

# Featherstone High School



## *Admissions Policy*

**Prepared by:**  
John Noel, Assistant Head, Access & Inclusion; February 2011

**Ratified by governors on:**  
20<sup>th</sup> June 2011

**To be reviewed:** February 2013

Featherstone High School is a fully comprehensive, maintained school for pupils aged 11-18 years.

Featherstone High seeks to operate an admissions policy which:-

- Meets the requirements of the law
- Meets the needs of parents
- Is consistently applied and clearly understood by all
- Operates within the guidelines established by the LA

1. Role of the Local Authority and Governing Body: The Legal Framework

The Local Authority is responsible for the admission arrangements to Featherstone High School. The governing body has two specific statutory functions:-

- (i) It is consulted each year, by the Local Authority before admission arrangements are finalised.
- (ii) It is consulted by the Local Authority before admissions arrangements are changed in any way.

The legal framework for admissions is introduced in the Schools and Standards Framework Act 1998 and important changes have been incorporated into the Education Act 2002.

**Admission Criteria Year 7**

If there are more applications than places available, the criteria as listed below will be used to decide who will be offered a place.

1. Children in public care  
Children in public care are as defined in section 22 of the 1989 Children's Act (this includes foster children).
- 1a. Children who have recently (within the last year of the closing date for applications) been made the subject of an adoption order or the subject of a special guardianship order.
2. Brother or sister who will still be attending the school at the time of admission. The words brother and sister refer to all blood, half, foster, step, and adopted brothers and sisters, (not cousins), who live at the same home and in the same family unit as the child on a permanent basis or for the majority of time in any calendar year. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts school. A sibling connection does not apply for children whose older siblings will/may be attending the 6th form in years 12 and 13.
3. Exceptional medical or social circumstances, for Featherstone High School as the named preferred schools. The medical circumstances must relate to the child, and parents will be expected to provide supporting evidence from a consultant who is monitoring the child's condition (not General Practitioner [GP]) in relation to medical circumstances, or a social worker (or other appropriate professionally qualified person) in relation to social circumstances. All supporting evidence

showing why education should be at the first preference school must be submitted at the time of application. Priority under this criterion can only be given for the first preference school.

The Schools Service Panel will consider all claimed exceptional medical or social circumstances in line with admissions criteria and inform parents of their decision.

4. Distance from the child's permanent home address to the preferred school. The distance from home to Featherstone High School, is measured by straight line from a point in the property determined by Ordnance Survey to the nearest gated entrance which is used by pupils to enter the school grounds. The measuring system is an integral part of the admissions software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre.

The distance is measured from a point determined by Ordnance Survey in the property to the centre of the road, along the centre of the road, to the nearest gated entrance which is used by pupils to enter the school grounds. It does not mean that we will be able to allocate a place at the school nearest to your address.

Any combination of two or more criteria gives higher priority than one criterion. For example, a brother/sister connection and agreed medical/ social circumstances would give priority over a brother/sister connection. If two or more children have equal priority under the criteria, the criterion of distance set out in point 4 above will then be applied.

### **Tie break**

In the event that the distances are equal the Local Authority (not the school) will draw lots to determine which applicant should be offered the place.

### **Twins, triplets or other children from multiple births**

The Local Authority does not give priority under its admission criteria for twins, triplets or other children from multiple births, however, the Local Authority will endeavor wherever possible not to separate these children.

### **Waiting lists**

If applicants wish to be put on the waiting list for any of the schools they applied to they will need to indicate this on the response form which will be sent out with the letter. The response form should be forwarded to the home LA. The child will only be placed on the waiting list(s) if the parent requests it.

When vacancies arise, places will be allocated according to the oversubscription criteria. Vacancies will be offered to the pupil with the highest priority on the waiting list at the time the vacancy arises, not on a "first come, first served" basis. The position of a pupil on the waiting list changes frequently and can move down as well as up if other pupils having higher priority have their names added to the waiting list.

Length of time on a waiting list does not give any priority. Places are offered from the waiting list if they become available. These places cannot normally be held open and it is expected that they will be taken up almost immediately.

The community schools in Ealing will hold waiting lists for all year groups. Parents will have to re-register on a termly basis if they wish to continue on the waiting list

### **Children of newly appointed staff**

After the published offer date, where there is a demonstrable skills shortage for a vacant post (independent evidence is required), the admission authority will place the children of a new appointee for the post in question, at the top of the waiting list for places at the school.

### **Shared responsibility**

Where the parents have shared responsibility and the child is residing with one parent for the majority of the time or on a permanent basis, the address of this parent will be used for the purposes of the application. Where parents have shared responsibility and the child lives with each parent for half of the calendar year, the parents must come to an agreement as to whose address will be used for the application. This address will be used to process the child's application and can only be changed after the beginning of the academic year unless the address of the chosen parent changes during the admissions process. Proof of residency will be required. In all other cases of personal or family arrangements the address of the mother will be taken as the main residence.

### **The Secondary Ealing Prospectus**

This policy relates to the Secondary Ealing Prospectus for 2011/12, which also gives more detailed definitions of the admissions criteria.

Throughout the year we receive requests for pupils to join Featherstone High School in different year groups. All such transfers are dealt with by the London Borough of Ealing and the Head teacher.

Decisions concerning transfers depend upon the number in the year group. Due to increasing pressure on numbers places are not guaranteed to parents moving into the admission zone if the year group is bigger than its admission number.

### **Standard Number/Admission Limit**

Under the provisions of the 1988 Schools and Standards Framework Act Featherstone High School must admit pupils up to the admission limit. The Local Authority may ask the school to admit pupils in excess of 240, subject to the limits prescribed by the School Premises Regulations and in consultation with the governing body. The admission limits for 2011-2012 are as follows:-

Year 7	240
Year 8	240
Year 9	240
Year 10	240
Year 11	240

### **Admission Criteria in Years 8-11**

If Featherstone High School is oversubscribed, priority for admission is based on the following criteria (in priority order):-

Pupils who have a brother or sister attending the school

Pupils with social and/or medical reasons for attending the school

Pupils with Special Educational Needs for attending

Pupils who reside closest to Featherstone, as determined by the shortest convenient walking distance

It is the duty of the LA to comply with parental preferences unless to do so would prejudice the provision for efficient education.

### **Applying for In-Year School Places**

Featherstone High School will advise the Local Authority of vacancies on Mondays. On Tuesdays all in-year applicants seeking a place at a Featherstone will be considered through the allocation procedure. Where we are undersubscribed (more vacancies than applicants) all will be offered places. Where we are oversubscribed (more applicants than vacancies) the applicants are ranked strictly according to the published admission criteria for each Featherstone High School and offers are made from this list to the number of available vacancies. Applicants will be offered the highest preference school which is available. If applicants are not offered a place either Featherstone High School has no vacancies or there were other applicants ranked higher on the waiting list, who were made offers.

Parents can state 3 preferences for In-Year applications. Whilst applicants have free choice to put down any schools, when a school is full and has no vacancies, no offers can be made in that week.

### **Admission criteria; Sixth Form**

All students must meet the entry requirements for their chosen course of study as published in Featherstone High School's sixth form prospectus. Students must meet the individual subject specific criteria as published in the sixth form prospectus.

Places in year 12 will be awarded to students in the following order of priority:

1. Children in public care.
2. Qualified students who were on roll at Featherstone High School at the end of the academic year immediately preceding the proposed date of entry into that school's sixth form.
3. Qualified students who have a sibling attending Featherstone High School in the year of the proposed date of entry into that school's sixth form.
4. Qualified students from any other school.

The distance from the student's permanent home address to Featherstone High School with those living nearest to Featherstone High School being given the higher priority.

The distance from Featherstone High School is measured by straight line from a point in the property to the nearest gated entrance which is used by pupils to enter the school

grounds. The measuring system is an integral part of the admissions software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre.

### **Internal Students**

Internal students are actively supported and encouraged to apply to the sixth form. Access to courses will be based on the admissions criteria set out in the Sixth Form handbook. Students will receive an 'early intentions' interview by the Head Teacher & Deputy Head Teacher. They will receive advice and guidance through the Heads of Year and Tutor and students will be expected to complete an application form with details of predicted grades and related course options. Conditional offers will be sent to students based on their **predicted grades and their related courses options** at that time. These are subject to change in accordance to their ACTUAL summer results. Access to levels of courses will be based on the following:

- Actual GCSE grades
- Admissions criteria - which is course specific as detailed in the prospectus
- Individual student data
- Advice and guidance of the sixth form team

### **External Students**

External students will be admitted onto courses subject to fulfilling all criteria which apply to internal students and subject to spaces being available on the course. Courses will be deemed full when the maximum class size of 20 for practical based subjects and 22 for classroom based, is reached. The school will look at all students on an individual basis and whether they are suitable for the courses chosen. It will be up to the discretion of the Sixth Form Team as to which courses students are able to follow. Course options could be subject to change during the autumn term if students are making less than the expected progress or struggling at the level they have been awarded.

### **Probationary Placements**

Where a student's prior effort, punctuality or attendance is a cause for concern, their placement on courses will be on a probationary basis and subject to a written agreement where specified targets must be met. Targets will be reviewed by TLRs fortnightly with a formal review at the end of each half term. Failure to meet the targets will result in the student being deemed to have failed his or her probationary period.

### **Overseas Students**

Students will be requested to show their birth certificate, current passport and all relevant qualifications. The school will look at all students on an individual basis and whether they are suitable for the courses chosen. It will be up to the discretion of the Sixth Form Team as to which courses students are able to follow. This could be subject to change during the autumn term if students are not making the expected progress.

All students **MUST** have relevant Exam Board slips to confirm their qualifications and photocopies will be taken by the school. Students who fail to produce the appropriate documentation will not be offered a place within Featherstone High Sixth Form.

### **A Level Courses**

In order to access A level courses students will need to have attained a minimum of 5 GCSEs at C or above grade and Bs in the courses (including English & Maths) that they wish to study. In addition students would need to attain a minimum score of 42 points.

In subjects not taken at GCSE an associated GCSE will be taken into account. For example: B in Maths to Economics, B in History or English for Government & Politics or a B in English for Psychology.

BTEC grades would only be accepted as one grade within the 5 A\*-C grades  
For Sciences a B must be obtained in both in the core & additional Science = Double Award

### **BTEC Level 3 Certificate**

In order to access BTEC level 3 certificate courses students will need to attain a minimum of 5 GCSEs at grade A-D. This can include BTEC courses previously followed and in addition they must have at least a D grade in English. Options at this level will be to retake GCSE English and / or Maths if they have a D grade.

Classes will have maximum of 20-22 students

### **BTEC Level 3 Award**

In order to access BTEC level 3 award courses students will need to attain a minimum of 5 GCSEs at grade D or above. This can include BTEC courses previously followed however they need to have attained at least a MERIT in those courses. In addition they must have a D grade in English. Options at this level will be to retake GCSE English and / or Maths if they have a D grade.

Classes will have maximum of 20-22 students

### **BTEC Level 2 Certificate**

In order to access BTEC level 2 certificate courses students will have 4 GCSE passes. If they have a D grade in Maths and or English then students will have the opportunity to retake them. If students have E or lower grades in Maths or English then Numeracy and Literacy course will be undertaken.

Classes will have maximum of 20-22 students

### **BTEC Level 1 Foundation Course**

Students who have U grades at GCSE then they will follow a curriculum of the following...

- BTEC Foundation Course 'Life Skills'
- EAL
- ASDAN

Classes will have maximum of 20-22 students

### *Evaluation*

- Reviewed annually by the Student Welfare Committee and the Governing Body, unless specific changes are required by legislation.

