

Southfield School

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Policy Name:	ADMISSIONS ARRANGEMENTS POLICY 2026 – 2027
Policy Type:	Statutory
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Approved by:	LGB
To Be Reviewed:	Annually

Part 1: Admissions into Year 7

1. Objectives

- a. To ensure that all admissions procedures are carried out in accordance with regulations set out in the Admissions Code.
- b. To ensure that all students are admitted according to the criteria defined by the school and in line with the local authority co-ordinated admissions schemes for new intake and in-year applications.
- c. To ensure that all admissions are dealt with in an efficient and appropriate manner to avoid causing the understandable anxiety to prospective students and their parents/carers that pressure to find a school place can generate.
- d. To ensure that students are placed on programmes of study related to their aptitudes, levels of ability and choices, in accordance with the provision currently available at the school. This is especially significant when admissions are requested outside the normal time of entry of Year 7 intake.

2. Procedures and Organisation

- a. Admissions procedures must be carried out in accordance with the Department for Education (DfE) Admissions Code and the local authority co-ordinated schemes.
- b. Students are to be admitted with the request that they and their parents/carers agree to support the school in all matters of behaviour and standards of performance. This expectation is to be included in discussions between parents/carers and senior staff prior to a student joining the school.
- c. The Published Admission Number for entry in Year 7 is 198. The school will accordingly admit up to 198 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 198 or fewer apply.

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3. Oversubscription

- a. Admission arrangements will be put forward for consultation in accordance with the regulations set out in the Admissions Code and in liaison with the local authority.
- b. The governing body will review oversubscription criteria on an annual basis and any changes will be put forward for consultation with all interested parties in accordance with the timetable set out in the Admissions Code and in liaison with the local authority.
- c. At the normal time of intake, places will be offered to applicants in the following way:
Pupils with an Education, Health and Care Plan which names the school as appropriate provision will be admitted regardless of the number of applications received.
In the event of applications exceeding available places, the following criteria are used to determine successful applications:
 - **Criterion 1:** Looked after or previously looked after children¹
 - **Criterion 2:** Those who have a sibling² attending the school, at the time of application, and who will be continuing at the school for the next academic year (a sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion).
 - **Criterion 3:** Those children who have a parent who is a member of staff (teaching and support) at Southfield School:
 - where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
 - **Criterion 4:** Up to a maximum of 30% of intake places will be allocated to girls living outside the towns and villages as listed in Criterion 5, with those closest to the school having priority.
 - **Criterion 5:** The remaining places will be allocated to girls living within the boundaries of the towns and villages listed below, with the closest having priority³:

¹Looked 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 (see definition in Section 22(1) of the Children Act 1989).

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

- were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or
- became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
- became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)).
- Appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

² For school admissions purposes, the term sibling includes:

- Half-brothers and half-sisters
- Step-brothers and step-sisters
- Adopted children
- Children in foster care
- Children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship
- Cousins are not regarded as siblings.

³ (a) In the event of oversubscription within criterion 1, 2 or 3, places will be allocated on the basis of proximity, priority will be given to those who live closest to the school.

(b) The figure of 30% in criterion 4 above will include children allocated a place under criteria 1, 2 and 3 and those with an Education, Health and Care Plan.

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Ashley, Barford, Barton Seagrave, Brampton Ash, Braybrooke, Broughton, Burton Latimer, Cranford, Cransley, Desborough, Dingley, Geddington, Glendon, Grafton Underwood, Great Cransley, Harrington, Kettering, Little Oakley, Loddington, Mawsley, Newton-in-the-Willows, Orton, Pipewell, Pytchley, Rothwell, Rushton, Stoke Albany, Sutton Bassett, Thorpe Malsor, Thorpe Underwood, Warkton, Weekly, Weston-by-Welland and Wilbarston.

- Tie – breaker: If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.
- No other form of selection is employed.

4. Late Applications

- a. Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 31 October.
- b. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (01 March – or the next working day).
- c. Late applications will be processed in the subsequent rounds of allocations between April and July (for more details, refer to the local authority's composite prospectus on the local authority website).

5. Waiting Lists

- a. Waiting lists are held for all year groups by the school. Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.
- b. When a place becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 3.3 of this policy.
- c. Priority will not be given to children on the basis that they have been on the waiting list the longest and children being allocated places under the Fair Access Protocol will be given priority.
- d. Waiting lists are cleared at the end of each full term. In order for a child to remain on the waiting list parents must submit a request to the School Admissions Team (admissions@southfieldsch.co.uk) in writing after the Easter and Christmas break.

(c) Any places remaining after allocation under criterion 4 above will be included in the allocation of places under criterion 5.

(d) Distance will be measured on a straight line basis from the address point of the school to the address point of the child's home using a geographical information system. The child's home address is defined as the address at which the child normally resides with their parent/carer at the time of application. If a child lives with parents/carers who are separated, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents/carers must agree which address they wish to be the child's main address before we can process the application.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

⁴ Staff children do not need to permanently live with the staff parent. Staff Children does not apply to partner's children.

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6. Appeals Procedures

- a. In the event of an appeal, statutory procedures in force at the time will be followed (see related DfE documentation).
- b. Independent appeals documentation can be found on the school website. A printed copy can be requested from the school. All completed appeal documentation should be sent to Diocesan Board of Education Bouverie Court, 6 The Lakes, Bedford Road Northampton, NN4 7YD.

7. Students seeking entrance other than at time of transfer by relevant age group

- a. All matters relating to admissions should, in the first instance be referred to the Admissions Team at Southfield School. Anyone requiring a prospectus or to visit the school should be directed to the Admissions Team so that they can make the appropriate arrangements.
- b. Applications for a school place made during the school year, or an application for admission to the school for the start of the school year for any year group other than the normal year of entry (Year 7) are referred to as in-year applications. Applications should be submitted to NNC and will be processed in accordance with the local authority co-ordinated scheme.
 - If a place in the relevant year group is available and the student has not been permanently excluded from two schools, a place should be offered as long as this is consistent with the best interests of the student and the students currently in the school.
 - If the school is directed by the Local Authority to take a student through the 'Fair Access' protocol, even though there are no places in the age group, the Admissions Team and Headteacher will discuss and decide the best way to proceed.
 - Parents wishing to apply for a place must do so through the local authority Admissions Team. The application will be forwarded to the school and the school will look at the student numbers in the particular year and request information from the current school. Once this information has been gathered, the Headteacher will decide if the school can offer a place and the Admissions Team will inform the local authority Admissions Team and contact parents regarding the outcome of the application.
- c. Successful applicants will, at the earliest opportunity, be shown around the school with their parents and the Admissions Team will clarify details of age, courses of study, reasons for requesting a place etc.
 - A meeting with the relevant Head of Year will be arranged so that curriculum matters can be fully discussed.
 - External applicants for 6th form places will be invited to visit the school and a meeting with the Head of 6th form arranged.
 - If necessary, a meeting with the SENCo will be arranged.
- d. All admissions should be discussed by the Admissions Team and the relevant Head of Year. Issues of class sizes, appropriate courses, particular needs, must all be discussed before an admission can be agreed.

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- e. No student may be admitted without the expressed agreement of the Headteacher.
- f. All students who are not admitted in the normal September intake will come into school, if possible, for such time as is necessary for them to undertake any assessments required by Curriculum areas to establish appropriate groups or sets. The information from these tests should be passed to Curriculum areas for processing in order that a programme of study may be produced appropriate for the student.
- g. The preparation of the programme of study is the responsibility of the Head of Year who will prepare a timetable for the student.

8. Application for a school place outside of child's normal age group

Parents/Carers should make a formal request in writing to admissions@southfieldsch.co.uk giving their reasons for making the out of normal age group application. Southfield School Admissions team will then consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. The Admission Team will then set out clearly for parents/carers the reasons for their decision about the year group a child should be admitted to and then an application can be processed. Agreement of the year group is not a guarantee of an offer. Parents/Carers do not have the right to appeal if they are offered a place at the school but it is not in their preferred age group.

9. Roles and Responsibilities

- a. The Admissions Team is responsible for the following:
 - Ensuring the smooth operation of all procedures relating to the admission or deletion of students on the school roll.
 - The organisation of the admissions element of the School Prospectus and Prospective Parents Evening.
 - Keeping accurate records of all appropriate and necessary data.
 - The monitoring and follow up of new or leaving students.
 - Ensuring all appropriate staff are informed of arrivals and departures.
 - That other schools either receive or provide the appropriate transfer files and information concerning students.
 - Ensuring that documentation received is passed to appropriate staff for information and filing.
 - Liaising with the appropriate Head of Year, SENCo, Safeguarding Lead (DSL) and Assistant Headteacher.
- b. The relevant Head of Year has responsibility for:
 - Ensuring that new students receive suitable induction information and experiences.
 - Placing new students in sets and forms
 - Ensuring that information received is circulated/noted as appropriate
 - Ensuring the monitoring of new students' progress, that settling in is taking place appropriately and parents are provided with information about this.

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c. The Form Tutor has responsibility for:

- Providing a suitable 'buddy'
- The induction of the student into school life – routines, expectations and standards, initial friendships and relationships, etc.

Part 2: Admissions into the Sixth Form

1. General. Application information for admission to Southfield School Sixth Form, including students currently attending the school, is detailed in the Sixth Form prospectus. Applications must be made via the process set out on the school website.

Admissions to the sixth form will be from both:

- Students in Year 11 at Southfield School.
- Students from outside Southfield School.

2. Admission Criteria. The admission criteria are as follows:

- A student will only be allocated a place in the sixth form if they meet the academic entry requirement criteria as specified for each subject.
- Students applying for entry into the Southfield School Sixth Form in September must be aged 16, 17 or 18 on 31st August.
- They must, also, be eligible to apply under UK residency regulations as set out in the Education (Fees and Awards) (England) Regulations 2007. Supporting documentation will be requested where appropriate.

Students with an Education, Health Care Plan which names the school as appropriate provision, will be admitted regardless of the number of applications received.

3. Oversubscription. In the event of over-subscription, places will be offered to applicants fulfilling the entry requirements as described above according to Criteria 1 – 5 outlined Part 1: Admissions into Year 7, Paragraph 3.

4. Offer of Places. Places offered will be dependent on confirmation of attainment after results day in August. Places will be allocated to both male and female applicants in accordance with the oversubscription criteria detailed above.

5. Waiting Lists. A waiting list will be kept open until the end of Term 1 and any places offered from the waiting list will be allocated in accordance with the oversubscription criteria.

6. Appeals Procedures. Unsuccessful applicants will have the right of appeal to an independent panel.

7. False Information. Any place offered on the basis of a fraudulent or intentionally misleading application e.g. giving a false address will be withdrawn. It is for the parents/carers to satisfy Southfield School of their circumstances, as they apply to the admission criteria at the time of application.

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8. Timetable for Admission. The generic annual timetable for admissions is as follows:

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| • Return date for applications | - | December. |
| • Provisional offer of sixth form place | - | March. |
| • GCSE results day* | - | August. |
| • Independent Appeals | - | Term 1 of new school year. |
| * Includes registration and confirmation of place. | | |

As the actual dates vary from year to year, please check the school website.

9. Late Applications and Transfers. Late applications will be considered up to the end of the second week of the autumn term. Late applications from external students will be considered in accordance with the minimum entry requirements and oversubscription criteria. The right of appeal will, also, apply to late applications.

Full details can be obtained at:

Website: www.southfieldsch.co.uk.
 Telephone: 01536 513063 - ask for The Admissions Office.
 E-mail: admissions@southfieldsch.co.uk