

ERCALL WOOD TECHNOLOGY COLLEGE

ADMISSIONS POLICY

Ercall Wood Technology College is a popular and successful Foundation School, which attracts students from a wide geographical area.

The Admission Authority for the School is its Governing Body. Parents who are interested in seeking a place for their child(ren) at the School should contact the School's Admission Officer in the first instance. The Admission Officer can provide a main school prospectus also available on the school website <http://www.ercallwood.co.uk/school-information/prospectus/> and explain the arrangements for parents and prospective pupils to visit the School, before making a decision as to whether or not to apply for a place.

CO-ORDINATED ADMISSION ARRANGEMENT FOR SECONDARY SCHOOL

The School complies with the relevant legislation, which requires all Local Authorities (LAs) to co-ordinate admission arrangements in their areas. Co-ordinated admission schemes provide a way for ensuring that every parent living in the Local Authority (LA) receives an offer of one, and only one, School place on the same day.

Foundation Schools, such as Ercall Wood Technology College, act as their own admission authority, applying their own admission criteria. At the moment we are applying exactly the same admissions policy as the Local Authority (LA) as detailed below. However, parents will have to complete only one application form and will receive their offer from the LA in whose area they are catchment to.

ADMISSION INFORMATION

ADMISSION NUMBERS

The published admission number for this School is 180 pupils per year in Years 7 – 11. Published admission numbers are established for each School in order to decide whether any age group within a School is full.

ADMISSION AND AGE GROUPS

Applications for admission, and any appeals, are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances.

ADMISSIONS OF PUPILS RESIDING OUTSIDE THE BOUNDARIES OF TELFORD & WREKIN

Pupils residing outside the boundary of Telford & Wrekin are offered places on the same basis as Telford & Wrekin pupils. However, applications on their behalf for a place at this School must be made using an application form from their home LA which will make necessary arrangements with Telford & Wrekin LA.

Applicants not resident in England, applying for a place must apply on Telford & Wrekin's Common application Form contact the Admission and Transfers Team, Admissions Team, Civic Offices, P.O. Box 440, Telford, TF3 4WF, Tel- 01952 380901

ALLOCATING PLACES

In considering applications for places at Ercall Wood where the number of preferences received exceeds the number of places available (i.e. the published admission number) preferences will be considered in accordance with our published oversubscription criteria. Our criterion is currently the same as that of the Local Authority.

Oversubscription Criteria

In the event of oversubscription, places will be allocated using the following priority order:

1. Those children who are in public care looked after by Telford & Wrekin or any other local authority; and then
2. Children who live in the school's defined attendance area.

If places are unavailable for all these local children, then places will be given first to:

- a) Those children who have exception health reasons where there is written medical evidence that admission to the school is essential for their medical well-being: and then
 - b) Those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school: and then
 - c) Other children living in the school's defined attendance area.
3. Any places which remain available will then be allocated to applicants from outside the school's defined attendance area in the priority order a) to c) as detailed above.

Further information can be obtained from the Telford & Wrekin Secondary Education Information Booklet.

ADMISSION APPEALS

Parents whose children are not offered a place here have a right of appeal to the Schools Appeal Panel. Appeals must be submitted in writing, but parents have the right to present their cases to the panel in person. The panel will allow you to be accompanied by a friend or to be represented, although government advice is that legal representation should not normally be necessary. We will make the necessary administrative arrangements for hearing appeals. The decisions of Schools Appeal Panels are binding on the School Governing Body.

LATE APPLICATIONS

Late applications for places will be considered after all applications received on time (unless there are very exceptional reasons for a late application which must be explained at the time of the application).

REPEAT APPLICATIONS

Repeat applications will not be considered within the same school year, unless the parents' or the Schools circumstances have changed significantly since the original application was made.

TRANSFER BETWEEN SCHOOLS ('IN YEAR ADMISSIONS')

Governors are prepared to consider requests for transfers between Schools other than at normal admission times and parents seeking transfer should approach the Telford & Wrekin LA Admission Officer to find out if there are any places in the appropriate school year and obtain the relevant form. Parents are advised that if their child is experiencing difficulties in his / her current School, they should, as a first step, discuss their child's progress and problems with his / her Headteacher rather than seek a place elsewhere.

WAITING LISTS

Pupils whose applications are unsuccessful will be placed on a waiting list for one month after the start of the academic year. Thereafter interested parents must reconfirm their interest.

The waiting list will not be held on a 'first come, first served' basis. New applications will be added to the waiting list in criteria order and, should places become available, these will be offered in line with the over-subscription criteria outlined previously.

APPEALS PANELS

Appeals Panels have either three or five members. There are strict rules on who may and may not be a member of an Admission Appeals Panel to make sure that the panel is independent and impartial. A Clerk to the Panel also attends the hearing, to see that the appeal is heard properly and to provide legal advice to the Panel. An administrator also attends to take notes.

APPEALS HEARINGS

Appeals Panel hearings are informal and are held locally, so far as possible. The representative from the School will explain why it was not possible to meet your request for a place at Ercall Wood Technology College. You can ask the Panel questions if you wish. You will then have an opportunity to present your case and answer any questions about it from the Panel and the Ercall Wood Technology College representative. No other parent will be present when you present your case. You do not have to attend although many parents choose to do so. Appeals can be considered on the basis of the written information you have provided. The Panel will allow you to be accompanied by a friend or representative. If you are unable to attend the Appeal then it is important that you send in the fullest possible information about your reasons for wanting a place at the School in question.

POWER OF APPEAL PANELS

Panels can uphold all appeals and instruct the School to allocate a place for your child. They can uphold some of the appeals and reject others and they can also reject all appeals.

Once all appeals have been heard Panels must first decide whether further admissions to Ercall Wood Technology College 'will prejudice efficient education or the efficient use of resources'. Prejudice cannot normally be proved until the year group your child would enter is full. This means that the year group has not only reached its admission limit but cannot accept any more pupils in that year group without prejudicing the provision of efficient education at the School or the efficient use of resources. The School will provide a statement giving reasons why it considers that to accept further pupils would cause prejudice to the school.

If the Panel considers that the School can admit all the pupils whose parents have appealed without causing prejudice your appeal will automatically be upheld. The Panel may decide that places can be allocated to some of the appellants before the point is reached when further admissions will be cause prejudice. The Panel will decide how many more places can be offered. Any such places will be allocated by the Panel.

If the School's case that further admissions will cause prejudice is accepted by the Panel (either as presented or after some further places have been allocated) the Panel will then proceed to the second stage.

This requires Panel members to balance your arguments in support of your child's admission against the extent of the prejudice to efficient education and the efficient use of resources which would be caused by the admission of further pupils. If the Panel believes that your child's circumstances outweigh the extent of the prejudice to the School your appeal will be upheld, otherwise your child will be rejected.

TIMESCALES

Appeals for Secondary Transfer into Year 7 are held normally between April and July each year, if the form is returned within the published time scales. Other Appeals are normally heard within 30 School days (excluding School holidays) from the date the completed appeal form is received by the School's Admission Officer. You will be given the date and time of your appeal hearing two weeks in advance. You will normally be notified of the Panel's decision in writing no later than 7 working days of the hearing being completed. **DECISIONS OF APPEALS PANELS ARE FINAL AND BINDING ON BOTH ERCALL WOOD TECHNOLOGY COLLEGE AND PARENTS.** The only Further rights open to you if your appeal is not upheld is to complain to the local government ombudsman if you consider there has been maladministration in the way your appeal was handled or to seek judicial review of the decision through the courts.

REPEAT APPEALS

If you are not successful you may apply for another appeal, but your application will not be considered within the same school year unless your own or the School's circumstances have changed significantly and materially since your first appeal (e.g. change of address).

MAKING YOUR APPEAL

You must make your appeal in writing to the school using an official appeal form (supplied by the school). You must state the grounds on which your appeal is based. You should consider when preparing your appeal whether to include copies of any supporting documentation.

All supporting documentation must be provided at least 7 days before the appeal. If you submit additional information during the appeal, the presenting officer may seek an adjournment from the panel. In certain instances this might require the hearing continuing on another day.

The School will acknowledge receipt of your form as soon as possible and will make the necessary arrangements. A copy of your appeal documentation will also be provided to the presenting officer, who, together with the school, will prepare a written response to your appeal, which will be sent to you no later than 7 days before the hearing.

OTHER SOURCES OF HELP

Parents can seek advice from the Advisory Centre for Education (ACE) in London which is a voluntary body providing helpline advice service to parents on educational matters. The telephone helpline number is **0808 800 5793** and they also have a website www.ace-ed.org.uk

General information regarding appeals can be obtained from the Admissions & Transfers Team, who will also assist if your appeal is unsuccessful. Their helpline number is **0845 1110 304**

The legal services at Civic Offices currently arranges all appeal hearings and their contact number is **01952 380901**.

The Department for Education (DfE) has a web site that provides a range of information for parents.

<http://www.education.gov.uk/>