



Regency High School Admissions Policy

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Authorised by: Chair of Governors

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Signed by:*S. Harding*..... (Policy Author)

Date:*20th Nov 2018*.....

Signed by:*[Signature]*..... (Chair or Governors)

Date:*9th Nov 2018*.....

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Statement of intent

Regency High School is a generic special school that caters for pupils from age 11 to 19. We welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds.

We admit our pupils in-line with the Equality Act 2010, School Admissions Code 2014, the School Admission Appeals Code 2012, Human Rights Act 1998 and the School Standards and Framework Act 1998.

The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way.

The number of places available is determined by the capacity of the school, and is called the 'agreed admissions number'. Our published admissions number (PAN) is 170. We have 137 pre-16 and 33 post-16 students.

As Regency High School is an Academy School, the admission authority is the Academy Trust. Any complaints about the admission arrangements should be made to the Schools' Adjudicator.

1. Legal framework

1.1. This policy has due regard to the related statutory legislation, including but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998

1.2. This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2014) School Admissions Code
- DfE (2012) School Admissions Appeals Code

2. The admissions process

2.1 The LA must collate and publish all the admission arrangements in the area in a single prospectus.

2.2 As Regency High School is a special school, all pupils who are admitted to the school must have a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) or be in the process of being assessed for one.

2.3 The Local Authority (Worcestershire) requests a place at the school on the basis of parental preference. The school will agree to the request subject to a suitable place being safely available within the existing organisation of classes, and on the basis of there being a suitable peer group.

2.4 Admissions normally take place at the start of the academic year, although the school will do everything they can to admit a child at other times, if and when the need arises.

2.5 We do not treat pupils living outside the LA area in which the school is located less favourably just because they live outside the area.

2.6 Applying for the sixth form requires the child and/or their parents to express a preference for Regency High School in their Education, Health and Care Plan review unless they are already on roll. Regency High School offers places up to and including year 14 though some pupils stay for years 12 and 13 only.

2.7 Transport to and from school is agreed with parents/carers by the Local Authority. Pupils in years 12 and 13 are usually required to make a payment towards transport costs though, if agreed, this is provided free of charge to pupils who remain in year 14.

2.8 Parents/carers are invited to visit the school on one of our open events or can telephone to arrange an individual appointment, if this is more convenient, to ensure that Regency High School is the most appropriate setting for their child.

2.9 Admission authorities must determine arrangements annually. If no changes are made for seven years, the arrangements must be consulted on for a minimum of six weeks and take place between 1 October and 31 January.

Determined arrangements can be objected to and referred to the schools adjudicator by 15 May in the determination year. Any decision made by the schools adjudicator must be acted on by the admission authority and arrangements amended accordingly.

3 Adopting oversubscription criteria

3.1 Where the school is over-subscribed, every consideration will be given to offering places to pupils with EHCPs where they can be accommodated in the existing class structure, without affecting the safety of others in school and where there is an appropriate peer group. Cases will be considered on an individual basis, upon request for placement from the Local Authority.

Admission appeals

- 4.1 Parents have the right to appeal an admission authority's decision. An independent appeals panel must hear the appeal and our school must act according to the panel's decision.
- 4.2 The school will follow the directions given in the 'Schools Admission Appeals Code' (Department for Education, February 2012)
- 4.3 Any person or body who considers our arrangements unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the schools adjudicator. The schools adjudicator must consider whether the referred arrangements comply with the Code and with the law relating to admissions.
- 4.4 Objections to admission arrangements for entry in September 2019 must be referred to the schools adjudicator by 30 June 2018. For all subsequent years, objections must be referred to the schools adjudicator by 15 May in the determination year.

5 Pupil registration regulations

- 5.1 Regency High School promotes good attendance, aims to reduce absence and acts early to address patterns of absence.
- 5.2 The 'Pupil Registration Regulations 2006' make it compulsory for schools and academies to keep and maintain an admissions register and an attendance register for every pupil.
- 5.3 Our admissions register contains an index in a clearly identified order and the following fields:
- The pupil's full name
 - The pupil's gender
 - The name and address of every person known to be a parent of the pupil
 - The emergency contact number for at least one parent
 - The day, month and year of the pupil's birth
 - The day, month and year of the pupil's admission or re-admission to the school
 - The name and address of any previous school that the pupil has attended

5.4 The attendance register will specify, both in the morning and afternoon sessions, whether each pupil recorded on the register is:

- Present.
- Absent.
- Attending an approved educational activity.
- Unable to attend due to exceptional circumstances i.e. bereavement or sickness.

5.5 We ensure any information recorded in the registers is legible and recorded in ink or electronically. Subsequent corrections made to either register are clearly distinguishable from the original entries.

5.6 Children at risk of missing education: Regency High School must inform the LA of any pupil who will be deleted from the admission register, and must have LA agreement before a decision is made.

6 Terms and conditions

6.1 Copies of our school's terms and conditions are made available to parents during the admissions process.

7 Monitoring and review

7.1 This policy will be reviewed by the governing body on an annual basis.

7.2 Any changes must be consulted on and where no changes are made, consultation is required at least every seven years.

8 Equality Impact Assessment

8.1 This policy has been screened for potential adverse impact on specific groups within the school community. It is not believed that this policy will have any such impact.