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| Title and Description | Admissions Policy & Arrangements |
| Date of last review | October 2017 |
| Approved by | Local Governing Board |
| To be reviewed by | Academy Trust Board |
| Responsibility | Head Teacher |
| Review period | Annual |
| Date of next review | October 2018 |



Admissions Policy and Arrangements

1. In-Year Admission for Years 7 to 11

Durham County Council operates a 'coordinated admission scheme' under a national legislative framework.

- 1.1 Parents/carers should note the points below for guidance on obtaining a place. Please note that, whilst the school is an Academy, the Local Authority remains the 'admitting' authority.
 - i. Contact Pupil Casework at Local Authority on 03000 265605
 - ii. Parent/Carers interested in a place can contact the school to organise a tour of the school and an initial conversation
 - iii. Parent/Carer to complete a Transfer Form and send it to the Local Authority
 - iv. Local Authority contact the school if places are available
 - v. A transfer meeting will be arranged with current and receiving school, if deemed necessary
 - vi. If the transfer goes ahead, an admission meeting will be set up with parent/carer and receiving school

2. Transferring from Year 6 to Year 7

- 2.1 Please refer to the points below for guidance on obtaining a place
 - i. Parent/carers of Year 6 students invited to Year 6 Open Evening (usually in September)
 - ii. Preference forms are sent to parent/carers by the Local Authority of Year 6 students in early September
 - iii. Please note there is a deadline for the forms to be returned to the Admission Team at the Local Authority. It is important that the forms are returned by the deadline date in order to have the best chance of securing the place you want
 - iv. Parent/Carers are informed in March of the school place allocated to their child

3. Oversubscription Criteria

- 3.1 When there are more requests for places than those available, the following criteria will be used to allocate places strictly in order of priority:
 - i. Children who are 'looked after' by the Local Authority
 - ii. Medical reasons - students with very exceptional medical factors directly related to the school placement
 - iii. Sibling Links - students who have a brother or sister or step-brother or step-sister

already attending the school who is expected to be on roll at the school at the time of admission

- iv. Applicants to their nearest school - those children who have applied for a place at the nearest school to their home address measured by the shortest walking route
- v. All other applicants

4. Tie-breaker

4.1 Where the school is oversubscribed within any of the above categories the following tie-breakers will be applied:

- a. For those children who have applied for a place at the nearest school to their home address (category iv), priority will be given to those who would otherwise have to travel the furthest distance to the next nearest school
- b. For children (category v), priority will be given to those children who live nearest to the school applied for

4.2 In the unlikely event of the school being oversubscribed within categories I, ii or iii tie-breaker (a) will apply.

5. Additional Information

5.1 If a Year 6 student is not offered a place at their preferred school and parent/carers would like to pursue this matter they can contact the Admission Team at the Local Authority (on 03000 265892) and they will advise of the following options that are available:

- i. add your child's name to the school(s) waiting list; and/or
- ii. appeal for a place at the school you want. There is additional documentation which outlines the Local Authority admission appeals process.

For further information please follow the link below to the Durham County Council website: <http://www.durham.gov.uk/schooladmissions>

6. Managed Moves

6.1 The policy of this school is to engage with the Local Authority in offering trial 'Managed Moves' to students from FSD and/or other schools. Managed Moves will be considered when this is deemed to be in the best interests of the student and does not prejudice the education or wellbeing of staff or other students. There is a clear process which is conducted by the Local Authority through the Inclusion Panels. If the Managed Move is deemed to be a success the student transfers to the roll of the school at which they have been placed on the trial Managed Move.

- *'School' means any maintained secondary school or DfE Maintained Academy in County Durham. Distance will be measured by the shortest walking route. Those parent/carers who live in County Durham and have children in Year 6 in primary school maintained by Durham County Council will be told which school is nearest to their home address according to the official measuring system. The same information will be provided for any other applicant on request.*

7. Monitoring and Evaluation

This policy is reviewed annually in line with national and Durham County Council policy changes.