

Malmesbury School

ADMISSIONS POLICY 2023/2024

Admissions: Oversubscription Criteria

In the event that the school is oversubscribed, priority for admission will be given to students in the order stated below:

a. Looked After Children/Previously Looked After Children

The definition of Looked After Children - a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989).

b. Vulnerable children

Children from families registered with the National Asylum Support Service; children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school; children with particular educational needs where written evidence is available from Statutory SEN Service to show that it would be detrimental to the child not to be admitted to the school;

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

c. Designated area siblings and shared area siblings

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives within the designated area or shared area at the same address as the sibling. The sibling must not be in year 12 or 13 of the school at the deadline date. Step, half and foster siblings are included in this category.

d. Other children from the designated area or shared area

Children resident within the designated area or shared area who do not qualify under one of the criteria above. The catchment area index can be found on Wiltshire Council's website.

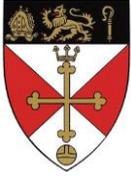
e. Other siblings

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives at the same address as the sibling. The sibling must not be in years 11, 12 or 13 at the school as of the deadline date. Step, half and foster siblings are also included in this category.

f. Children of a member of staff employed by Malmesbury School for more than 2 years at the time at which the application is made, living in the same family unit at the same address.

If there are more applications than spaces available within any of the above criteria, priority will be given to those students who live nearest to the school; distance will be measured in a straight line between the student's home address and school, using eastings and northings (which are unique for every postal address)





Malmesbury School

Applications for Year 7 September Entry

The PAN (Published Admission Number) for admission into Year 7 in September 2023 is 270.

Parents of Year 6 students should return their completed Local Authority (LA) Common Application Form (CAF) to the address indicated on the form **by midnight 31st October 2022**. The notification date is 1st March 2023.

All schools and Local Authorities in England are now part of a national and statutory co-ordinated admissions process which requires parents to use a Common Application Form. Wiltshire County Council also operates an online application system. **Applications can be made online from 1st September 2022 at www.wiltshire.gov.uk**

NB:

- Under the statutory National Admissions Code parents can indicate three choices of school on their form.
- Each choice will be looked at independently of the others, i.e. the system is now 'equal preference'.
- However, if a place at more than one of the three choices is available, and where there could be two or more potential offers, the highest preference school place available will be the only offer.
- 15th March 2022 is the last date for first round offers to be accepted by parents. Parents should confirm their acceptance online, if they have applied online, or if they have applied by paper they should return the acceptance/decline slip directly to the Local Authority.

Applications for Entry to Year Groups other than Year 7 September Intake

For admissions during and from 2023/24, as per the Local Authority Co-ordinated Scheme for Admissions, all applicants applying for any school place in Years 7 to 11 must complete an application form which should be returned directly to the Local Authority and not the school. The applicant may or may not live in Wiltshire.

6th Form

- All students must achieve Grade 4 in (either Language or Literature) and Maths at GCSE
- All students must have achieved Grade 6 in any subject they wish to study at A level
- For subjects not studied at GCSE, students must demonstrate that they have gained 3 or more Grade 6s across all of their results (as well as the Grade 4s in English and Maths)

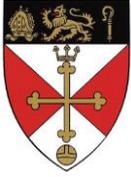
Students will study 3 A levels in Y12 and 13. Some students with a very strong GCSE grade profile may opt to study 4 A levels.

All students can choose from a wide range of additional courses as part of the excellence programme – including core maths, EPQ, Financial Capability, Latin, Sport.

Appeals

Any applicant refused a place from Y7 to 11 has the right to independent appeal. Details of the appeals process will be contained within the standard letter sent to unsuccessful applicants. Appeals for applications to the sixth form should be made by a parent (or personally if the student is over 18) directly to the Headteacher whose decision is final.





Malmesbury School

Waiting List

In the event of oversubscription, the school will maintain a waiting list for all year groups for a minimum of one term. Children will be ranked in the same order as the published oversubscription criteria.

Students with Statements of Special Educational Need

The responsibility for allocating a secondary school place for a student with a Statement of Special Educational Need lies with Central SEN Services at Wiltshire County Council. Parents should not apply online or complete the Common Application Form in these circumstances. A student's individual case manager can provide relevant information. All children whose statement of special educational need or Education, Health Care Plan names a school must be admitted.

Admission Appeal Timetable

Year 7

The national offer day is 1st March. If an application for a place is unsuccessful, then a parent/carer should lodge their appeal to Malmesbury School by the 20th school day after this date. This must be in writing.

Malmesbury School will arrange for the appeal to be heard within 40 school days of the deadline for the appeal.

Parents/carers will be given at least 10 school days' notice of the appeal date.

For late applications the above process should be followed. This is normally after the offer date. Malmesbury School will endeavour that the appeal is heard within 30 school days of the appeal being lodged.

In year applications

If an application for a place is unsuccessful, parents/carers should notify Malmesbury School of their appeal in writing by 20 school days of the date of the letter notifying them that their application has been unsuccessful. This must be in writing.

Malmesbury School will endeavour to arrange for the appeal to be heard within 30 school days of receipt of the lodged appeal if possible.

Evidence to support appeals

Parents/carers should provide any evidence they wish to submit in support of their appeal by 15 school days after they have submitted their appeal.

The school days detailed above can be calculated using the calendar available on the Malmesbury School website.

Brett Jouny
Headteacher
January 2022

