

KING EDWARD VII SCHOOL POLICY



Admissions Policy

Document Adopted by Governing Body

Date: February 2018

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Date: February 2018

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Date of Next Review: September 2018

Leadership Team Responsibility: Linda Gooden

King Edward VII School Admissions Policy

Introduction

King Edward VII School has an Indicated Admission Number of 230 students for each year group in Key Stages 3 and 4. There are six feeder primary schools: Nether Green, St Marys, Walkley, Westways Lydgate (shared with Tapton School) and Sharrow. Usually just under half of each year group is made up of students from the feeder primaries. The rest come from all over Sheffield, resulting in up to 40 different primary schools sending one or more students to KES.

The Headteacher and Governing Body agreed to a one-off higher admission number of 238 for Year 7 in September 2018 to support a request from Sheffield City Council's Admissions Service. This is because there has been a lot of pressure on places in the South West this year in spite of the opening of a new school (Mercia). In recognition of this and to provide as many places as possible for local children King Edward VII was one of four schools to provide additional places by agreeing to exceed the normal admission number of 230.

King Edward VII School is regularly over-subscribed in every year group. Although relatively few students leave the school during the course of a year in any year group, KES is regularly approached to take additional students in-year, into every year group, either as a normal in-year transfer request, or through various local authority placement protocols (see full policy for details).

In-Year Transfer Applications

Transfer Forms are held centrally by the LA. Any family wishing to transfer their child must obtain a form from the LA. All schools will have copies of the Information Booklet advising how to go about this process. Families must complete their section of the form and ask the existing school to complete Section 2. Completed forms are then sent to the LA, who will have the responsibility for dealing with requests.

Families can choose up to three preferences. The following actions then take place:

- the LA officer responsible for transfers will check the database for availability of places in the relevant year group of the school applied for
- if a place appears to exist, the school should receive a telephone contact to discuss any issues there might be. KES must have an identified person on each site to deal with this
- the LA informs the family of a place allocation and forwards details to the receiving school using the transfer form
- the relevant pastoral team contacts the family to arrange an admission meeting, the completion of admission paperwork* and induction. N.B. the transfer form should contain sufficient information to allow placement in a form and in core subject ability groups
- a start date is agreed and in the case of a student with particular support needs (whether learning behavioural or emotional) a phased introduction may be agreed with the student's family. **N.B it is the policy of the school that all children join as full-time students, even if the move to full-time attendance is phased.**

The school may sometimes agree that a student be admitted into a year-group other than that which his/her age dictates, **at the discretion of the headteacher.**

The School's Response to Requests for Places

The school is routinely oversubscribed for places in the incoming Year 7, with many Year 6 students being placed on a waiting list and many of those families going to appeal for a place at the school. King Edward VII School is therefore the subject of a group appeal hearing prior to the individual appeal hearings during the Spring of each year. The school produces an annual statement outlining its reasons why the established Indicative Admission Number (IAN) should not be breached, so that the quality of provision and experience for existing students is not prejudiced. The school is represented by a member of the Leadership Team at such group appeals, and at some individual appeals throughout the year where this is possible.

The school is fully supportive of the Government's and the Local Authority's strategies to support vulnerable children and regularly admits children over the Indicated Admission Number through the Reintegration and Placement Panel, Hard to Place Protocol and Managed Move process.

Admission Documentation

For Year 7 – 11 admissions, a standard Admission Form and other associated documentation must be completed by a parent/carer before the student starts. These are given to parent/carer by a member of the relevant year team at the pre-admission meeting, prior to the new student starting. Some documents are for completion and return when the student starts, others are for information.