

THE FRIARY SCHOOL – an Arts and Sports College

ADMISSIONS POLICY

Issue 4
Summer Term 2008
Review 2011

This Policy is designed to support School Aims No.5 and Objectives 5, 6, 16, 18, 19 and 20. It should be read in conjunction with the Local Authority's Admissions information booklet which is published annually.

PART A

- (1) The Friary School is a specialist co-educational, comprehensive school administered by Staffordshire County Council admitting pupils 11-18.
The School serves mainly the western half of the Cathedral City of Lichfield, and the following places in the rural vicinity: Longdon, Fradley, Elmhurst, Chorley, Stonnall and Wall. It also draws a number of pupils from other surrounding areas.
The Governing Body adheres to the policy of the Local Authority which states:

If the total number of applications for admission to a school, including second and third preferences, exceeds the school's Published Admission Number (PAN), the following order of priority is used to allocate the available places:

- (a) Relevant Looked After Children
- (b) Pupils living within the catchment area of the school;
- (c) Pupils who have an elder sibling in attendance at the school and who will still be attending the school at the proposed admission date; (for admission purposes, a sibling is a child who lives at the same address and who is the brother/sister, half-brother/sister (children who share one common parent), step brother/step sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address).
- (d) Pupils who satisfy both of the following tests:

TEST 1: they are distinguished from the great majority of applicants either on medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report, (obtained by the parents). It must clearly justify, for health reasons only, why it is better for the child to attend the preferred school rather than any other school.

Exceptional circumstances must relate to the choice of school, i.e. the circumstances of the child, not the economic or social circumstances of the parent. They should be supported by a professional report, e.g. social worker, justifying why it is better for the child to attend the preferred school rather than any other school.

TESTS 2: they would suffer hardship if they were unable to attend the school.

- (e) Other pupils arranged in order of priority according to how near their home addresses are to the school by the shortest walking route as measured by the Directorate's Geographical Information System.

Parents should note that in accordance with legislation, children who have a statutory statement of special educational need that names a particular school will be admitted to that school prior to any other places being allocated.

Relevant looked after children means children who are looked after by a local authority in accordance with Section 22 of the Children Act 1989(b) and who (a) are looked after at the time an application is made and (b) in relation to whom the local authority has confirmed that the children will still be looked after at the time when the child will be admitted to school.

(2) **Admissions into Year 7**

Parents of Year 6 pupils seeking admission to Year 7 at The Friary School will be given the opportunity to visit the School's Open Evening in the Autumn Term prior to admission. In the event of over-subscription the Local Authority will apply the above policy to determine which pupils will be allocated a place.

Those pupils allocated a place will be involved in the school's Induction Process which will include a "New Parents' Evening" and an opportunity to spend a day at The Friary during the summer term of Year 6.

Senior staff will visit primary schools during the summer term to facilitate the exchange of information about each pupil who will be joining The Friary in September.

(3) **Admission after the beginning of Year 7**

After the initial enquiry has been dealt with by a member of the administrative team, parents seeking a place at The Friary will be interviewed by a senior member of staff. A place will be offered according to the criteria already listed. The Policy of Governing Body is to admit all pupils who move into the catchment area of the school, even when the PAN has been exceeded. However, in rare circumstances when the numbers in a year group climb to such an extent that they exceed the PAN by 15 students or more, the Governors then reserve the right to request that the Authority closes the roll for that year group.

Occasionally a place at the school – temporary in the first instance – may be allocated by the Lichfield District Inclusion Panel.

Although the school operates an open, non-selective Admissions Policy, we reserve the right to take into consideration a student's prior disciplinary record when considering requests, particularly for entry to the Sixth Form.

Once admission has been confirmed, arrangements will be made for the transfer of information from the previous school. This information will be made available to the Head of Year, Form Tutor and subject departments as appropriate.

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PART B

The Sixth Form is open to all members of Year 11 as well as pupils from other schools who wish to further their academic studies and take part in the life of the school, using their time wisely in preparation for a future career or higher education. Whilst there are no minimum academic qualifications to be obtained before admission, students must demonstrate a positive desire to study.

As stated in Part A, although the school operates an open, non-selective admissions policy we reserve the right to take into consideration a student's prior disciplinary record when considering requests for entry into the Sixth Form.

We therefore endeavour to cater for the needs of all pupils but in the main the students are divided into two groups:

- 1 Those whose main area of study is Level 3 (usually A2 and/or AS courses).**
- 2. Those pupils who wish to study to Level 2 in various subject areas. This will involve shared teaching between the school and Tamworth College as part of the T.O.P.S. scheme.**

The following criteria for acceptance on a particular course of study are designed to help ensure that, as far as possible, students follow courses best suited to their abilities and interests. Our sixth form prospectus contains further detailed information.

Based on G.C.S.E. (or equivalent) results students will enter the Sixth Form at either Foundation or Intermediate Level.

Pupils wishing to become students on Level 3 courses (i.e. AS, A2) are normally expected to obtain the following:

- **For a Level 3 programme at least 4 grade C's at G.C.S.E. (or equivalent)**
- **For a Level 3 course at least a grade C at G.C.S.E. (or equivalent) in the same subject (or a closely related subject)**
- **At least one more grade C at G.C.S.E. (or equivalent) than the number of Level 3 courses enrolled on.**

There may be flexibility within these requirements. An Assistant Headteacher will have responsibility for all decisions on suitability for advanced level programmes.

Entry to TOPS courses is generally as follows:

- **For a full Level 2 course at least 4 grade E's at G.C.S.E. (or equivalent) and in some cases, 2 grade D's (Decisions will depend on Tamworth College departmental policy)**
- **For a full Level 1 course at least 4 grade G's at G.C.S.E. level (or equivalent)**

- **Interested students will need to consult the TOPS Co-ordinator for detailed entrance requirements as there is some minor variation between these.**

The induction process for potential Sixth Form entrants largely begins in Year 11. All Year 11 students are provided with the following:

- * **An initial questionnaire to look at possible routes of progression**
- * **An interview with Head of Year 11 and/or senior staff to clarify issues/answer questions. This interview is in addition to the one provided by Connexions**
- * **Two booklets explaining all aspects of Sixth Form provision**
- * **A Parents' Evening for parents/prospective students**
- * **A five day induction course in the Summer term. This involves trial lessons, careers advice, study skills and other relevant advice. Students are expected to attend this course. A formal application to join the Sixth Form is made during the course**
- * **Visits to local colleges**
- * **Senior staff are available post G.C.S.E. results for guidance. Final options are decided/confirmed by the end of August. Formal registration is confirmed in the first week of term**
- * **Students from other schools have access to all of the above.**