



UNCRC: Article 28 – “Every child has the right to an education”

Article 29 – “Education must develop every child’s personality, talents and abilities to the full”

1. PURPOSE

The Regis School is an academy and a member of the United Learning group of academies. The purpose of this policy is to provide guidance on the processes and criteria used for the admission of students to The Regis School. It identifies the appeals process where The Regis School is over-subscribed and the process for setting the admission numbers for the school.

2. GENERAL

- 2.1 The Regis School is an inclusive academy, a UNICEF Rights Respecting School, and educates students aged from 11 to 19 years.
- 2.2 The Regis School is an exciting, creative learning community in which all students have opportunities to develop their knowledge, skills and understanding to achieve the very best of which they are capable. The school works in close partnership with its community to promote the highest aspirations for all. All parents applying for their child’s admission to The Regis School should understand and respect this ethos. The main entry points to The Regis School will be in Year 7 and Year 12. The Regis School governors are committed to ensure that the admissions to the school reflect the full range of ability within the school’s locality.
- 2.3 The Regis School will act in accordance with all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to Foundation and Voluntary Aided schools.

The Regis School shall ensure that parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The Regis School. The Independent Appeal Panel will be independent of The Regis School. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education. The determination of the appeal panel is binding on all parties.

- 2.5 The Regis School will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.

3. PROCEDURE FOR ADMITTING CHILDREN TO THE REGIS SCHOOL

3.1 Admission Number(s)

The Regis School has the following agreed published admission numbers (PAN) for the year 2018. Any subsequent changes to admissions arrangements will be made in accordance with the national Admissions Code.

- a) 300 students in Year 7
- b) 15 students in Year 12. This is the minimum number of places which will be offered on an annual basis to eligible external applicants.

3.2 Post 16 admission numbers

The Regis School has a capacity for 300 students in the sixth form with 150 places in Year 12 (the Year 12 'capacity'). It will not admit eligible external applicants unless it is undersubscribed by students progressing from its own Year 11. If fewer than 150 of The Regis School's own Year 11 students transfer into Year 12, additional external students will be admitted until Year 12 meets its capacity of 150.

In such circumstances The Regis School will apply the same academic entry requirements as it does to students already on roll in the school. If a tie-break is necessary to determine who is admitted, The Regis School will apply the oversubscription criteria in Section 4 of this document.

Students will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

3.3 Process of Application

Admissions to The Regis School will be co-ordinated through the Local Authority's Co-ordinated Scheme and its timetable. Applications should be submitted on the Common Application Form (CAF) provided and administered by the Local Authority.

The Regis School will use the Local Authority's timetable for applications to The Regis School each year (exact dates within the months may vary from year to year) which will fit in with the common timetable agreed by the Local Authority's Admissions Forum.

Detail of each year's admissions timetable will be found on the Local Authority's website and The Regis School's website.

4. GENERAL OVERSUBSCRIPTION CRITERIA

- 4.1 The Regis School will consider all applications for places at The Regis School. Where fewer than the published admission number(s) for the relevant year groups are received, The Regis School will offer places at The Regis School to all those who have applied.

When The Regis School is oversubscribed and after places for children with Statements of Special Educational Needs (Education Health and Care Plans) which name the school have been allocated, allocations will be made in the following order of priority:

- i. Children Looked After and previously Children Looked After.
- ii. Children who have specific medical needs, social needs and special needs students without a statement naming the school where the application is supported by written evidence from an appropriately qualified person as to why the school is the only setting that can meet the child's needs.
- iii. Children who live in the catchment area¹ and are siblings² of students who attend the school and will still be attending when the child starts, other than students who at the time are in the sixth form but were not previously in lower years.
- iv. Other children who live in the catchment area.
- v. Children who live outside the catchment area and are siblings of students who attend the school and will still be attending when the child starts, other than students who at the time are in the sixth form but were not in previously lower years.
- vi. Other children who live outside the catchment area.

4.2 Twins, triplets and other children from multiple births

In the event that The Regis School has one place to offer and the next child on the admissions list is one of twins, triplets or other multiple birth, the school will offer those children a place even if that means exceeding its admission number.

4.3 Tie breaks

Where there are more applications than there are places remaining within a particular category, the direct line distance from home to school will be used as a tie-break³.

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the school as measured in a direct line from the building to the school, the available place(s) will be allocated by drawing lots.

4.4 Late applications

Late applicants will be dealt with in accordance with the procedures set down by the Local Authority as part of their co-ordinated scheme.

4.5 False or misleading information

If false or misleading information is used to gain entry to The Regis School, the offer of a place may be withdrawn.

¹ The catchment area is defined by the area delineated on the map appended to this document.

² Siblings refers to full, step, half, adopted or fostered brothers or sisters living permanently at the same address

³ In the case of oversubscription in any of the above categories, apart from category 1, priority is given to applicants who live nearest the school (measured by a straight line from a central point within the main school building to the child's home address, using Ordnance Survey address point data).

4.6 Confirmation of address

Home addresses⁴ supplied to The Regis School may need to be confirmed. In case of dispute, parents will be asked to provide appropriate documentary evidence to confirm address and residence. If false or misleading information is used to gain entry to The Regis School, the offer of a place may be withdrawn.

4.7 Right of appeal

There will be a right of appeal to an Independent Appeals Panel for children refused admission to The Regis School. The Appeal Panel will normally be composed of three or five members who will include:

- i. At least one person who has no personal experience of The Regis School defined as a 'lay member';
- ii. At least one person with experience in education.

Parents wishing to appeal should obtain an appeal form from The Regis School. The form should be sent to the Clerk to the Appeal Panel, c/o The Regis School, within 20 school days of the date of the letter confirming the Governors' decision not to offer a place. Other documents may be submitted in support of an appeal and should be lodged with The Regis School not less than 7 days before the appeal hearing. The Appeal Panel will have the discretion to refuse to admit late evidence.

Parents will be given 10 days notice of the appeal hearing, unless they agree to a shorter period of notice.

The Clerk to the Appeal Panel will inform parents of the decision in writing within 5 school days of the hearing wherever possible.

Should an appeal be unsuccessful, the Appeal Panel will give the parents their reasons for not upholding the appeal. The Governing Body will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

4.8 Post 16 admission criteria

The Regis School will publish specific academic criteria in relation to minimum entrance requirements for Year 12 based upon GCSE grades or other measures of prior attainment. The Regis School will also publish academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment. Students failing to meet the grades for their preferred courses will be offered alternative courses if available. The detailed information will be contained in the Sixth Form prospectus published annually.

Where the overall number of applications for admission to Year 12 at The Regis School exceeds the Year 12 capacity after prior attainment qualification criteria have been met, the oversubscription criteria set out in Section 4 of this document will apply.

⁴ A child's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence, for example from utility bills or similar, can be requested at any time throughout the admissions process. [Where a child regularly lives with one parent for part of a week and with the other parent for the rest of the week, the permanent address for Distance Tie-Break purposes will be the address at which the child lives for the greater part of the school week, i.e. Monday to Friday. If the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the main parent/carer eligible, if applicable, to receive Child Benefit and Child Tax Credit.](#)

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

4.9 Arrangements for admitting students to year groups other than years 7 and 12, including replacing any students who have left The Regis School

The Local Authority will co-ordinate admissions for in-year applications and for applications for year groups other than at the normal points of entry. This will not affect the Regis School's right to determine which applicants have priority for admission.

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, The Regis School will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in section 4 shall apply. Parents whose application is turned down shall be entitled to appeal.

5. ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

- 5.1 Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.
- 5.2 When changes are proposed to admission arrangements, all admission authorities must consult by 31 January in the "determination year" on the admission arrangements that will apply for admission applications the following academic year (the 'offer year').
- 5.3 As soon as any changes to arrangements are proposed, The Regis School shall consult the following parties on the school's proposed admission arrangements for a minimum of six weeks between 1 October and 31 January in the "Determination Year"⁵.
- a) The LA;
 - b) The Admission Forum for the LA;
 - c) Any other admission authorities for primary and secondary schools located within the relevant area⁶ for consultation set by the LA;
 - d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation;
 - e) Affected admission authorities in neighbouring local authority areas;
 - f) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to The Regis School;
 - g) Community groups which The Regis School considers relevant;
 - h) Teaching unions if the consultation includes an increase in admission number.
- 5.4 Consultation shall be in line with the requirements of the Codes and relevant admissions legislation.

⁵ The Determination Year is the academic year immediately preceding the offer year. This is the academic year in which admission authorities determine their admission arrangements.

⁶ The "relevant area for consultation" means the "Relevant Area" determined by the local authority for maintained schools in the area (in accordance with the meaning of "Relevant Area" within the School Admissions Code).

- 5.5 The Regis School will consider comments made by those consulted including any requests to amend the proposed admission number, before determining the admission arrangements for the school.
- 5.6 The Regis School will determine the school's admission arrangements annually by 28 February in the "determination Year" and notify consultees what has been determined within 14 days of that decision being made.

PUBLICATION OF ADMISSIONS ARRANGEMENTS

The Regis School will publish its admission arrangements each year, by sending copies to:

- i. primary, special and secondary schools in the Local Authority;
- ii. the offices of the LA by the 15 March in the "determination year";
- iii. public libraries in the LA area to be made available for reference by parents and other persons

In addition, copies will be available on the school's website at <http://www.theregisschool.co.uk/Policies>

The published arrangements will set out:

- i. the name and address of the school and contact details;
- ii. a summary of the admissions policy, including oversubscription criteria;
- iii. numbers of places and applications for those places in the previous year;
- iv. arrangements for hearing appeals.

Date of review by WSCC	June 2016
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