



**Midhurst Rother College**

The best in everyone™

Part of United Learning

# Midhurst Rother College

## Year 7 Admissions Policy 2023-2024 PROPOSED SUBJECT TO CONSULTATION

**Written by:** Phillip Lloyd  
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**Approved by LGB:**  
**Displayed:** College website  
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## The College and its Ethos

Midhurst Rother College is an 11 to 18 academy sponsored by United Learning. The College is open to students of all faiths and none. It is situated in the market town of Midhurst at the heart of West Sussex. The College has an exceptionally large rural catchment area of 400 square miles, drawing students from a wide and varied landscape, made up of small villages, hamlets and two market towns, all on the doorstep of the South Downs.

It is our ambition to create a vibrant, happy, and successful College which delivers the very highest standards of education, nurtures each student's talents and skills, and plays a vital role in meeting the needs of our community. One of the College's key purposes is to be a community school with a clear local and rural identity.

## Admissions Policy 2023-2024

**The Proposed Published Admission Number (PAN) for Year 7 entry in 2023 is 210.** United Learning will consider all applications for places at the College. Where fewer than the PAN for the relevant year group is received, West Sussex will offer places at the College on behalf of United Learning to all those who have applied. Where the number of applications for admission is greater than the PAN, applications will be considered against the oversubscription criteria set out below.

Formal admission procedures are operated through West Sussex Admissions and can be obtained from: Student Admissions Office Tel: 0330 2223444 / E-mail: [admissions@westsussex.gov.uk](mailto:admissions@westsussex.gov.uk) Website: <http://www.westsussex.gov.uk/> (click on link to 'Admissions')

The **Information for Parents booklet** is provided by West Sussex Admissions online (or in hard copy upon request), to ensure parents/carers fully understand the admission process, rules, and criteria. For full information regarding the application procedure, the role of West Sussex Admissions along with the relevant timetable and late applications procedures, please refer to West Sussex Admissions.

## Oversubscription Criteria

If the College is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

- A. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>1</sup> including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who 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 the definition in Section 22(1) of the Children Act 1989).

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<sup>1</sup> An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements 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 as amended by Section 14 of the Children and Families Act 2014. 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).

- B. Children who have specific medical needs, social needs and special needs students without a statement of special educational needs naming the College where the application is supported by written supporting evidence from an appropriately qualified person as to why the College is the only setting that can meet the child's needs. It is the responsibility of parents to show that it is essential for the child to attend the College rather than any other school.
- C. Children of any member of staff, where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
- D. Children who live in the catchment area and are siblings of students who attend the College and will still be attending when the child starts, other than students who at the time are in the sixth form but were not previously in lower years. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The College reserves the right to ask for proof of relationship such as a short birth certificate.
- E. Other children who live in the catchment area.
- F. Children who live outside the catchment area and are siblings of students who attend the College, and will still be attending when the child starts, other than students who at the time are in the sixth form but were not previously in lower years. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The College reserves the right to ask for proof of relationship.
- G. Other children who live outside the catchment area.

In the case of oversubscription in any of the above categories, apart from category (A), priority of placement is given to applicants who live nearest the College (measured by a straight line from the College main front gate on North Street to home, using Ordnance Survey address point data). In the event of a tie-break being necessary within any of the criteria, this will be conducted through a process of random allocation overseen by an independent scrutineer.

A child's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence, for example from utility bills or similar, can be requested at any time throughout the admissions process. Where a child regularly lives with one parent for part of a week and with the other parent for the rest of the week, the permanent address for distance tie- break purposes will be the address at which the child lives for the greater part of the school week, i.e., Monday to Friday. If the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the main parent/carer eligible, if applicable, to receive Child Benefit and Child Tax Credit.

Admission of children outside their normal age group: Families may seek a place for their child outside of his/her normal age group under various circumstances such as ill health, if the child is gifted and talented or when the child has experienced problems.

If false or misleading information is used to gain entry to the College, the offer of a place may be withdrawn.

Subject to the provisions regarding waiting lists in the Local Authority's co-ordinated admission scheme, the Local Authority will operate a waiting list on behalf of the College. If the College is oversubscribed, the waiting list will be maintained until the end of the first term of the academic year.

The waiting list will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## Appeal

Unsuccessful applicants have the right to appeal against the decision not to offer a place. All appeals which must be lodged in writing are heard by an independent panel. Parents/carers can obtain appeal forms and details of the appeals process at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions) or requests them by calling 0330 2223444. If parents/carers decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. The hearing will be conducted as informally as possible, and parents/carers will have the opportunity to put forward their case and ask questions. If the appeal is refused, the Local Governing Body will not consider a further appeal for admission to the College in the same academic year, unless there is a significant material change in circumstances of the parent or child or the College.

## In-year admissions

For students applying outside the normal secondary intake process, in-year or casual applications are processed by West Sussex Admissions, and a parent/carer's 'first contact' regarding potential admission should be with them. Further information can be found on West Sussex County Council's website at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions).

Midhurst Rother College participates in the Local Authority Fair Access Protocol to minimize the number of students who are at risk of underachievement by being out of school.

## Midhurst Rother College Catchment Area - outlined in red

