

# Admissions Policy for Boarding Places for Queen Elizabeth's Community College

for admissions from September 2011

This applies to:

All Queen Elizabeth's Community College, Crediton.

All parents and carers seeking admission to a boarding place at the College for a child in their care.

Policy updated:	September 2011
Review date:	November 2010 for 2012-13 and then annually unless a need to review earlier is identified

## Description of Policy

This policy describes parents can request that their child be allocated a boarding place at Queen Elizabeth's Community College.

## Glossary

The Secondary Co-ordinated Admissions Scheme, The In-Year Co-ordinated Admissions Scheme

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<b>Appendix 1</b> – Equality Impact Needs Assessment is located at <a href="http://www.devon.gov.uk/index/learningschools/schools/admissions/admissionarrangements/admissions-determined2011.htm">http://www.devon.gov.uk/index/learningschools/schools/admissions/admissionarrangements/admissions-determined2011.htm</a>		
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## General Information and Contacts

Date	September 2011
Review date	Annual
Approval	by Cabinet Members of Devon County Council
Key partners	Learning and Development Partnership Devon Association of Secondary Headteachers Devon Association of Primary Headteachers Devon Association of Governors Church of England Diocese of Exeter Roman Catholic Diocese of Plymouth School Admissions Team
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Other contacts	Lisa Boon, Access Services Manager 01392 383841 <a href="mailto:lisa.boon@devon.gov.uk">lisa.boon@devon.gov.uk</a>  School Admissions Team 0845 155 1019 – contact through My Devon call centre <a href="mailto:admissions@devon.gov.uk">admissions@devon.gov.uk</a>  Education Transport Team 0845 155 1019 – contact through My Devon call centre  Clerk to the Independent Devon Schools Appeals Panel 01392 382486  Children's Education Advisory Service – Ministry of Defence 01980 618244 <a href="mailto:enquiries@ceas.detsa.co.uk">enquiries@ceas.detsa.co.uk</a>
Useful links	<a href="#">Department for Education</a> <a href="#">Office of the Schools Adjudicator</a> <a href="#">School Admissions Code</a>

# POLICY

## 1 Equality Statement

- 1.1 Devon County Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.
- 1.2 This policy will be subject to an Equality Impact and Needs Assessment. This assessment will be integral to all future policy and guidance reviews.

## 2 Safeguarding Statement

- 2.1 Devon County Council and its partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Schools, settings, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.
- 2.2 Devon County Council acts as a Corporate Parent for Children in Care. This means that the local authority has a legal and moral duty to provide the kind of support that any good parents would provide their own children. This policy has been written to comply with this principle.

## 3 Introduction

- 3.1 The admissions policy for boarding places at Queen Elizabeth's Community College is in accordance the guidelines in the School Admissions Code published by the Department for Education (DfE).
- 3.2 The admissions policy for non-boarding places is that for other Community and Voluntary Controlled schools in Devon.
- 3.3 Applications for boarding places for the normal admissions round for secondary schools will follow the same timescale as the determined co-ordinated admission scheme for secondary schools. Applications for other

year groups will be considered on an on-going basis. If more applications are made than places are available, the oversubscription criteria will be applied.

Determined

## PROCEDURE

### 4 Suitability for Boarding

4.1 Applicants will be assessed by the Governing Body of the College to determine their suitability for boarding. This assessment will include the following:

- Whether the applicant presents a serious health and safety risk to other boarders.
- Whether a child is developmentally suited to a boarding place.
- The assessment for suitability will have regard to the following:
- The outcome of an interview between the College and the applicant carried out for that sole purpose;
- Information provided by the applicant's current school or – if he or she is currently out of school – previous school, requested and provided for the same purpose;
- Information provided by the home Local Authority (LA) on safeguarding issues.

4.2 In determining whether or not an applicant is suitable to board, the School has regard to the following questions:

- Does the applicant have experience of staying away from his or her parents or has he or she demonstrated independence whilst staying away from home?
- Does the applicant have experience of sharing a room with other children or of communal living and does the applicant show an understanding that in a boarding environment he or she would be expected to take into account the needs of others and to be able to compromise.
- Has the applicant thought about the implications of boarding (for example, what he or she would like most about boarding school and what he or she would miss most about home)?
- Whether a boarding place is what the child wants and is not just the wishes of a parent/carer.
- Is there any medical reason why boarding would not be appropriate which could not be met by reasonable adjustment to the boarding accommodation, routine and practice within the school's responsibilities under the Disability Discrimination Act and other responsibilities?

## 5 Boarding Applications for Sixth Forms

- 5.1 Students applying for a Boarding Place for post-16 education should fulfil the normal entry requirements for sixth form admission. Details regarding admission to sixth form can be obtained from the school at <http://www.queenelizabeths.devon.sch.uk>.

Determined

## EMPLOYEE GUIDANCE

### 7 Guidance for Employees

- 7.1 The Policy is operated by officers of the Schools Admissions Team in co-operation with management and staff in schools. The governing bodies and staff in all schools are requested to support the efficient operation of the Policy. Schools may assist by referring families to the School Admissions Team where support may be beneficial.
- 7.2 No advice should be given by school staff or management which a parent may interpret as an indication that a place will or will not be made available at a school.
- 7.3 Any queries regarding the operation of the Scheme should be referred to the School Admissions Team for advice and support.

## Policy History

Date	Summary of change	Contact	Implementation date	Review date
11/2008	Policy formulated taking into account the requirements of the School Admissions Code of Practice.	Policy Unit	9/2010	12/2009
6/2009	Policy reviewed and formatted into a Directorate Policy shell	Policy Unit	9/2010	12/2009
12/2009	Policy reviewed for 2011/12	Policy Unit	9/2011	12/2010
3/2010	Policy amended by the insertion or amendment of section 2.2 (corporate parenting), section 7 (employee guidance) and Appendix 1 (EINA)	Policy Unit		
4/2010	Policy determined by Cabinet Members for 2011/12	Policy Unit	9/2011	11/2010
10/2010	Policy amended: to reflect change of title for the Department for Education At 7.1 the following was deleted from the final sentence: <i>or to the Devon Choice Advice Service</i>	Policy Unit	9/2011	11/2010
9/2011	Policy amended with name of the Strategic Director EINA relocated onto Admission Arrangements website	Strategic Support and Policy officer	9/2011	2012 policy already in place

**Oversubscription Criteria for Boarding Places**

A child who has a Statement of Special Educational Needs where the school is named on the Statement will be admitted to that school.

- 1 Children in Care
- 2 Children of members of the UK Armed Forces.
- 3 Children with boarding need includes children of Service personnel who have died while serving.
- 4 Children with boarding need; children of Service personnel who have been discharged as a result of attributable injury.
- 5 Other Children with a boarding need
- 6 Children with a sibling who is already a boarder at the school
- 7 All other applicants

(a) If it is necessary to differentiate between children in categories 1, 2 and 3, applications for year groups that are not yet deemed full will have priority over other children within that category.

(b) If there are more applicants in category 4 than places available there will be a random ballot as set out in the School Admissions Code. This will be undertaken by the LA Admissions Manager in the presence of a County Councillor by the operation of an electronic random number generator.

(c) Given the fixed number of beds available to girls and to boys in the separate boarding accommodation reserved for their gender, a separate calculation of places shall be made by gender. This may mean that oversubscription criteria are applied at different stages of priority for the two genders.

(d) The academic ability and aptitude of applicants for boarding is not a criterion.

(e) Priority will not be given on the grounds that an applicant is more suitable than other applicants.

(f) Children with a boarding need include those at risk or with an unstable home environment and children of members of the British forces overseas and of other key workers and Crown Servants working abroad (eg the children of charity workers,

people working for voluntary service organisations, the diplomatic service or the European Union, teachers, law enforcement officers and medical staff working abroad) whose work dictates that they spend much of the year overseas.

(g) A sibling will be considered where he or she will be attending in Years 7 to 11 or in the College sixth form. If the College is over-subscribed, the LA will establish whether there is a genuine expectation that the sibling(s) will be attending where he, she or they will be of sixth form age. This will be done by requesting information from the College regarding the quantitative results of mock examinations completed by the sibling(s).