



**WORKING PRACTICE:      ADMISSIONS**

**PERSON RESPONSIBLE:** Assistant Headteacher **MONITORING:** Heads of Year  
(Pastoral)

**DATE:** September 20203

**REVIEW DATE:** September 2024

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Year 7 Admissions

Admissions Policy September 2023 Intake the Published Admission Number (PAN) for the Year 7 entry is 169. The admission arrangements are determined by the Local Authority and details can be found on <https://www.staffordshire.gov.uk/Education/Admissions-secondary/Apply/Overview.aspx>

Admission of New Students During Mid-Term

Parents/carers of prospective new students initially have to apply directly to Paget High School or through the Staffordshire County Council. On receipt of the admission forms Paget High School will contact the student's previous school requesting behaviour, attendance and progress information. Once that has been done, a meeting with the relevant Head of Year and parents will be arranged if the admission is appropriate.

Once a place is offered and accepted, transfer files will be immediately requested from the previous school by telephone, letter or electronic transfer, to ensure that the student is correctly placed with the right groups and within the correct Key Stage 4 option subjects. Admission takes place once the student has been placed on the schools Roll, and formal education will commence when the admission and induction procedures have been completed.

An internal admissions form is complete by the Head of Year and passed to the Office and if appropriate the SENCO. Parents/Carers are also signed up for support based on need.

The new student will be allocated to a tutor group and a buddy student to help them on their first days. The form tutor is the centre of the pastoral student care policy and has the responsibility for giving new students a warm welcome.

SEND Students

A student who has special educational needs or Education, Health and Care Plan that names Paget High School will be admitted to the School if the students' needs can be met and they meet the criteria stated in the general admissions section.

General admissions.

If the year group applied for is full and beyond our maximum PAN of 169 the school follows the criteria below as order of priority to allocate a place:

- A. Looked after and previously looked after children

- B. Students who at the time of the application have an elder sibling in attendance at the school, who will still be attending at the proposed admission date (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners)
- C. Students residing within the catchment area (broadly Branston, Anglesey, and some parts of Shobnall,). A copy of the catchment area can be obtained from the school or the School Admissions and Transport Service. The school does not operate a catchment area guarantee.
- D. Students who satisfy both of the following:
  - 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 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 (obtained by the parents), e.g. social worker, justifying why it is better for the child to attend the school rather than any other school.
  - 2. They would suffer hardship if they were unable to attend the school. Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Parents must provide detailed information about both the type and severity of any likely hardship at the time of application.
- E. Other students arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's School Admissions and Transport Services Geographical Information System.

Where it is not possible to accommodate all students applying for places within a particular category then the school will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are catchment area children and satisfy category c) will receive offers of a place, followed by children who live in the catchment area and satisfy category d).

Parents may seek to apply for their child's admission to the school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Local Authority who will take into account the circumstances of the case and views of the Headteacher. Parents do not have the right to insist that their child is admitted to a particular year group.

Parents whose request for a place for their child is not accepted may appeal via Staffordshire County Council, stating their grounds for appeal. All appeal forms are available on the Staffordshire County Council website.

<https://www.staffordshire.gov.uk/Education/Admissionappeals/home.aspx>