

The De Montfort School

Admission Policy for entry to Year 12 in September 2024

Version Control

Policy author: Headteacher

Policy approved by: Trust Board

Version	Date	Details
1.0	1 st August 2021	Updated in line with the new School Admissions Code 2021
2.0	11 th July	General updates
3.0	September 2022	General updates
4.0	January 2023	General updates

Introduction

The De Montfort School is an 10-18 mixed comprehensive serving Evesham and the surrounding area. Our DfE number is 885 4501.

The De Montfort School is part of The Four Stones Multi Academy Trust (MAT). The Trust Board is the admissions authority for all schools within the multi academy trust and approves the admissions policies on an annual basis. The Trust Board delegates th

Late Applications

Applicants who fulfil the entry requirements whose applications are received after the deadline of **Friday 1st December 2023** will be treated as lower priority than those applications received on time, in the initial allocation of places (please see information below on waiting lists).

If an applicant is offered a place after the usual starting date of 1st September 2024, he or she will normally be expected to take up this place within one week of the date of the offer.

Other Applicants

It is possible to request admission outside the normal age group, effective in a year group below or above a pupil's chronological age. This applies to applications for starting in Year 12 and for transfer into an existing year group. We may need to carry out an educational assessment to determine whether or not it is appropriate for the young person to delay or accelerate their entry into the sixth form and be taught outside of their chronological age group. The local governing body will make a decision based on the circumstances of each case.

Applications from pupils whose home is not in the UK or who have non-UK qualifications will be considered on an individual basis. Please contact the Head of Sixth Form for an initial discussion on 01386 442060 or by email on office@tdms.worcs.sch.uk

Offers of Places

All applicants will be offered the opportunity for an information and guidance discussion with a senior member of staff at The De Montfort School in order to agree the most suitable pathway and courses. Following these discussions, successful applicants will be sent provisional offers of places for the agreed pathway and courses, subject to places

Any additional evidence which you wish to submit after lodging an appeal must be in writing and must be received by the school at least five school days before the hearing to allow for efficient administration of the appeal hearing. If you submit information or evidence after this deadline it might not be considered at the appeal, or the appeal hearing might need to be postponed.

Appeals for the sixth form will not be heard before confirmation of the examination results on which the offer of a place depends. Such appeals will be heard within 30 school days of being lodged.

For in-year transfer applications, appeals will be heard within 30 school days of the deadline for lodging appeals.

Appeals lodged after the deadline for lodging appeals will be heard as soon as is reasonably practical.

Parents/carers are invited to attend the hearing of their appeal and make their case to the panel, although if this invitation is declined the appeal may be heard on the basis of written evidence only. You may be represented by or accompanied by a friend. You must inform the school in advance if you wish to call any witnesses or be represented at the hearing.

Only one appeal is permitted in respect of the same academic year unless, in exceptional circumstances, a second application has been accepted because of significant and material changes in circumstances (eg a change which puts the applicant in a higher oversubscription category). The statutory right to appeal does not apply if a place has been offered at the school in the usual year group for the child's age, but this is not the year group preferred.

Oversubscription criteria

The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place at the school in accordance with our main principle of admission as defined above in the Introduction. The governors' Admissions Committee takes considerable time and the utmost care to ensure that the system is applied fairly.

Where there are more applications than places pupils will be offered places in the following order of priority (for definitions of the words in bold, see the section below on Definitions):

1. **Looked After Children and previously Looked After Children**. Including **Children previously in state care outside of England** and ceased to be in state care as a result of being adopted.
2. **Siblings** of pupils attending the school **and living within the catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the

ordinates that are used to plot an address within this system. In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the local governing body will supervise this process.

Where there are too many applications from within the first category, applications will be given priority if they meet the conditions of the second category. If any places then still remain, applications will be given priority according to the third category, and so on.

Definitions

Looked after Children and previously Children Looked after, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

Catchment Area

Our catchment area is defined on the map which may be viewed at the school on request and which is available on the school website or from School Admissions at Worcestershire County Council. Proof of residence may be required. The offer of a place may be withdrawn if acceptable proof of residence is not provided when requested.

If you wish to check whether your address falls within the catchment area for The De Montfort School, you may also

Home

Home is defined as the only or main residential address at the closing date of application where the child normally resides and which is the address of the parent/carer with main responsibility for the child.

Where parents/carers have shared responsibility, the child's home address will usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (eg three or more days out of five Monday to Friday during term-time). Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address used will be determined by random selection. Someone totally independent of the local governing body will supervise this process.

It may be necessary for the school to carry out checks to confirm that information given in relation to a child's home address is genuine. Parents/carers may be asked to produce documentary evidence of the address given. If you knowingly give false information in order to obtain a school place you could be guilty of an offence under the Perjury Act 1911.

Places cannot be offered on the basis of a possible future address. If you have already applied but notify us that you have moved home after the closing date for applications, we will deal with this as for late applications.

For children of UK Armed Forces personnel or Crown Servants, we will not refuse to process an application solely because the family does not yet have an intended address. We will accept a future address if it is provided by the parent/carer.