



# THE ISLAND FREE SCHOOL

## Admissions Policy

This policy is a statement of the aims and principles which will enable us to meet the following vision statement:

**An Island School for Island Families that gives parents a real educational choice for their children.**

In establishing The Island Free School, we wanted all parents on the Island to feel as though their child has the opportunity of attending the school, regardless of their location on the Isle of Wight.

We will admit pupils in one of three categories:

- Assisted Music programme (10%)
- By distance (45%)
- Island wide area (45%)

More detail about these categories can be found below.

This policy has been drawn up in accordance with the School Admissions Code.

The Island Free School will take pupils of mixed ability and aptitude between the ages of 11 and 16 years.

The Island Free School has an agreed Published Admissions Number (PAN) of 125 pupils for entry into year 7 and will admit up to this number in each year. All applicants will be admitted if fewer than 125 applications are received to start year 7.

### Applying for a Year 7 Place

The Island Free School is part of the local authority's co-ordinated admission arrangements. The deadline for applying is midnight on 31<sup>st</sup> October each year.

Parents and carers wishing to apply for a Year 7 place in the normal round of admissions must complete an application form which is available through the school website at [www.theislandfreeschool.org](http://www.theislandfreeschool.org)

In addition to this parents and carers are required to complete the local authority Common Application Form (CAF) naming The Island Free School – we encourage you to choose at least one other named school. The CAF is available on the local authority website at [www.iwight.com/schooladmissions](http://www.iwight.com/schooladmissions)

Should you require a hard copy application please contact The Island Free School by email [admin@theislandfreeschool.org](mailto:admin@theislandfreeschool.org) or telephone 01983 857561 or write to us at The Island Free School, Newport Road, Ventnor Isle of Wight PO38 1BG.

Hard copies of the CAF can be obtained from County Hall, High Street, Newport Isle of Wight PO30 1UD or by contacting the school admissions team on 0193 821000

### **Assisted Music Programme**

If you wish your child to be considered for a place on our assisted music programme there is a box for you to tick on the application form. The purpose of the assessment is to discover true musical aptitude and talent, not just from those that may already be learning an instrument, but to discover potential in those that may not have had the advantage of being able to afford instrumental lessons. For more details on the scheme please visit our website at [www.theislandfreeschool.org](http://www.theislandfreeschool.org)

### **Offer of Places**

The Governing Body of The Island Free School is the admission authority. Parents and carers who have applied for a place for their child at The Island Free School will be informed of the outcome via the local authority admissions team. Successful applicants will receive a letter from The Island Free School admission team notifying them of the offer a place.

The admission authority reserves the right to withdraw an offer of a place where it is found that the application has been made using false or misleading information.

### **What address is used for school admissions purposes?**

The address provided on the application form must be the address where the child usually resides on the 31<sup>st</sup> October of that year. The address of children who have parents with shared responsibility should be agreed between parents where the share is equal. This will usually be the address where the child is registered with a doctor and the parent who is in receipt of child benefit.

### **We may ask for a utility bill (not mobile) from the given address which matches the name/s of the parent/s applying for a child on the application form**

Any attempt to seek admission to a school on the basis of an address other than the normal family home (even if the other property is owned or rented by you) will be regarded as having provided false information and will be treated accordingly. We cannot offer a place on the basis of a possible future address, except in the limited circumstances set out below:

Children of UK Service Personnel and other Crown Servants – an official MOD, FCO or GCHQ letter declaring a relocation date and intended address will be accepted as proof the child will be living on the Isle of Wight.

### **Appeal Procedure**

Parents and carers with an unsuccessful application are given the opportunity to appeal to an independent appeal panel set up in accordance with statutory provisions. Parents have the right to appeal in writing within twenty days of notification that they have not

been successful with their application. The timetable for appeals is available on our website at [www.theislandfreeschool.org](http://www.theislandfreeschool.org)

## **Waiting List**

If an applicant cannot be offered a place at the school because the year group is full, parents and carers will be asked if they wish their child to be added to the waiting list. Details of the waiting list can be found below.

## **Education and Health Care Plans (EHCP)**

The Island Free School will admit pupils with an Education and Health Care Plan whose Plan names The Island Free School as their choice of school in compliance with the School's Admissions Code.

## **The Island Free School Oversubscription Policy**

If there are more applicants than places available, the criteria listed below will apply; after admission of children with an Education and Health Care Plan naming The Island Free School.

1. **Looked After Children** or previously looked after children who were looked after, but ceased to be so because they were adopted or given a residence or special guardianship order.
2. **Siblings** (are); children with a sibling attending the school at the time they would be admitted. For children entering year 7 during the normal round of admissions this will be their first day attending year 7. We define siblings as children who live together as brother or sister (s), adopted siblings, stepbrothers or stepsisters and foster brothers or sisters, but not cousins. When admitting siblings they will be counted as a sibling admission only and to gain a place on the assisted music programme all siblings will have to apply for a place in the normal way.
3. **Assisted Music Programme** Up to 12 pupils each year will be selected on their musical aptitude and this will be determined by assessment, taken by the pupil before the September entry. The purpose of the assessment is to discover musical aptitude and potential in all children; not just those who may already be learning an instrument. If children apply for a place based on musical aptitude, but are not successful in obtaining a place on this basis, their application will be considered according to sections 5 and 6 below.
4. **Children of staff** Children of staff employed by the school.
  - 4.1 **Founders' Children** Admission of children whose parents have been granted Founders status by the Secretary of State.
5. **Distance** Half of the remaining places will be taken from the local area around the school. Places will be offered to those pupils who live closest to the school as measured from the centre of the school building to the centre of the building of the home address. This is measured by the Local Authority GIS (Geographical Information System). See what address is used for school admissions above. Please note we may require documentary evidence.

**6. Island Area** The remaining places will be allocated by random selection from all other applicants. This process will be overseen by an independent adjudicator.

### **Tiebreaker**

In the event of two or more applications tying when the above admission criteria have been applied, the positions will be determined by random allocation and as above will be overseen by someone independent of the school.

However, if the tiebreaker for a place is between two siblings living at the same address, we will admit both children as we believe siblings should be kept together where it is the wish of the parent/carer.

### **Waiting Lists**

A waiting list of all applicants not offered a place will be maintained by The Island Free School. Parents whose children are on the waiting list will be contacted at points throughout the year to ascertain if they still wish to be considered for a place should one become available. If a space becomes available we will allocate pupils from our waiting list by random allocation.

Should a place become available between national offer day and the start of the new academic year, pupils on the waiting list for entry into year 7 will be allocated a place in line with the oversubscription criteria detailed above.

### **Other Admissions (in year or casual admissions)**

Applications for spaces that arise outside the normal annual admission round for year 7 will be considered at any time of the year. Where there is a waiting list for a year group in which a space becomes vacant, the offer of a place will be determined as follows:

- Children with an EHCP in which The Island Free School is named and meets the above criteria.
- Looked after or previously looked after children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- Children who have siblings in the school at the time they would be admitted
- Random allocation conducted by the school Admissions Officer and ratified by the Headmaster

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**Ratified by Chair of Governors (COG)**

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