

C. How Places are Allocated

If the number of preferences received for a school is below the school's Admission Number, all applications for admission to the school will be granted. Places cannot be reserved for 'in catchment' children unless they are children of reception age whose parents have applied for their entry to school to be deferred until a later date in the same school year.

If the number of preferences received for a school is above the school's Admission Number the following oversubscription criteria will be applied, in the priority order listed, to determine the allocation of available places:

Oversubscription Criteria

- Priority Category 1: 'Looked After' children (children in public care) & previously 'Looked After' children.
- Priority Category 2: Children whose home is inside the school's catchment area and have an older sibling attending the school from the same address, at the date of application, who will continue to attend that school in September 2019.
- Priority Category 3: Children whose home is inside the school's catchment area who do not have an older sibling attending the school.
- Priority Category 4: Children whose home is outside the school's catchment area and have an older sibling attending from the same address, at the date of application, who will continue to attend that school in September 2019.
- Priority Category 5: Children whose home is outside the school's catchment area who do not have an older sibling attending the school.

For the avoidance of all doubt the reference to 'home' in the oversubscription categories above and the 'tie breaker' overleaf refers to the actual location of the residential dwelling in which the child lives.

Please note that childcare/childminding arrangements or a parent's place of work cannot be taken into account when applying admissions criteria.

The date a parent/carer requests with a school that their child's name be put on their school's initial list is not a criteria for entry and does not guarantee a place; it merely enables information for parents to be sent out at the correct time.

Tie breaker

Children will be admitted up to the Admission Number in order of priority as outlined above. If, within any one of the priority categories listed, all the applicants cannot be offered a place, preference will be given to children living nearest to the school. Distance will be measured by the Authority using the shortest, safe walking route between the home address and the nearest open school gate. For the avoidance of doubt, in areas where no safe walking route has been identified by the Authority, the shortest driving route between the home address and the nearest open school gate will be used. The distance will be measured by using the Mapinfo System only, in order to ensure equality of opportunity to all applications. Measurements calculated by any other

system will not be considered. The home address in instances where parents have shared responsibility for children, will be the address to which Child Benefit is paid.

Note

Siblings

Children will be classified as siblings if-

- (a) they are half or full brother or sister
- (b) they are an adoptive or fostered brother or sister
- (c) they are children i.e. step brother/step sister living full time/permanently in the same household

Please note that cousins, nephews and nieces are not counted as siblings.

In relation to secondary school, siblings must be in years 7 to 11 of the relevant school in September

2019. Siblings attending the sixth form at a comprehensive school in September 2019 are not considered for purpose of admissions of younger children.

Multiple Birth Children (e.g. twins or triplets)

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth e.g. twin or triplet then the Authority will also admit the other sibling(s).

Children of UK Service Personnel

Children of UK service personnel will be treated as in catchment if their application form is accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a definite return date and confirmation of the new address.

Admission Number Variations

Where the Authority is in the process of requesting a variation to the Admission Number of a school, due to changes in the accommodation available, the proposed number is recorded under the relevant school.

Waiting Lists

Following the allocation of places during the normal admission round, any pupil that is refused admission to an oversubscribed school will be placed on the waiting list. The list will be maintained until the 30th September (in line with the requirement in the School Admissions Code). Thereafter parents/carers must make a fresh application for admission (by completing an application form) and/or provide a written request to remain on the waiting list.

Admissions in respect of pupils on waiting lists are determined by application of the over-subscription criteria, not by the length of time a child has been on the waiting list.

Sixth Form Admissions

The admission of sixth form pupils to community schools is, at present, determined by individual schools. Therefore any applications in this category should be made directly to the school.

Individual schools are responsible for issuing policies on sixth form admissions in respect of entry criteria. The Authority has a policy of open access to schools' sixth forms.

