



## ADMISSIONS POLICY ADMISSIONS FOR SEPTEMBER 2010

Dunraven School admits 192 Year 7 students.

All applicants for a place at the School are required to take a standardised test in verbal reasoning, non-verbal reasoning and numeracy set by GL Assessment (formerly National Foundation for Educational Research). On the basis of the results of these tests, applicants will be placed in one of five ability bands. Places will be offered in the following proportions:

Band 1.1	20%
Band 1.2	20%
Band 2.1	20%
Band 2.2	20%
Band 3	20%

Where there are more applicants than places available in any ability band, places will be allocated according to the following criteria, which are stated in order of priority:

1. **Looked after children:** applicants who are in the care of a Local Authority or provided with Local Authority accommodation by that Authority (according to the Children Act 1989).
2. **Siblings:** applicants with another child from the same family already at the School who is expected to be on roll in September 2010.

“Sibling” is defined as a full, half or step brother or sister living at the same home address. It also includes an adopted or fostered child living at the same home address and dependent on the same primary carer. In all cases the sibling must be expected to be on the roll of the school at the time of admission.

“Home address” is the address at which the pupil should live permanently and full time as the principal residence. It does not include short term rental or lease and does not include the address of a relative or carer, unless they have legal custody of the child.

3. **Medical and/or social reasons:** applications must be professionally supported.

Medical reasons **must** be supported by written medical evidence. The evidence should come from at least two registered health professionals. An application being made for social reasons **must** be supported by written evidence from registered professionals such as social workers or other social care professionals. Medical or social applications **must** set out the particular reasons why Dunraven School is the most suitable school and what difficulties would occur if the child had to go elsewhere. Any such applications will be considered objectively by the Admissions Committee of the school based on the evidence provided. Application under this criteria does not guarantee a priority place and cannot be considered without the appropriate supporting evidence.

4. **Distance:** proximity of the child’s home to the School, measured along the shortest walking route lit by street lighting, with those living nearest accorded the highest priority.

Distance is taken as proximity from the home address (see definition above) to the school. It is measured using the shortest lit walking route, from the front door of the home address (as identified by the mapping software) to the student entrance of Dunraven Lower School in Mount Nod Road. Distance measurements are calculated using industry standard software widely used throughout the UK by many admission authorities. It is based on Ordnance Survey mapping.

In the eventuality of insufficient applicants for places in any band, unfilled places will be offered to the next band.

Applications to the school are made using the Common Application Form and the school’s own Supplementary Information Form. Parents applying to Dunraven **must** complete both forms to be considered for a place at Dunraven School.

**In all the above criteria, documentary proof of residence will be required in the form of a current Council Tax Bill**

## **Late Applications**

Late applications may be made to the school and will be considered after all Banded applicants have been offered a place to. Late applications will be maintained in order of the over-subscription criteria. Any student not offered a place will be placed on the Waiting List and will have the statutory right of appeal.

## **Waiting List for Year 7**

Following National Offer Day a waiting list is maintained with applicants ranked in order according to the admissions criteria. After 31 December 2010 the waiting list is no longer maintained. If you wish to remain on the waiting list after that date you must notify the school in writing.

Fair Access Protocol: Children who are the subject of a direction by a Local Authority to admit or who are allocated in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

## **Appeals**

Appeals against an admissions decision are heard by an Independent Admissions Appeal Panel established under the School Standards and Framework Act 1998. An appeal against a refusal of a place must be made within 10 school days of the date of the refusal letter. An Appeals Panel will hear appeals for admission in May.

## **Casual Admissions**

Families who seek admission other than through the Year 7 secondary transfer process or to other year groups are able to make Casual Applications. These are kept on file for consideration by the Governors Admission Committee in the event of a place becoming available. Each Casual Application is valid for the academic year in which it is made. Applications are not ranked in order on a waiting list. If a place becomes available the known applicants for that year group are sorted using the criteria given above. Families will be notified in writing the outcome of their application and have the statutory right of appeal if a place is refused.

## **Admission into Year 12**

For the academic year 2010-11 there will be 250 places in the Dunraven Sixth Form. Of these 150 will be in Year 12. Priority will be given to students applying to Year 12 already attending Dunraven School **who meet the course entry requirements**. 30 places will be available to external applicants.

Admission to Year 12 is based on achieving the grades required to undertake the courses applied for.

- Level 3 courses: 5 GCSEs at Grades A\*-C (having taken higher tier papers) including Maths and English. The courses information sheets will explain individual subject requirements.
- Level 2 courses: 5 GCSEs at Grade D or above

Where there are more external applicants than places available the following criteria will apply:

- Looked After Children (see definition on Page 1)
- Students will be ranked by their average point score.
- External students not offered a place will have the right to appeal against that decision.

The school will always attempt to meet the preferences of applicants, but acceptance into the Sixth Form does not mean automatic acceptance on to a course. A course is deemed fully subscribed with 20 students and courses with fewer than 10 may not run. The school reserves the right to add or remove courses from the published programme if circumstances require this.

## **Appeals into Year 12**

Appeals against an admissions decision are heard by an impartial panel in line with the DCSF Code of Practice. An appeal against a refusal of a place must be made within 10 school days of the date of the refusal letter. Appeals will normally be heard in September.