



# Lord Grey School

## ADMISSIONS POLICY

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### **Mission Statement**

'Lord Grey School is a future-driven, aspirational and inclusive school offering all learners outstanding social and academic opportunities. Our international, national and local community links promote the development of fulfilled and successful young people. We aim to maximise learner potential to the highest academic levels and to encourage a love of learning that will last a lifetime. We are a high achieving school with an ambition to become an outstanding first choice local school '.

**Motto: Aspire, Learn, Achieve**

### **Core Values:**

"Be resilient, independent and hardworking."

"Be kind, caring and positive."

"Be ambitious, aspirational and determined."

"Be respectful, helpful and honest."

<b>POLICY MANAGER:</b>	<b>Tracey Jones</b>
<b>COMMITTEE:</b>	<b>Community Committee</b>
<b>REVIEW DATE:</b>	<b>Autumn 2017</b>
<b>NEXT REVIEW DATE:</b>	<b>Autumn 2018</b>

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# 1. Admissions Criteria

Admissions criteria at 11+  
Lord Grey School admits students of all abilities at age 11. The number of agreed admissions is 250.

Children with an EHCP naming Lord Grey School will be given preference for admission within the normal admission round at "11+".

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below:

1. Children in care.
2. Children with a sibling in Years 8-11 at the time of admission.
3. Children living in the defined areas. Proof of residence will be required.
4. Children who currently attend a primary school located in the defined area. These are:  

Abbeys Primary School	Barleyhurst Park Primary School
Chestnuts Primary School	Cold Harbour C of E School
Holne Chase Primary School	Rickley Park Primary School
St Thomas Aquinas Catholic Primary School	
5. Children who live outside the defined area.

Please note:

1. Siblings are defined as a brother or sister of whole or half blood or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.  

In cases where there is one remaining place available and the next child on the waiting list is one of a twin, triplet or other multiple birth group, the following will apply:

  - Both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number for the school.
2. The defined area for Lord Grey School is Granby, Old Bletchley, Far Bletchley, West Bletchley. The following roads on Furzton which are also shared with Shenley Brook End School: Arlington Court, Barleycroft, Braybrooke Drive, Cheriton, Elmhurst Close, Favell Drive, Grasscroft, Hawkridge, Holmewood, Medeswell, Oakridge, Parkside, Rycroft, The Hedgerows, Winsford Hill and Blackmoor Gate (odd numbers up to 55 and even numbers up to 48).
3. Places will be allocated in order of category (1-5). If demand within a category results in the school exceeding its student admissions number, all applicants in the category will be ranked according to distance from school as measured from the school's front gate to the front door of the student's residence in a straight line using the Local Authority's computerised measuring system. Priority will be given to those living nearer to the school. For prospective students living in flats, the distance will be measured from the school's front gate to the front door of the ground floor flat underneath the prospective student's residence, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

The Lord Grey School will hold a waiting list until 31<sup>st</sup> December of each calendar year for the 11+ intake year group.

Applications received after 1<sup>st</sup> September will be processed as 'In Year' admissions.

Any application for a place at Lord Grey School received after the published date for return will only be considered after all prior applications have been looked at in line with the above criteria.

## **2. Admissions criteria at 16+ for Lord Grey School Sixth Form**

The planned admissions number (PAN) is 250 learners.

Lord Grey Sixth Form is open to all existing members of Lord Grey School who meet the minimum entry requirements as specified in the Lord Grey Sixth Form Prospectus.

Applications from external learners are encouraged, given that places on courses are available after allocation of learners from Lord Grey.

The numbers admitted into the Sixth Form are determined by places available on the various courses and the required combinations of individual learners.

Oversubscription criteria:

If there are more external applicants meeting the entry requirements than places available for specific courses then the following criteria will be used to determine to whom offers will be made.

- Children with an EHCP naming Lord Grey School.
- Looked After Children and previously Looked After Children. A Looked After Child 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 definition in section 22(1) of the Children Act 1989). A previously Looked After Child is a child who was adopted or subject to a residence order, or special guardianship order, immediately following having been Looked After.
- Those who are highest placed according to their position in a ranking based on the aggregated point scores of their top 8 GCSE subjects including English and Mathematics.
- Those living in the defined area of Lord Grey School.

Appeals

Learners and/or the parents/carers of learners, internal or external, who are not offered a place, have a right of appeal to the Appeals Subcommittee of the Governing Board.

## **3. In – Year Admissions**

Lord Grey School is a foundation school, therefore any applications for mid year admissions in Years 8-11 (or Year 7 after 31<sup>st</sup> December) should contact the L.A. admissions team as they are the school's admissions authority. Further assistance can be obtained by contacting the school's Registrar. Each case will be considered by the school on a case by case basis.

## **4. Leavers**

### **4.1. Parents who wish to withdraw their children from our school roll to be home educated**

Parents whose children are on our school roll do not have to request permission if they wish to home educate their children. However, parents are requested to write a letter addressed to the Headteacher to confirm that they wish to remove their child's name from our school roll as their child will be receiving education at home. The child's name will be removed from our school roll upon receipt of the letter and the L.A. will be notified accordingly.

N.B. If a child requests to return to a mainstream school following a period of home education, the L.A. will allocate the child a place at the same school the child was removed from roll. Therefore, if a child leaves Lord Grey School to be home educated and then subsequently applies for a place at a different secondary school, the child will be allocated back to Lord Grey School even if the child did not put Lord Grey School as one of his/her preferred schools. The home education process should not be used as a tool to move students from one school to another.

### **4.2. Children Missing Education**

Lord Grey School monitors students' attendance on a daily basis.

If a child misses ten school days or more without permission, he/she will be referred to the L.A..

If a child fails to return to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive days, the child will be reported to the L.A. as a 'Child Missing Education' and student will be removed from our roll.

### **4.3. In-Year Transfers**

Parents whose children are on our school roll and who wish to apply for a school place at a different secondary school, are encouraged to discuss their application with Lord Grey School first. The application form will need to be signed and stamped by the Headteacher.

If the child is transferring schools within Milton Keynes, parents need to notify Lord Grey School with a start date and the name of the school the child will be attending. Lord Grey School will transfer all the necessary documents and information to the new school once the child starts at his/her new school. The child will come off our roll once we have a confirmation from the new school that the child has started.

If child is transferring to a school located outside of Milton Keynes, parents need to notify Lord Grey School in writing or via e-mail, confirming the name of the new school, the start date and the address where the child will be residing. Lord Grey School will transfer all the necessary documents and information to the new school once the child starts at his/her new school. The child will come off our roll once we have a confirmation from the new school that the child has started.

Should parents fail to provide us with all the necessary information within 10 school days and should no schools be in touch with Lord Grey School to inform us that the child has started with them, Lord Grey School will be informing the L.A. that 'Child is Missing Education'.

### **4.4. Leaving the Country**

If parents wish to take their children off our roll as they are leaving the country, parents need to notify Lord Grey School in writing or via e-mail, confirming the child's last day at Lord Grey School and if possible, the address where the child will be residing. Lord Grey School will notify the L.A. that the child has come off our roll as they left the country.

### **4.5. End of phase transfer 11+**

At the end of year 11, the year 11 students who will not be attending Lord Grey's Sixth Form, are taken off our roll once we are notified of their destination post 16.

## 5. Changes Log

<b>Section Changed</b>	<b>Paragraph</b>	<b>Changed by</b>	<b>When change made</b>
1 & 2	Whole section to match our current Admissions Criteria in particular PAN of 250 & St Thomas Aquinas being 1 of the primary schools in the defined area	Tracy Smith	02/02/17
3	Whole section to reflect changes in contact person	Tracy Smith	02/02/17
4	New section added for Leavers	Tracy Smith	02/02/17
5	Changes Log	Tracy Smith	02/02/17
6	Grammatical changes	Jane Kenyon	01/10/17