



*Status: Final
Review Date: 7th October 2016
Ratification Date: 7th October 2016
Review Period: Annually
Requirement: Mandatory
Delegation: Board of Directors*

ADMISSIONS POLICY **2018 - 19**

Ralph Sadleir School is a mixed middle school, covering school years 5-8 for children aged 9-13. The school's published admission number for 2018/19 is 90.

Our school has a three form entry cohort in Year 5 annually. Most pupils come from the adjoining first school and the other 8 schools in the three-tier pyramid. The majority of children attending Ralph Sadleir live in Hertfordshire.

When a parent wishes to transfer from another school, we ask them to meet with the Headteacher at their current school before we consider a transfer.

Since Puckeridge and the surrounding areas have continued to grow over the years there have always been sufficient places at Ralph Sadleir School for the transfer at the 9+ age group.

We accept applications for pupils joining from primary schools at Year 7.

Admission rules for Ralph Sadleir School for the school year 2018 - 2019:

Ralph Sadleir School, as an Academy Trust, will continue to act within the Admissions Policy determined by the Local Education Authority for maintained schools within Hertfordshire

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school. If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

Oversubscription criteria:

Rule 1: Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).

Rule 2: Medical or Social Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 3: Sibling Children who have a sibling on the roll of the school or linked school at the time of application. This applies to from Year 5 to Year 7 in middle schools.

Rule 4: Nearest School Children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy² using Hertfordshire County Council's admission rules.

Rule 5: Distance Children who live nearest to the school.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tie break will be used by applying the next rule to those children.

Tie Break

When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

**Please see the 'Explanatory notes and definitions 2018/19' document for a full explanation/definition.*

Continuing Interest

After places have been offered, Ralph Sadleir School will maintain a continuing interest (waiting) list. A child's position on the waiting list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it.

The school will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the end of the summer term.

Ralph Sadleir School will use the same definitions and measuring system as outlined in Hertfordshire County Council's admissions literature, "Applying for a school place"

Fair Access

The school participates in the county council's Fair Access protocol and will admit children under this protocol before children on continuing interest.

Twins

If a twin or multiple birth child is allocated the final place available, the school will also offer places to the other twin/multiple birth children.

Appeals

At transfer time parents wishing to appeal who applied on line should log into their online application and click on the link 'register an appeal '.For those who did not apply on line, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.'

For in-year applications parents wishing to appeal should contact the school directly in the first instance

Review

This statement was reviewed and ratified by the Board of Directors of Ralph Sadleir School on 7th October 2016.

The Admissions Policy for academic year 2019/20 will be reviewed in the Summer Term of 2017.