



FINHAM PARK SCHOOL

A Mathematics and Computing College

ADMISSIONS POLICY

Inc. Sixth Form Admissions



The admissions process is part of the Coventry Local Authority co-ordinated scheme.

THE APPLICATION PROCESS

Parents who wish their children to be admitted to the school should complete the Common Application Form either in hard copy format or “on line”. The Common Application Form is available from the following sources:

- “on line” at www.coventry.gov.uk/admissions
- from the Admissions and Benefits Team, Civic Centre 1, New Council Offices, Earl Street, Coventry CV1 5RS

The Common Application Form should be returned to the Local Authority by the relevant date which may differ if returned electronically or by post.

For September 2012 Finham Park School’s Published Admission Number (PAN) for Year 7 is 237.

If there are more requests for the school than there are places available within the school’s admission number, places will be allocated in accordance with the following criteria and in the order shown below:

- 1. Children who, at the time of admission, are in care of a local authority or are provided with accommodation by the authority (looked after children).**
A looked after child is defined in Section 22 of the Children Act 1989.
- 2. Children who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will be of compulsory school age and will continue to attend Finham Park the following year.**
- 3. Other children who live in the catchment area served by the school.**
- 4. Children living outside the catchment area with a brother or sister who currently attends Finham Park, provided that the brother or sister will be of compulsory school age and will continue to attend the following year.**
- 5. Children by reference by distance to the school.**

If it is not possible to meet all of the requests in any one of the categories described above the school will prioritise the requests by reference to distance.

BROTHERS AND SISTERS

The Trustees of the school see the benefits of children from the same family attending the same school and give priority to brother and or sister connections in its policy for allocating places. The definition of brother or sister includes step brothers, step sisters, half brothers, half sisters and adopted brothers and sisters living at the same permanent address. However, where the school is oversubscribed no guarantee can be given that places will be



available for brothers and sisters. Where the final place in a year group is offered to one of twins or other multiple births the parent has to decide which child will take up the place.

COMPULSORY SCHOOL AGE

Brothers and sisters are required to be of compulsory school age within the oversubscription criteria. This means they must be attending in Years 7 to 11 at the time that the applicant would be joining the school.

DISTANCE

If it is not possible to meet all of the requests in any one of the categories described above, the Trustees will prioritise the requests within that category by reference to distance. A straight line measurement will be made, using a computerised mapping system, from the centre of the child's residence – to the centre of the school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the Trustees will select by drawing lots.

HOME ADDRESS

A student's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Governors that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

If a school place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.

CATCHMENT AREA

One of the aims of Finham Park is to serve its neighbourhood and develop links with the local community to strengthen the school and community. The area served by a school is known as the catchment area and details of our catchment area are available from the school office.

SPECIAL EDUCATIONAL NEEDS

All children with a statement of Special Educational Needs that name the school will be admitted before all other applicants.

LATE APPLICATIONS

The closing date for admissions in the normal admissions round is the last day of October. After that date the Local Authority will continue to receive applications but those will be considered to be late and may not be processed until after the 1st March the following year.



APPEALS

If you are unsuccessful in obtaining a place at the initial point of allocation, parents have the right of appeal to an independent panel, who have the authority to exceed this admission number where appropriate.

WAITING LISTS

After the initial allocation of places the Trustees in conjunction with the Local Education Authority will establish a waiting list up until the end of the Autumn Term. Parents who wish to continue to be considered for any places after the end of the Autumn Term must register their interest for the school via the Local Authority.

APPLICATIONS OUTSIDE THE NORMAL ADMISSIONS ROUND

An application must be made to the Local Authority who coordinate all such applications, and will notify applicants of Trustee decisions. Applications refused a place will be offered the right of appeal.

POST 16

There is no planned admission number for Post 16 as this is not considered a normal year of entry. Full details of the minimum requirements for Post 16 courses please contact the school. Students are considered for entry based on their academic attainment and/ or individual subject grade criteria and the availability and suitability of courses. Applications refused a place in Post 16 are entitled to appeal to an independent appeals panel.

FAIR ACCESS PROTOCOL

The Governors of Finham Park School will discharge their obligations in line with Coventry Local Authority's Fair Access Protocol. (see below)



A In year transfers (no complications)

- Information arrives in School via Kay Grainger
- Kay Grainger to advise relevant College Leader bearing in mind gender, year group, etc.
- Kay Grainger/Heidi Fellows to contact parent./carer to arrange initial interview, date and time for parents, child, College Leader plus SENCO if relevant, asking for the following:
 - Latest SATs results (KS2 or KS3)
 - Which Home language and any EAL issues
 - Which foreign language studied (KS3)
 - Which options studied (KS4)
 - Any special educational needs or EAL
 - Any medical needs
- Please bring last school report to the interview
- At the meeting:
 - Information gathering process.
 - Likes and dislikes, interest, why Finham Park School etc.
 - Tour of school for student (led by runners) whilst parent complete admissions forms. (supplied by Kay Grainger)
- Agree a start date at least 2 DAYS after interview to enable the following:
 - Place in appropriate mentor group and inform mentor.
 - KS3 contact Subject Leaders Maths, English, Science and Modern Foreign Languages for advice on which teaching groups.
 - KS4 contact Subject Leaders for core and options to agree groups
 - Inform Paul Kay re groups for timetable.
 - Timetables/organiser/etc mentor to give to student as part of induction.
 - Mentor to organise 'buddy' in group for break and lunchtime.



- College Leader to identify peer mentor from teaching group.
- If necessary, arrange time in PLC for assessment in literacy and numeracy.
- Contact SENCO for assessment if SEN, and Barbara Chadwick (for assessment) if the 'home spoken' language is not English.

B Managed move/Hard to Place students/ Students moving to school with concerns

All students who transfer into school via these routes **MUST** be interviewed by the Deputy Head Teacher, College Leader and Inclusion Manager. Standard routine procedures will be followed as in **A** with the addition of the following:-

Integration will always be via the PLC to ensure smooth transition, and often will start on a part-time basis. Support is usually offered by the PRU outreach staff. Integration into mainstream school will be gradual, based on the needs of the individual student.



Appendix 1

Our ref: MB/JR- Jan 12

SCHOOL ADMISSION APPEALS – SCHOOL YEAR 2011/12

Finham Park School Governing Body's case for refusing further admissions into Years 7, 8, 9, 10 & 11 (11/12)

BACKGROUND

Finham Park School is a school that provides secondary education for pupils of 11 to 19 years of age. The maximum intake number is published at **237** for Year 7-11. The Governing Body feels this is the maximum admission limit possible at the school and seeks to demonstrate that the published admission number is appropriate in this submission.

In the past the admission limit has been exceeded in all year groups due to parents successfully gaining places on appeal and on direction from other referral points (see below). At previous hearings, the Independent Panel had agreed that the school was to capacity with **230** pupils per year group but admitted children due to individual family circumstances. All year groups have previously been subject to this process.

All 237 places in Y7 for intake into Finham Park School for September 2011 were allocated strictly in accordance with the School's Admission Criteria. The number on roll is now 1213, significantly higher than the 1184 suggested by the net capacity calculation . Clearly 29 additional pupils is the equivalent of one whole class learning on site.

THE LOCALITY

Finham Park School's catchment area can be obtained from Secondary Admissions at Coventry City Council.

PUPIL NUMBERS

The numbers on roll as at 18th January 2012 were:

| | | |
|---------|---|-----|
| Year 7 | = | 243 |
| Year 8 | = | 240 |
| Year 9 | = | 240 |
| Year 10 | = | 245 |
| Year 11 | = | 245 |



Current total for 2011/12 is therefore 1213 pupils

Our numbers increase during the academic year as a result of:

- **successful appeals to an Independent Appeals Panel**
- **managed move from the Pupil Referral Unit**
- **managed move from other schools**
- **Local Authority “Hard to Place” panel referrals which is part of the Coventry Fair Access Protocol detailed below**
- **Coventry West Partnership Placement Panel referrals**

The Coventry Fair Access Protocol covers the arrangements for the integration or reintegration to schools of pupils who are requesting a school transfer and are considered hard-to-place. All secondary schools in Coventry are included in this partnership. The agreement requires each school to accept a quota of students who are hard-to-place.

For the academic year 2010/11, Finham Park School had an agreement to admit 4 pupils under the hard-to-place protocol. 1 place was allocated in Year 9 (now Y10) over the admission number in accordance with the Fair Access Protocol for the academic year 2010/11.

For the academic year 2011/12, Finham Park School has an agreement to admit 5 pupils under the hard-to-place protocol.

The school has very low mobility rates and historical figures indicate that overall figures increase over the year.

ACCOMMODATION

The majority of classrooms in the school are designed for specific subjects and classes circulate as appropriate. The school has a number of infrastructure problems as the original 1971 building was intended for approximately 1200 students, including Sixth Form places (information confirmed with Local Authority January 2012). These problems result in pressure on toilets, corridors and office space. For assemblies considerable organisation has to be undertaken in order to accommodate all children. Corridors and staircases are very overcrowded at change of lessons. Lunch and break times are difficult to manage with such a large number of students attempting to access the facilities in a short space of time.

The Net Capacity calculation currently sets Net Capacity at 1484 for 11-19 places, with an indicated admission number of 237 in Year 7. There are currently 1513 11-19 students on roll.

Due to admissions pressures, the governors had previously agreed to raise the admission numbers to 237 from 230 in each year group, leading to a Net Capacity of 1184 (1484-300 Post-16 students) with 11-16 entry. This data has been checked with the Local Authority Strategic Property Asset Management Team.



Due to most of our accommodation being of CLASP construction from 1971, classrooms are often small (31 of the 80 (39%) teaching rooms accommodate less than 28 students) and do not allow the flexibility dictated by modern teaching and learning techniques. In many classrooms, teachers find it difficult to circulate and access individual students in order to support their learning. Of the other 49 rooms, 5 are small seminar rooms, 12 rooms are significantly undersize each being below 50m² and the other 10 are between 50m² and 56m².

Specialist accommodation is below the recommended size in ICT/Business Studies, Science, Music, Drama and the Halls.

SPECIAL EDUCATIONAL NEEDS –

There are currently 202 pupils attending the school who have been placed on the SEN register (approximately 16.6%). In Year 7 there are 35 pupils on the SEN register, and 3 are statemented. In Year 8 there are 34 pupils on the SEN register, and 1 of these pupils is statemented. In Year 9 there are 37 pupils on the register of which 5 have a statement. In Year 10 there are 52 pupils on the SEN register of which 1 is statemented. In Year 11 there are 44 pupils on the register of which 1 has a statement. Autistic Spectrum Disorder (ASD) forms a large proportion of the statemented pupils).

For children with special educational needs there is the need for more support and withdrawal facilities so the needs of these children can be met effectively. In Years 7 to 11 children at Finham Park School are with their peers for the majority of the time with some withdrawals as necessary. Classroom support by Teaching Assistants is used quite extensively, further reducing the space available in classrooms for additional students.

Finham Park School is struggling to cope with rising numbers of students admitted from an increasing variety of referral points (please see list above) set against a background of numbers well above our agreed admissions level.

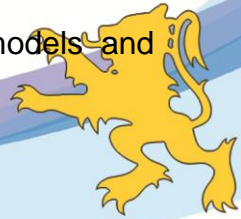
EDUCATIONAL FACTORS

With the number of children on roll and with limited accommodation, class sizes are often large. The school only has capacity for 16 mentor groups in each College and the average student number of 19 is very high at secondary school level.

The pressure on accommodation is further demonstrated by room usage, which is pressured in some areas due to limited accommodation. There is a shortfall in indoor PE space, Drama and Science. These teaching bases are used all the time or if necessary lessons are taught outside of normal teaching bases. Indoor PE for example is also held in classrooms, while drama lessons are regularly held in the compromised space of a normal classroom. The teaching of science is held in normal classrooms as well as laboratories.

The delivery of the National Curriculum requires a great deal of complex classroom organisation and thorough planning to meet the needs of individual students. The emphasis

on practical activities necessitates space for making as well as displaying models and artefacts.



The recommended maximum number for design and technology groups is 20 pupils. To exceed this number increases health and safety concerns with respect to the size of teaching groups in potentially hazardous curriculum areas. When the school is required to exceed the admission limits the technology groups then exceed 20 pupils. There is a reliance on the fact that on any one day of the school term, it is likely that 1 or 2 pupils will be absent, so teaching groups remain at 20 or under. However, there is still the possibility that all pupils will be present on a particular school day, which would require the school to take action to manage the risks that groups in excess of 20 generate which could mean having to make timetable or organisational changes in the health & safety interests of the pupils.

In summary, therefore, to accommodate a larger intake than published in any of the year groups, would affect the quality of education to which existing pupils are entitled and would place additional demands on limited school resources. Accountability for meeting health & safety requirements rests with the headteacher and the governors of the school and they are obliged to request that any Appeals Panel does not exceed the Published Admission Number (PAN) in any year group.

There has been no alternative but to refuse places for the appellants.

The case has been discussed with the School Governors and is presented with their full support.

M W Bailie
Headteacher

Sixth Form Admissions Policy



This policy applies to students who will be 16 or 17 years old in September 2013. We will consider 15 year old students if they have the necessary qualifications to pursue level 3 courses. We do not accept new applications from students aged 18+.

Pupil Admissions Number (PAN)

Finham Park Sixth Form's PAN is 300, split into two year groups:

- Year 12 = 160
- Year 13 = 140

However, the actual number of students we are able to take will depend on the subjects students opt for as there is a limit of 24 places per subject group for non-practical subjects and 20 places per subject group for practical subjects. Therefore, oversubscriptions criteria will apply to oversubscribed subjects even if the Sixth Form PAN has not been reached.

Application Deadlines

External students wishing to apply for a place at Finham Park Sixth Form for September 2013 must apply by 31st January 2013.

Applications can be made by the following means:

- 1) Online at <http://www.finhampark.co.uk/sixth>
- 2) Using the common application form at <http://secure.route14-19.co.uk>.
- 3) In writing to Finham Park Sixth Form, Finham Park School, Green Lane, Coventry, CV3 6EA.

Internal students do not need to apply, but should let the Sixth Form know by 31st January 2013 if they do not wish to be considered for a place in September 2013. All applications will be considered together at the same time and each application will be given a guidance meeting to ensure they are pursuing the correct pathway.

If the number of applications is less than the published PAN, then each will be given an unconditional offer.

If the number of applications exceeds the published PAN, then oversubscription criteria will apply and conditional offers may be made.

Students who apply after the deadline may still be considered if spaces still exist for the subjects they are applying for.

Entry Routes

Finham Park Sixth Form uses a pathway model for entries to the Sixth Form:

- Students achieving 5A*-C GCSEs including English and Mathematics will have access to a broad choice of AS Levels. Please refer to the Sixth Form prospectus for subject entry requirements.
- Students achieving 5A*-C GCSEs excluding English and Mathematics will need to retake their GCSE English and Mathematics and will have access to a restricted choice of Applied AS Levels or BTECs. Please refer to the Sixth Form prospectus for subject entry requirements.
- We do not offer the subjects to cater for students who achieve 8A*-G without English or Maths. Internal students will be given careers education, information, advice and guidance for alternative routes outside of Finham Park School.

Student Guidance MEetings

All applicants will be invited to a guidance meeting to discuss their post-16 choices and enrichment opportunities. This meeting does not form part of the selection process, but is important to ensure students are following the correct programme of study for their needs. Attendance for students at these meetings is compulsory and parents are free to attend if they wish.



Oversubscription criteria

If the number of applications exceeds the PAN, the following oversubscription criteria will be applied in the following order:

- 1) Students who achieve the published entry requirements for each subject will be given precedence, though there will be no differentiation for those who significantly exceed the entry requirements. Please refer to the Sixth Form prospectus for details on entry requirements.
- 2) Students who, at the time of admission, are in care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order or a special guardianship order. A looked-after child is defined in Section 22 of the Children Act 1989.
- 3) Students who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will be of compulsory school age and will continue to attend Finham Park the following year.
- 4) Other students who live in the catchment area served by the school.
- 5) Students living outside the catchment area with a brother or sister who currently attends Finham Park, provided that the brother or sister will be of compulsory school age and will continue to attend the following year.
- 6) Students by reference by distance to the school. If it is not possible to meet all of the requests in any one of the categories described above the school will prioritise the requests by reference to distance.

Responding to offers

All students must respond to offers by the deadline set on the offer letter. Failure to do so may mean that the offer is withdrawn and a place can be offered to another student. If oversubscription criteria have been applied and a student does not achieve the necessary entry requirements for a particular pathway, they must instead accept a place on an alternative pathway or the offer may be withdrawn.

Appeals

Where the offer of a place is conditional on exam results, appeals must be heard within 30 school days of confirmation of the results. Appeals must be made in writing to the Chair of Governors:

Chair of Governors
Finham Park School
Green Lane
Coventry
CV3 6EA



ADMISSIONS POLICY

Written by College Leaders

Revised:

Revised:

Review date:

September 2009

March 2010

March 2012 (RP)

March 2013

Approved by Governors:

2 October 2012

Signed:

MARK BAILIE

Headteacher

Date:

Signed:

PETER BURNS

Chair of Governors

Date: