

Admission Arrangements

Proposed changes for September 2019 entry

Admissions criteria for students joining Year 7 in September 2019

The number of places available for admission to Year 7 in 2019-20 will be a maximum of 120. The Governing Body will not place any restrictions on admissions to Year 7 unless the number of children for whom admission is sought exceeds this number. Where fewer than 120 applications are made, all applications will be accepted.

Children with statements of Special Educational Needs and Education, Health and Care plans

Ingleby Manor Free School and Sixth Form will admit all children whose statement of Special

Educational Needs (SEN) or Education, Health and Care (EHC) plan names the Ingleby Manor Free School and Sixth Form.

Where the number of applicants exceed the number of places available the following criteria will be applied in the priority order listed:

The following criteria are then applied to students who have returned a school admission form by the due date.

1. Looked After Children and Previously Looked After Children and Children in Public Care will be admitted. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order) as defined by the Adoption Act 1976, Children Act 1989, Adoption and Children's Act 2002 and Children and Families Act 2014.
2. Students eligible for Pupil Premium to a maximum of 10% of available places in the school year (currently 12 places). If the number of students applying under this criteria exceeds the number of places available, priority will be given to students as follows:
 - a) For those applicants living in the admission zone, on the basis of random selection.
 - b) For those applications not living in the admission zone, on the basis of random selection.
3. Those applicants who, on the date of application for a place at the school, have a sibling who is a current student of the school in Year 7 to Year 11.
4. Children living within the Admission Zone on the basis of random selection.
5. Children living outside the Admission Zone on the basis of random selection.

Supporting information for admissions Siblings

A sibling is defined as a natural brother or sister, or a half brother or sister, or a legally adopted half brother or sister, or a foster brother or sister, or a step brother or sister who reside in the same household. Natural brothers or sisters living at separate addresses are also considered as siblings.

Supporting information for Pupil Premium admissions

Where an applicant wishes to be considered for admission under criterion 2, this must be stated clearly in the notes section of the application form. An additional form must also be completed, providing the school with details and permission to check the Pupil Premium status of the student. This form must be returned directly to the school prior to the closing date for applications, following the instructions provided on the form.

Qualifying Address

Where parental responsibility is shared and a student lives for a part of each week at different addresses, the address of the parent/guardian where the child is registered with a doctor will be taken as the permanent address. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the School, the offer of a place will be withdrawn and an appeal offered.

Twins and same year siblings

Where applications are received from twins, triplets or same-year siblings, the following procedure will be followed. If one child is selected for a place within any of the criteria the twin/triplet/same-year sibling will be ranked immediately below criterion 1, and will also be offered a place at the school.

Tie Breaker

In the event of two or more applicants tying when any of the admission criteria is applied, positions will be determined by random allocation. For example, this may occur if the distance between the home and the School is exactly the same. This will be verified by a third party independent of the school.

Late Applications

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of students to be admitted, then it will be considered alongside all the others. These applications must provide written evidence of exceptional medical, pastoral or compassionate grounds for the lateness of the application. Otherwise, if an application is received after the closing date, it will be classed as late and we will only consider it after all the forms we received on time.

If a child moves into the admission area after the closing date and we have not already decided where to offer children places, this application will be classed as being received on time. Parents will, however, be required to provide the appropriate proof. If an application is received after the closing date and we have already offered the places, we do not guarantee that children will be offered a place at the school. Under these circumstances the children will be placed on the waiting list.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they

meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term only.

Non-routine admissions

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should complete the Local Authority Request Form for a change of school, this form should be returned to School Admissions Section at the address given on the form. Parents will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Admissions appeals process

Parents whose applications for places are unsuccessful will be given an opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance with the statutory provisions in force at the time. The determination of the appeal panel is binding on all parties. Full details of the procedure will be sent to parents with the decision letter.

Random selection process

The random selection process uses an external software package to randomise students within each admissions criterion as required by the admissions policy. This process is witnessed by the Principal, school Admissions Officer, school Admissions Governor and one independent witness. The independent witness is sought from outside of Ingleby Barwick and has no connection to the school, other public sector schools within the Stockton Borough Council area or the Local Authority.