

# YSGOL UWCHRADD ABERHONDDU BRECON HIGH SCHOOL



## Admissions and Appeals Policy

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## **ADMISSIONS AND APPEALS POLICY**

Brecon High School follows the Admissions Policy as laid down in the Powys Authority's document entitled, **PRIMARY AND SECONDARY SCHOOLS INFORMATION AND ADMISSION ARRANGEMENTS**, a copy of which is obtainable from the Admissions & Transport Team, Powys County Hall, Llandrindod Wells and is available on the website at [www.powys.gov.uk](http://www.powys.gov.uk).

### **1. AGE OF ADMISSION TO BRECON HIGH SCHOOL**

Transfer to secondary school takes place at eleven plus years of age.

### **2. CRITERIA FOR ADMISSION TO BRECON HIGH SCHOOL**

Powys County Council has a "catchment area" policy. If you want details of the catchment area for an individual school, please contact [admissionsandtransport@powys.gov.uk](mailto:admissionsandtransport@powys.gov.uk) giving the complete property address including postcode. Places will be allocated up to the school's admission number without the application of any conditions. However should the number of applications exceed the admission number the Powys oversubscription criteria (**see page 5**) will be used.

Pupils with a statement of special educational needs, which names Brecon High School as the school the child should attend because their needs can be best met by the school and its facilities, will be automatically allocated a place.

### **3. CHOICE OF SCHOOLS**

Parents by law have freedom to express a preference as to the school to which they wish their child to be admitted. It is the duty of the L.A. and school governors to comply with any preference expressed in accordance with the Authority's arrangements, provided that compliance with the preference does not:

- prejudice the provision of efficient education or the efficient use of resources. This prejudice cannot apply unless the school has reached its published admission number.
- require the school to take "qualifying measures" (e.g.. employ an extra teacher, build an extra classroom) to meet the statutory class size limits.

In expressing their preference, parents will normally wish to take into consideration the Authority's policy concerning the provision of transport

### **4. APPLICATIONS FOR ADMISSION TO BRECON HIGH SCHOOL**

Arrangements for admission to Brecon High School are normally made between the primary school attended by the child, Brecon High School and the Local Authority in the Autumn term preceding the date of transfer.

Parents are asked to express their preference on the Authority's Secondary School Admissions Form (**Appendix 1**) which should be returned to the primary school by the specified date. In addition, the form gives parents the opportunity to indicate why a particular preference has been expressed, together with any special educational needs their child may have.

It is vitally important that this form is completed and returned to the primary school since legislation indicates that those parents who have not expressed a preference for a secondary school (even if they live well within the allocation area of the school) will be placed in the lowest priority order when allocating secondary school places.

In other words, if they do not complete and return a Secondary School Preference Form (Appendix 1), within the published timetable, parents may jeopardise the chances of their child gaining a place at the school of their choice.

### **5. FEEDER PRIMARY SCHOOL**

Brecon High School's feeder primary schools are:

- Ysgol -y-Bannau
- Cradoc C.P.
- Sennybridge C.P.
- Llanfaes C.P.
- Mount Street C.P.
- Priory Church in Wales

### **6. FIRST YEAR ADMISSION LIMIT**

Brecon High School has a 1<sup>st</sup> Year Admission limit of 148.

### **7. TRANSFER TO A SECONDARY SCHOOL OTHER THAN THE NORMAL ONE**

Primary school parents wishing to transfer their child to Brecon High School instead of the school which normally serves the area in which they live should express their preference on the Authority's Secondary School Admission Form (**Appendix 1**). It is helpful if the request is also put in writing to the Admissions & Transport Team as early as

possible in the school year preceding transfer. It should be understood that if a pupil attends a secondary school other than their secondary school to which the pupil would normally transfer, free transport is not provided.

## **8. ADMISSIONS AT OTHER TIMES**

Applications for admission to Brecon High School at other times, e.g. for those moving into the County, should be made to the Admissions & Transport Team who will be able to advise concerning admission procedures and availability of places, etc..

## **9. TRANSFERS BETWEEN SCHOOLS**

Parents who wish to transfer their child to a different school at any time, except through change of residence, should in the first instance, discuss the matter with the Headteacher of their current school to explain their reason for requesting a change of school. Having spoken to the current Headteacher, parents should then approach the Headteacher of their chosen school and discuss the possibility of admission, explaining why the change of school is being requested.

Parents are then required to complete an In Year School Admission Request Form, which is available on the Powys County Council website (<http://www.powys.gov.uk/en/schools-students/apply-for-a-school-place/>) or from the Admissions & Transport Team, Schools Service, Communities, Skills & Learning, Powys County Hall, Llandrindod Wells, LD1 5LG. The completed form should be returned to the Admissions & Transport Team. Applications for such transfer will normally be approved, to take place at the beginning of a term or half term, provided that the transfer does not prejudice the provision of efficient education or the efficient use of resources.

***Failure to complete each section of the application form fully, including the Section for the Headteacher of the outgoing school, will result in the form being returned and, therefore, delaying the process.***

Where the home address changes and parents wish to transfer the children to Brecon High School the normal admission process will apply.

## **10. SECONDARY SCHOOL TRANSPORT**

To qualify for school transport, pupils of secondary age must reside 3 or more miles from Brecon High School, measured by the shortest walking distance, wherever practicable within existing transport routes. It should be noted that transport for qualifying pupils is only provided to the school that normally takes pupils from the area in which they live. Application forms (Appendix 2) for the provision of transport should be returned at the same time as the parental preference for Secondary School Admission form.

## **11. POST 16 TRANSPORT**

When a pupil completes Year 11, the end of statutory education, **his/her** name is removed from the school transport records. On that basis, if Post 16 pupils still wish to travel on school transport they must make application for transport each academic year. Forms will be forwarded to students who qualify for school transport, for their completion. If the student discontinues to travel on school transport he/she should inform the Admissions and Transport Team immediately.

Transport is also provided for students who wish to attend a second school/college under the collaborative curriculum arrangements that commenced in September 2011. Learners should complete a separate application form for each college/school site **at which they wish to study.**

Further information is available from the Admissions & Transport Team.

## **12. VACANT SEAT PAYMENT SCHEME**

Pupils who live within the statutory walking distance from school and live near or on an existing transport route may have the opportunity to make use of any vacant seats available under the Vacant Seat Payment Scheme on payment of the appropriate fee. However, this charge is waived if parents are in receipt of the following benefits:

1. Income Support
  2. Job Seekers Allowance (Income Based) (IBJSA)
  3. Receiving support under Part VI of the Immigration & Asylum Act 1999
  4. Child Tax Credit, but not Working Tax Credit, with annual taxable income not exceeding level set by the Treasury (for purposes of Tax Credit Act 2002)
- (PLEASE NOTE: if you receive Working Tax Credit you do not qualify, unless it is in the 4 week period following the loss of employment)***
5. Guarantee element of State Pension Credit

Under the Vacant Seat Payment Scheme, vehicles operating on school transport contracts do not deviate from the official journey to collect pupils not qualifying for free school transport but wishing to travel under the scheme. The Authority is not able to incur additional expenditure by providing seats in excess of requirement and the right to transport is withdrawn if the seat is required for a qualifying pupil.

Further information and application forms in respect of the Vacant Seats Payment Scheme can be obtained from the Passenger Transport Unit, Powys County Hall, Llandrindod Wells, LD1 5LG.

## ARRANGEMENTS SHOULD BRECON HIGH SCHOOL BE OVERSUBSCRIBED

Where schools are over-subscribed it is a requirement of the School Standards & Framework Act, 1998 that criteria are published which are then used to determine admissions.

Pupils with a statement of special education needs, which names a specific school which the child should attend because their needs can be best met by that particular school and its facilities will be automatically, allocated a place.

Powys Education Authority has adopted, in order of priority, the following criteria:

- a. Looked after children or previously looked after children
- b. The presence of an elder sibling\* residing in the same household, with the household being within the catchment area of the school when the pupil commences at the school.
- c. The location of the home if it is within the current allocation area of the school
- d. Any special medical and social needs relating to the individual child where attendance at a particular school is essential (evidence will be required to accompany the application form)
- e. The presence of an elder sibling\* residing at the same household, with the household being outside the catchment area of the school when the pupil commences at the school
- f. The location of the home in relation to the school and alternative schools if it is outside the current allocation area of the school.

\* Siblings include half-siblings, step siblings, adopted and looked after, or previously looked after children living in the same household.

Within each criterion, places will be allocated on the basis of the shortest walking distance to the school, in strict order of distance, up to the number of places available, the highest priority being given to the pupil living closest to the school.

Should a child not be granted a place at Brecon High School according to these criteria parents have the right to appeal against that decision using the procedure below.

### **APPEALS AGAINST ADMISSION DECISIONS**

Most pupils in Powys are allocated a place at their parents' first choice of school. If, however, it is not possible to allocate a place at the preferred school, an alternative school place will be offered. It is then for parents to decide whether to accept the place at the alternative school or to appeal against the decision of the admission authority.

In accordance with the School Standards and Framework Act 1998 the Authority will make arrangements to enable the parent of a child to appeal against an admission decision. The appeal will be determined by an appeals panel established in accordance with Sections 94 and 95 and Schedules 24 and 25 of the Act. The panel must consist of three to five members appointed by the LA from the following categories:

- people who are eligible to be lay members (persons without personal experience in the management of the school or the provision of education in any school, disregarding experience as a governor or in any other voluntary capacity).
- people who have experience in education; who are familiar with educational conditions in the LA's area; or who are parents of registered children at a school (other than the school at which the appeal is made).

Independent appeal panels must consider each case individually on its merits and they cannot limit themselves, in advance, to the admission of any particular number of pupils. Consideration by an appeal panel should be in two distinct stages:

a) **The Factual Stage**, where the panel decides as a matter of fact whether there was a lawful reason to refuse admission; if there was not, the child must be admitted; if there was, the committee must move on to:

b) **The Balancing Stage**, where the panel exercises its judgement to balance the degree of prejudice to efficient education which would result from admitting the child, and the strength of the parents' case, so as to arrive at a decision which is binding on the admissions authority.

The decision of the appeal panel will be binding on the Local Authority or Governors.



## IMPORTANT INFORMATION

This form should be used for all pupils who require an in year school place. This may be due to a house move or to request an alternative school place.

Before you decided to request a transfer to another school, for reasons other than a house move, you should consider your options very carefully and discuss your reasons and any issues with the Headteacher of the pupil's current school. Note a change of school does not always resolve a problem.

If the request is for a child to transfer school, not due to a house move, it will be agreed, provided there is room in the year group in the school. These transfers only take place at the beginning of a term or half term. Your child must continue attending their current school until you are offered a place in an alternative school. Parents, by law, are responsible to ensure their child receives full time education.

Parents should be mindful that if their child moves to a school outside the catchment area they will be responsible for the transport and all costs relating to it to enable the child to attend the school.

**Failure to complete each section of the application form fully will result in the form being returned and therefore delay the process.**

## BEFORE YOU APPLY

Please read the important information below before completing the application form. If you need any help with your application, contact the Admissions Team, County Hall, Llandrindod Wells (01597 826477)

- Applications for in year school places for Community and Voluntary Controlled Schools must be made through the Admissions Authority. Schools cannot offer places direct. (The admissions to Voluntary Aided Schools are the responsibility of the Governors)
- Applications should not be made more than a term in advance. Applications outside of this time scale will not be processed. School places cannot be reserved therefore applications are processed and places allocated, where possible, close to the date the school place is required. Once a school place has been offered the commencement date should be agreed with the school.
- **Applications received during school holidays cannot be considered until schools re-open.**
- We are unable to consider applications until confirmation of a moving date has been received. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a copy of your signed rental agreement may be required to support your application. Please include this with your application if possible to enable us to process your application.
- If you application is due to a move into the UK, documentary evidence to support your application will be required. A copy of the pupil's passport, birth certificate, child benefit letter or medical card are normally acceptable, along with a copy of your rental agreement or exchange of contracts letter. Please send copies with your application. The Admissions Authority reserves the right to seek further documentary evidence as it feels appropriate.
- Parents can state two preferences on their application form. If the Admissions Authority are unable to offer a place at your 1<sup>st</sup> or 2<sup>nd</sup> preference, a place will be allocated to the nearest school to your home address with available places.

## HEADTEACHER SECTION

**The section of the form must be completed by the outgoing school. Failure to do this will result in a delay in processing your application.**

# In Year School Admission Request

<b>Pupil's Present School:</b>	
<b>1<sup>st</sup> Preference School:</b>	
<b>2<sup>nd</sup> Preference School:</b>	
<b>If your chosen school is Dual Stream please indicate below whether you wish your child to be admitted to the English or Welsh Stream.</b>	
English Stream <input type="checkbox"/>	Welsh Stream <input type="checkbox"/>
<b>Date Admission Required :</b>	<b>Year Group for Pupil to be Admitted into: <span style="color: red;">Year</span></b>

PUPIL DETAILS		
<b>Pupil's Legal Surname</b>	<b>Pupil's Legal Forename</b>	<b>Middle Name(s)</b>
<b>Date of Birth</b> DAY: <input type="text"/> Month: <input type="text"/> Year: <input type="text"/>	<b>Gender</b> Male <input type="checkbox"/> Female <input type="checkbox"/>	<b>If TWIN, please tick box and complete an application form for each child</b> <input type="checkbox"/>
<b>Pupil's Current Address</b> ..... ..... ..... Postcode .....		
<b>Pupil's Proposed New Address</b>		<b>Contactable at this address from: (insert date)</b>
(This must be the normal and genuine residence of the parent / carer who has care of the pupil, that is, the address at which the pupil will reside)		<input type="text"/>
..... .....		Postcode .....

SIBLING DETAILS : Please give full names and date of birth of any siblings, who are attending the preferred school that you are applying for. (Sibling includes half-siblings, step siblings and foster children living in the same household).			
Sibling Legal Name	Date of Birth	School	Relationship to Applicant
Please provide sibling Address – <u>only if different from applicant</u>			

ADDITIONAL LEARNING NEEDS	
Does the pupil have additional learning needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the pupil on one of the following stages of the SEN Code of Practice for Wales	Yes <input type="checkbox"/> No <input type="checkbox"/>
School Action	Yes <input type="checkbox"/> No <input type="checkbox"/>
School Action Plus	Yes <input type="checkbox"/> No <input type="checkbox"/>
Statement of Educational Needs	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered YES to any of the above, please ring Mrs Liz Jones on 01597 826724 to discuss and provide further details.	