



ADMISSIONS POLICY September 2011

Admissions at the point of Primary/Secondary Transfer (transition year)

Pupils will be admitted without reference to academic ability or aptitude. The number of intended admissions for the year commencing September 2011 will be 282. The school proposes to continue to admit pupils with Statements of Special Educational Need and pupils in public care (looked after children) where that is the wish of the parents and of the Local Authority administering the Statement or care order.

Oversubscription criteria

Where parental preferences for admission exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit.

1. Pupils of All Saints Primary, Bowling Green Primary, Cross Lane Primary, Elland CE (VA) J&I, Greetland Primary, Holywell Green Primary, Old Earth Primary, St Patrick's Catholic Primary and West Vale Primary schools
2. Those pupils who have a brother or sister (or step-brother or step-sister living in the same household) attending or due to attend the school at the time of their admission. (i.e. 1st September of the admission year concerned)
3. Children who have a particular aptitude for sport. Allocations under this criterion will be limited to not more than 10% of the planned admission limit and applications must be supported by evidence. Parents must complete a separate application form for consideration under this category. This must be returned to the school by the deadline set by the Authority for the return of the common preference form. Parents must also have expressed a preference for the Brooksbank School on the common preference form. Applicants under this criterion will be invited to attend a session where their sporting aptitude will be assessed
4. Direct distance between the child's home to school, with those living nearer being accorded the highest priority. Distance will be calculated using a straight line measurement from the pupil's home to the closest **designated** school gate.

Distances will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency applies, all measurements will be carried out by the Local Authority's GIS system and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point which distance measurements will be taken from.

Waiting Lists

- For pupils placed on the waiting list during their transition year from Year 6 – Year 7, the waiting list will be maintained in accordance with the co-ordinated admission scheme by the Local Authority. If parents / carers wish the pupil to stay on the list after 30th September, they must inform the school in writing
- Should parents contact the school to request a place in other year groups which are full, they can request to go on a waiting list for that year group.
- As places become available, they will be allocated from the waiting list according to the over-subscription criteria.

Late Applications during the Transition Year

If an application for a place in Year 7 is received after the deadline as laid down in the co-ordinated admission scheme and the school has allocated all the places for Year 7, the pupil's name will be put on the waiting list. As places become available, they will be allocated as detailed above.

General

Parents should note that Governors, when allocating places, consider the present permanent place of residence. The governors do not take into consideration an intention to move to another address.

Where a pupil lives with parents with shared responsibility each part of the week, parents must state which is the predominant address together with the details. Over-subscription criteria will be considered on the basis of the predominant address (which will be checked with the current primary school) and parental preference.

Governors will establish arrangements for appeals against non-admission which will include an independent element. Details of appeal arrangements are available from the school.