



Admission appeals at Bohunt – 2018

Any applicant refused a place at a maintained school or an academy has a right of appeal to an independent appeal panel.

Bohunt School is its own admission authority and will set its own procedures and will ensure that the independent appeal panel is trained to act in accordance with the School Admission Appeals Code published by the Department for Education.

Bohunt School is required by our funding agreements to comply with the Admission Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is demonstrable need.

Timetable for organising and hearing appeals

Section 2.1 (on page 10) of the School Admission Appeals Code explains that all admission authorities must set a timetable for organising and hearing appeals:

1. Appellants will have at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal
2. Appellants will receive at least 10 school days' notice of their appeal hearing
3. Appellants and Bohunt School will submit their evidence to enable the clerk to send appeal papers to the panel and parties at least five working days before the appeal.
4. Decision letters will be sent within five school days of the hearing wherever possible

Timescales for dealing with complaints

a) For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals

b) For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged

c) For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged

Waiting List

When all available places have been allocated, a waiting list will be operated. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

Places will be offered in the following priority order.

1. This criterion provides priority for children who are (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). It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. Children who have a significant medical or psychological condition that makes it essential that they attend Bohunt rather than any other school. (*see (b) in Definitions*). (Appropriate medical or psychological evidence must be produced in support.)
3. Children of staff (*see (d) in Definitions*) who have, (i) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living **within** the school's designated catchment area in the following order:
 - children who have a brother or sister (*see (c) in Definitions*) (including children living as siblings in the same family unit) already on the school roll and who will still be on roll at the time of the admission (excluding 6th form);
5. Children living **within** catchment and attending a linked school: in alphabetical order
 - children who attend a linked school (Beacon Hill, Camelsdale, Grayshott, Grayswood Primary, Greatham, Fernhurst, Hollycombe, Liphook, Liss, Rake, St. Bartholomew's, Shottermill

6. Children living in catchment

- children who live closest to the school, based on a straight line from school to the entrance of the property.

7. Children living outside the school's designated catchment area in the following order:-

- (i) children who have a brother or sister (*see (c) in Definitions*) (including children living as siblings in the same family unit) already on the school roll and who will still be on roll at the time of the admission;
- (ii) children who attend a linked school as mentioned above
- (iii) children who live closest to the school based on a straight line from school to the entrance of the property.

If the school is oversubscribed within any of the criteria, the straight line (as the crow flies) method will be used. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances.

If, once all the applications have been considered, there are insufficient places for all applicants, a waiting list will be established. Parents may request in writing that their child's name be placed on the waiting list.

Applicants will be placed on the waiting list in priority order based on the criteria for admission. Any subsequent applicants for admission will be placed on the list in the same way.

Definitions

(a) This criterion provides priority for children who are (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) The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

(c) 'Sibling' refers to the children of parents who are married or cohabiting, where the parents and children are living permanently at the same address as one family.

(d) 'Staff' includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances will affect their priority;
- parents with a child on the waiting list will be contacted regularly and asked if they wish to remain on the list.

At the time of receiving an offer of a school place parents will be advised of the process for having their child's name on a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

Legislation

This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations and disability, together with all relevant regulations and the School's Admission Code 2010