



## Admission Arrangements 2018/19

Date approved:	February 2017
Review cycle/date:	Annual: February 2018 for 2019/20
Party responsible	Full Governing Body

### 1. Catchment Area

The catchment includes any address in the parishes of Swanage, Studland, Langton Matravers, Worth Matravers, Corfe Castle, Kimmeridge and Church Knowle.

### 2. Admission of Students – General Principles

The admissions authority will be the governing body of The Swanage School. Applications for a place at The Swanage School will be made through the Dorset Schools Admissions Team. Further information is available from [admissions@theswanageschool.co.uk](mailto:admissions@theswanageschool.co.uk), [admissions@dorsetcc.gov.uk](mailto:admissions@dorsetcc.gov.uk) or on the school website at [www.theswanageschool.co.uk](http://www.theswanageschool.co.uk)

The Swanage School commits to abide by the school Admissions Code, the School Admission Appeals Code and admissions law as applied to maintained schools, in order to ensure that admission arrangements are clear and fair.

Our primary purpose is to ensure the provision of a high quality education for all learners irrespective of gender, ethnicity, social and economic background and circumstances, sexual orientation, physical or intellectual capability, nationality, religion or belief.

### 3. Planned Admission Number (PAN)

The PAN for The Swanage School is 84, which means that each year the school will admit up to 84 pupils into year 7.

### 4. Oversubscription Policy

If the school is oversubscribed, after the admission of students with an Educational Health Care Plan where the school is named in the Plan, we will allocate places in accordance with the criteria, in the order set out below:

- i. Children who are in the care of a local authority. Specifically this means a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after

child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

- ii. Children who live within the school's defined catchment area (see above).
- iii. Children who do not live within the school's catchment area but will have a sibling at the school at the time of admission. Sibling is defined in these arrangements as children who are brother or sister or live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- iv. Children outside the defined catchment area.

Within the categories above, places will be allocated on the basis of the child's closeness to the school using straight line distance between the main entrance of the home address (see paragraph 7 below) and the main entrance of the school building.

### **Tie break**

In the event that two applicants have equal weighting despite the governing body applying the criteria above, places will be allocated by random allocation, and overseen by a person independent of the school.

## **5. Exceptional Circumstances**

The school will only exceed its PAN if, in the governing body's opinion, there is sufficient space to do so without any detrimental effect on the overall quality of the education provided on balance to all students within the school.

## **6. Admission Outside Normal Year Groups**

The headteacher will make the final decision as to whether a child can be admitted outside of the chronological year group. The admission will be agreed against the school's PAN (not in addition) and oversubscription criteria will be applied by the governing body on the same basis as any other applications received.

## **7. Definition of Home Address**

'Home address' means the address where the child usually lives. Children who spend part of the week living with one parent and part of the week living with the other parent must use as the home address, the address where the child spends the most school nights. School nights are Sunday night, Monday night, Tuesday night, Wednesday night and Thursday night.

## **8. Moving to the Area**

In the event of a prospective family moving to the area and intending to apply for admission to the school, the usual processes and deadlines apply. Further information is available on school's website at [www.theswanageschool.co.uk](http://www.theswanageschool.co.uk)

The school will require copies of relevant documentation advising that either an exchange date on a purchase has been agreed with the parties concerned, or that a tenancy agreement has been signed.

## **9. Waiting Lists**

Parents can apply to have their child's name placed on a waiting list. The school will operate this waiting list until the end of the autumn term after the ordinary September admission date. Places on the waiting list will be allocated on the same basis as described in section 4 above, not on the date the application was received or name added to the list. If parents wish to keep a child on a waiting list beyond the first term they will need to write in for an extension of another term.

## **10. In-Year and Transfer Admissions**

Applications for a place made outside of the normal application round due to a move to the area in-year or a transfer from another school are made directly to the school. Further information is available on the school's website or can be obtained by contacting the school.

## **11. Appeals**

Parents have the right of appeal to an independent Appeals Panel. Information on how to make an appeal is available on the school's website [www.theswanageschool.co.uk](http://www.theswanageschool.co.uk). The decision of Panels is binding on all parties.

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