



# **Admissions Policy**

**September 2019**

## **Admission Arrangements – Uppingham Community College September 2019**

The College is its own admissions authority and as such is responsible for setting the criteria for admission and their interpretation; at all times however it will act in accordance with the School Admissions Code published by the Department for Education.

All parents wishing to apply for a place at the College should do so via their 'home' authority (i.e. the authority where they live). Parents have a right to express a preference for the school they want for their child. Application forms can be obtained from the College and the home authority.

Application forms must be returned to the home authority by the specified date, which is published annually. The Published Admission Number (PAN) for the College is 180 per year.

Children with an Education, Health and Care Plan (EHCP) that names Uppingham Community College will be admitted through the EHCP process. The Governing Body will admit a child with an EHCP that names Uppingham Community College.

### **Oversubscription Criteria**

Where the number of applications for places exceeds the number of places available, as specified by the Published Admission Number, oversubscription criteria will be applied, in priority order, to determine those children to be admitted:

1. Children in Care.
2. Those with a sibling attending the College. The sibling must be on roll at the College at the time of the proposed admission of the applicant to the College.
3. Those living in the catchment areas of, or attending the following primary schools:  
Brighthurst Primary, Edith Weston Academy, Gretton Primary Academy, Hallaton CofE, Leighfield Academy, St Mary & St John CofE: North Luffenham, Tugby CofE, and Uppingham CofE.
4. Those attending the following primary schools:  
Billesdon C of E, Cottingham CofE or Church Langton CofE,  
Parents should contact their Local Authority to check if free transport is available from their home address.

4. A child of a member of staff at the College, where the member of staff has been employed at the College for two or more years at the time when the application is made or is recruited to fill a vacant post where there is a demonstrable skill shortage.

5. Those that have proven grounds based on the location of their place of residence, in order of distance from the College. If measurement of distance becomes necessary, the calculation will be based on the shortest driving or walking route from the boundary of the home address<sup>2</sup> to the main entrance of the College. Only those footpaths recognised by the Ordnance Survey will be allowed.

Decision of the Admissions Committee will be notified to parents in March in the year of initial entry. Applications for school places outside the normal admissions round will comply with sections 2.21-2.22 of the Admissions Code.

### **Definitions**

1 A sibling is defined as a child of the family sharing a parent by birth or adoption and living at the same address at the time of the proposed admission.

2 Home address is defined as the address of the parent or carer with whom the child spends the majority of time as a child of a family during term-time and proof of the home address should be in the form of a utility bill.

The College will only allocate places in advance of a family moving into the area where suitable confirmation, such as proof of property purchase, a letting agreement, or a letter from an employer has been received.

### **Late Applications**

In the event of the College being oversubscribed applications received after the published closing date will be placed on the waiting list unless circumstances prevented an application being made at the appropriate time. Circumstances that may be considered under this heading would include, but not be confined to, a lone parent's illness during the application process, a family moving into the catchment area or a family returning from abroad.

### **Waiting List**

In the event of oversubscription, the College holds a waiting list for places which may become available.

Children who are the subject of a direction by the LA must take precedence over those on the waiting list in accordance with the Fair Access Protocol.

All applications declined through the oversubscription process will be given the opportunity to be placed on the waiting list which will be maintained for the first term of the year. Being placed on the waiting list does not remove an applicant's right to appeal.

It is important to note that the list does not operate on a “first come, first served” basis and that places will be offered according to the oversubscription criteria if they become available.

### **In-Year Admissions**

Parents who wish to apply for a place outside the normal admissions round should do so by contacting the College directly. On receipt of an in-year application the College will notify Rutland Local Authority of the application and its outcome.

### **Right to Appeal**

In the case where an application is declined due to oversubscription, all parents have the right to an independent appeal against the decision made.

### **Children of UK Service Personnel**

Children of UK Service Personnel posted to the catchment area will be allocated a place in advance of a move to the area once proof of the posting is provided [eg an official government letter from MOD, FCO or GCHQ]. This should include a relocation date and an intended address. The Unit postal address or quartering area address will be used for consideration against the oversubscription criteria.