



Policy Approved:	TBC
Next Review:	January 2024
Effective Date:	September 2023

Aims

This policy aims to:

- i. Explain how to apply for a place at the school
- ii. Set out the school's arrangements for allocating places to the pupils who apply
- iii. Explain how to appeal against a decision not to offer your child a place

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

School Admissions Code 2021

School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

In the care of a local authority, or

Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

Became subject to a child arrangements order, or

Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to

be in state care due to being adopted.

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of three state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

Parents' views

Information about the child's academic, social and emotional development

Where relevant, their medical history and the views of a medical professional

Whether they have previously been educated out of their normal age group

Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The Head of School's view

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered based on the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Allocation of places

Admission number

The school has an agreed admission number of 255 student's entry in Year 7.

Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

Criteria

1. Looked after and previously looked after children (see Note 1)
2. Exceptional circumstances (see Note 2)
3. Siblings (See Note 3)
4. Students who attend named Feeder schools (see Notes 4 & 5)
5. Children for whom the school is nearest to their home (see Note 5)
6. Any other applicant

First priority: Looked After and Previously Looked After Children

Looked after and previously looked after children will receive the top priority for a place.

Looked after and previously looked after children will be considered to be:

- i. Children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; and
- ii. Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Places will be allocated under this criterion when places are first offered at this school. The school may be required to admit over its published admission number at other times under this criterion.

Second priority: Exceptional Circumstances

Occasionally there will be a very small number of children for whom exceptional arrangements will apply which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend The Magna Carta School and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at The Magna Carta School and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under the school's exceptional medical criterion would not normally be given for these. In addition, routine child-minding arrangements would not normally be considered to be an exceptional social reason for placement at this school.

Third priority: Siblings

A sibling is a child who will have a brother or sister still at the school at the time of admission. (A sibling of the same parents will be considered for be a brother or sister whether living at the same address or not. Fostered and adopted children and step, or half brothers and sisters, living at the same address will all be classed as siblings.)

Fourth Priority: Students who attend named Feeder schools

Children who attend the following Primary schools: - The Hythe School, Thorpe Lea Primary School, Manorcroft School, St Ann's Heath Junior School, St Jude's Church of England School, Thorpe Church of England's Primary School and Lyne and Longcross C of E (Aided) Primary School.

Fifth priority: Children for whom the school is nearest to their home

Priority will be given to children who live nearest the school. The distance is measured in a straight line from the address point of the student's house, as set by ordnance survey, to the nearest school gate available for students to use. (*The nearest school may be either inside or outside the County boundary.*)

Sixth priority: Any other applicant**Tie-breaker**

Within each priority, where there are more applicants than places available, priority will be given to children who live nearest the school. The distance is measured in a straight line from the address point of the student's home, as set by ordnance survey, to the nearest school gate available for students to use. This is calculated using the Admission and Transport Team's Geographical Information System.

- i. Where two or more children share a priority for a place, e.g. where two children live the same distance from a school, the school will draw lots to determine which child should be given priority.
- ii. In the case of multiple births, and there is only one place remaining, each child will be offered a place and subsequent children will be ranked consecutively.

Late Applications

Applications received after the published closing date will be deemed as late and will only be considered, in accordance with Surrey's Secondary Co-ordinated Admissions Scheme, after those received by the published closing date.

Waiting List

Waiting lists will be ranked according to the school's Admission criteria. This list will be maintained by the Admission Authority for the school under the guidance of the Governing Body.

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria for the school, without regard to the date the application was received, or when a child's name was added to the waiting list.

Waiting lists for the initial intake will be maintained until the last day of the Autumn term, when they will be cancelled. Parents wishing to remain on the waiting list after this date must write to the school by 31st December, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31st December, parents whose children are not already on the waiting list, but who wish them to be so, must apply for in-year admission. Waiting lists for all year groups will be cancelled at the end of each academic year.

Right to Appeal

If the applicant does not receive the offer of a place at the school of their choice, there is a right of appeal to the Independent Appeal Committee, details of which can be obtained from the school, or the Surrey Country Council Appeal Service.

Children with an EHCP (Education, Health and Care Plans)

A separate admissions process exists for children with EHCPs. Any discussions regarding meeting a child's needs will be had at the child's Annual Review in Year 5 and/or Year 6. The school will admit any child for whom The Magna Carta School is named in their EHCP, *provided the school can meet their needs*.

The Admission of Children Outside of their Chronological Year Group

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- i. Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the Head of School for admissions, Governors agree for the child to have a decelerated entry, the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.
- ii. Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the Head of School for admissions, Governors agree for the child to have an accelerated entry, the application will be processed. If it is not agreed for the child to have an accelerated entry, the applicant will be invited to apply again in the following year for the correct cohort.

Further Information

- i. Applications for places in year groups other than Year 7 should be made through submission of an In-Year Application Form to The Magna Carta School.
- ii. Please visit our website: www.magnacarta.surrey.sch.uk to view our Prospectus, Admissions Policy, and for further information about the school.