acceptable.
- NHS Registration Document.
- Council Tax Bill.
- Two current utility bills dated within the past six months.