



**POLICY:** Admission Policy for 2020-2021

**STATUTORY:** Yes

**DATE AGREED:** December 2018 (revision agreed May 2019)

**REVIEW DATE:** November 2019

**RESPONSIBLE MEMBER OF STAFF:** W Bradbeer

**GOVERNOR COMMITTEE:** FGB

**SIGNED HEADTEACHER:** A Evans

**SIGNED CHAIR OF GOVERNORS:** D Hiley



## Admissions Policy for 2020-2021 onwards

### Eligibility

Children are normally admitted to JMHS at the beginning of the school year following their 11th birthday and students will be offered a place on the basis of the following ranked criteria:

1. Children with an Educational Health Care Plan (EHC) which names JMHS.
2. Looked after children and children who were looked after, but ceased to be because they were adopted or became subject to a residence order or special guardianship order
3. Children who live in the catchment of JMHS
4. Siblings of students already attending the school
5. Exceptional circumstances: children with exceptional medical, social or compassionate grounds for admission and whose parents can show that entry to JMHS is necessary for the wellbeing of their child. Parents would be required to produce a medical certificate or other appropriate information, preferably from an independent source.
6. Children eligible for pupil premium or service premium; The Pupil Premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. The Service Premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of children of Armed Services personnel.
7. Children of staff at school: where the member of staff has been employed at the school for two or more years at the time of the admission application being made and / or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Children who are attending one of the feeder primary schools
9. Any other child

Parents considering applying for their children to attend JMHS are welcome to telephone for an appointment to visit the school and receive any relevant information.

### Notes

1. Children with an Educational Health Care Plan which names JMHS will be allocated places first. Places will then be allocated according to the priority order cited above.
2. Looked after children are our second priority because we wish to protect children who were or are in public care from further disadvantage that can arise from possible changes of school when the care placement changes. Looked after children refers to children currently in public care or those who were looked after but ceased to be because they have been adopted or become subject to a residence order or special guardianship order.
3. This is our third priority because we give high importance to try and ensure that children are able to attend the school within their local community. Living within the defined catchment area is defined as '*a child residing with his/her Parent(s)/or carer(s) at his/her normal and genuine place of residence for the majority of the time*'. A map of our catchment area is shown below.
4. This means children who have an older sibling at JMHS, not only at the time of application but also when the younger child is due to start. A sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents/carer's partner, and in every case the child should be living in the same family unit at the same address.

5. We will consider any exceptional circumstances that may be relevant.
6. Pupil Premium or Service Premium children are the next priority.
7. Children of JMHS staff are the next priority.
8. Our feeder primary schools are: Ashperton Primary School, Bosbury CE Primary School, Colwall CE Primary School, Cradley CE Primary School, Eastnor Parochial Primary School, Ledbury Primary School and Much Marcle CE Primary School.
9. The school's Planned Admission Number (PAN) for Year 7 students is 150.

#### How to Apply (Year 7)

All applicants are required to complete The Common Application Form (SA1) by the stated deadline. Your Local Authority provides this form; it is not available from JMHS.

#### Transferring to JMHS after the start of Year 7

If a student wishes to join JMHS after the start of Year 7 or in Years 8 -11, their parents or carers should contact our Admissions Officer who will then arrange to meet with you, show you around the school and help you reach a decision. Applications will be ranked according to our eligibility criteria and students in Years 10 or 11 are admitted on the understanding that GCSE Option choices and academic sets may be limited by availability.

#### Allocation of Places

Where fewer than 150 applications are received, JMHS will offer places to all those who have applied. We do, however, retain the right to refuse admission to applications who have been excluded from two or more other schools. The ability to refuse admission of the students runs for a period of two years from the date of the last exclusion.

In the event of over subscription, a waiting list will be established and any subsequent available places will be offered following the eligibility criteria listed above.

#### Oversubscription Policy

Distance from school will operate as the tie break should the school be over-subscribed from any of its designated priorities. Distance will be measured by the shortest available walking route using a road and/or made up footpath from the front door of the child's address (including flats) to the main entrance of the school, with those living closer to the school receiving the higher priority.

#### Arrangements for Appeals

JMHS adheres to The School Admission Appeals Code (2012) and will ensure that an independent Appeals Panel is appointed in accordance with the provisions of the Code, should any parent wish to make an appeal. The determination of the Independent Appeals Panel is binding on all parties.

#### Sixth Form Admissions

We also welcome students from other schools into our Sixth Form. Admission to the Sixth Form is by a formal recruitment process and attainment at least 5 GCSEs at Grade 5-9 which would normally include English and Maths. Certain subjects will require you to have achieved at least a grades 6 or 7 in your GCSEs in order to study at A-level.

The student must also have shown the requisite attitude towards their studies with an average of at least 5.5 for their Care & Concentration and their Homework grades during the summer term of Y10 and all of their Y11.

These are guidelines and each application will be looked at individually and specific circumstances taken into account.

The recruitment programme includes:

June Y10	Preliminary interview with a member of the Senior/Sixth Form Leadership Team
October	Open Evening – an opportunity to look around the Sixth Form and meet subject staff and students
October	Taster Day to experience Sixth form lessons
November	Second round interview with a member of the Senior/Sixth Form Leadership Team)
February	Interview with a member of the Senior/Sixth Form Leadership team(third round)
March	Conditional offer letters sent
June & July	Prospective Sixth Form students attend our transition programme aimed at bridging the considerable gap between GCSE and A-level work
August	GCSE results day - students are invited to enrol to formalise their options

Students from other schools are welcome to apply and will follow the same recruitment process as students from JMHS. Educational references will be obtained before confirmation of a place.

Prospective students are welcome to attend the Sixth Form at any time. Please contact our Head of Sixth Form on 01531 631012 x370 to arrange a mutually convenient time. The Sixth Form has its own webpage on the school website and all pertinent information can be found here, including the prospectus.

# Catchment area of John Masefield High School

