



# THE ARMTHORPE SCHOOL

## PROSPECTUS 2012 - 2013



Our Ref: ACo/ANi

September 2011

Dear Parent / Carer

The prospect of having to choose a secondary school with your child is likely to be both exciting and challenging. Clearly, you need to know that your child is going to feel safe, well cared for, and known and treated as an individual in a new and unfamiliar school environment. Just as important is the knowledge that he or she will be happy, enjoy school and be successful as a learner.

We believe very strongly that The Armthorpe School is well equipped to meet these essential requirements. One of our main strengths is our very positive and inclusive ethos. The school prides itself on being 'fiercely ambitious' for all of its students, and is rapidly gaining a reputation for high achievement and improving standards.

We aim to establish a constructive partnership with all of our parents. Your own high expectations of your child's motivation to succeed, behaviour for learning, and respect for other school members are vitally important to us.

If you are interested in making a visit to the school, please do not hesitate to contact us on: 01302 831582.

Yours sincerely

Andy Cope  
Headteacher



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The information in this Prospectus applies to admissions during the academic year 2012/2013 and was correct at the time of printing in Autumn, 2011. It should not be assumed that there will be no change affecting the relevant arrangements before the start of, or during, the school year, or in relation to subsequent school years.



# THE ARMTHORPE SCHOOL

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### **GENERAL INFORMATION**

#### **SCHOOL ADDRESS :**

The Armthorpe School  
Mere Lane  
Armthorpe  
Doncaster  
South Yorkshire  
DN3 2DA

Telephone Number: 01302 831582

Facsimile: 01302 300757

Email: [admin@armthorpe.doncaster.sch.uk](mailto:admin@armthorpe.doncaster.sch.uk)

Web Site: [www.armthorpeschool.org.uk](http://www.armthorpeschool.org.uk)

School Kitchen: 01302 832877

The school is a community comprehensive co-educational day school. It has no religious affiliations.

#### **School Hours 2012/2013**

Morning Session	:	8.30 am	-	12.35 pm
Afternoon Session	:	1.15 pm	-	2.55 pm

School lunch is served between 12.35 pm to 1.15 pm for all students who wish to take it.

**Students are not allowed to go off the school site at lunch times.**

The time-tabled teaching time per normal school week is 25 hours + 2½ hours tutorial/assembly time.

#### **The School Day**

- We ask for full cooperation with regard to attendance and punctuality. Students must be on site in good time to attend registration at 8.30 a.m.
- Whenever a student is absent from school, even for part of the day, a note from parents / carers must be brought to the form tutor on return to school, stating the reason for absence.
- All requests for permission to keep appointments (e.g. medical / dentist) during school hours must be in writing to the form tutor before the appointment. Parents / carers are asked to avoid making appointments during school hours wherever possible.
- The following guidelines indicate how attendance will be reported to parents / carers, and absence managed by the school:

100%	:	outstanding
98% or over	:	good
95%	:	satisfactory
90%	:	inadequate (school intervention)
85%	:	Local Authority intervention
80%	:	Persistence Absence (Local Authority intervention / action)



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## Office Hours

8.00 am to 4.00 pm (during term time).

During school holidays the office will be open on most days

Monday - Thursday : 8.10am - 4.00 pm

Friday : 8.10am - 3.30 pm

## Address of Local Authority:

DIRECTORATE OF CHILDREN AND YOUNG PEOPLE'S SERVICES, PO Box 266, The Council House, College Road, DONCASTER. DN1 3AD.

## Provisional Dates of School Holidays 2012/2013 (5 x Training Days not included - may be subject to change)

	<b>School Closes (pm)</b>	<b>School Re-opens (am)</b>
Re-open		Mon. 3 September 2012
Autumn Half Term	Fri. 26 October 2012	Mon. 5 November 2012
Christmas	Fri. 21 December 2012	Thur. 3 January 2013
Spring	Fri. 15 February 2013	Mon. 25 February 2013
Easter	Thur. 28 March 2013	Mon. 15 April 2013
May Day	Fri. 3 May 2013	Tues. 7 May 2013
Summer Half Term	Fri. 24 May 2013	Mon. 3 June 2013
Summer	Fri. 19 July 2013	

*(dates issued by DMBC - correct at time of going to print)*

A school calendar is issued to parents each year, which updates holidays and other important dates, e.g., Training Days, examinations dates, when reports are issued, and parents' evenings.

## Complaints Procedure

The school's complaints policy is available from the school on request or can be found on the school's website:

[www.armthorpeschool.org.uk](http://www.armthorpeschool.org.uk)



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### **Photographs of Students**

During school visits, productions, and other school events, it is often appropriate to film or photograph students and their work. The school may find it useful to use these images in printed, promotional publications and videos, and on the school website. A permission form will be sent to parents about this when your child begins in Year 7. Parents who do not wish for any images of their son/daughter to be used in this way should notify the school by letter, or on a form available from the school office.

### **Sex Education**

The school, in partnership with parents, has a responsibility for sex education. Its inclusion in the curriculum is essential if students are to make informed, reasoned and responsible decisions about their relationships with others and their roles as parents in the future. The 1993 Education Act provides legal support for this view.

Factual information will be included in the Science curriculum at appropriate points throughout the course. In Year 7, building on knowledge gained in the Primary Schools, students will be introduced to a simple understanding of sexual reproduction. By the end of Year 11 they will have covered health-related topics such as parental care, contraception, HIV, AIDS, other sexually transmitted diseases and medical screening for breast, cervical, and testicular cancer. Further sex education will occur at points appropriate to the age of the students, where it is set in the context of other personal decisions and moral choices faced by young people and adults. In addition, all students in Years 10 and 11 following the GCSE RE Short course spend time addressing the moral issues surrounding sexual relationships outside of marriage.

Parents who wish to exercise their right to withdraw their child from sex education should write to the Headteacher as soon as their child begins at the school.

### **Mobile Phones**

Mobiles phones are not encouraged in school; however, the school accepts that they are often an essential form of communication with parents. Mobile phones should never be used in school without permission of members of staff. If a phone is used without this permission, it will be confiscated and returned to the student at the end of the school day. On subsequent occasions, parents will be asked to collect the mobile phone from the school during office hours. (The school cannot be held responsible for loss or damage).

### **Water**

We know that we all think and learn better when we are well hydrated. Students are allowed to take water into lessons. This must be in a clear bottle, no larger than 75cl and with a sports cap.



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### **Special Educational Needs**

We aim to ensure that all our students have the widest possible access to a broad and balanced curriculum; of course this also applies to students with special educational needs. There are no separate admission arrangements for students with special needs; admission arrangements are as stated in the school prospectus.

### **Identifying Students with Special Needs**

Students with special needs are first identified by the Primary schools, who pass on all the necessary information. A small number of students arrive in the school with a Statement of Special Educational Needs; most do not have a statement but do have identified SEN. In addition, all students are tested on or before entry, using recognised reading tests.

Within school, in order to identify those who require special provision, the progress of all children will be carefully monitored. The names of all these students will be passed to the Head of Special Needs, who will then assess their individual needs. Any concerns raised by staff will be followed up by the SEN Department.

### **Providing for Special Needs Students**

Students with identified special needs are given specific support either in class, by withdrawal from lessons, and/or by individualised learning provision. All students work towards their own individual learning plan, which identifies their needs and targets. Students are encouraged to take an active part in recognising their personal challenges and making the necessary steps to achieve their goals. The SEN Department works closely with students to support them in achieving their goals.

Parents are kept informed of the progress of their son/daughter and are always welcome to meet with the Head of Special Needs to discuss the progress and success of their child.

All school activities, including extra-curricular activities, are available to every student. Students within Special Needs are encouraged to take a full and active part in all aspects of school life.

The school's Special Needs Policy is available on request.

### **Provision for students with EAL (English as an Additional Language)**

Support is provided for students of all ages who have EAL to improve access to the National Curriculum. This includes in-class support and withdrawal from some lessons to work with specialist support system. Students have the opportunity for early GCSE entry in their first language.



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### **The Learning Support Centre**

The Learning Support Centre has been established to help those youngsters who find difficulty accessing their education, for those who have emotional and behavioural difficulties, or those who have not been in school for some time and need to adjust before returning to mainstream classes. It is a centre for learning in a positive and supportive environment.

### **Careers Education**

Careers Education is included in tutor time and special one off events at appropriate stages. Careers advice is given at appropriate times via the School's Careers Co-ordinator and the Head of Year. Additional independent, impartial information, advice and guidance will also be provided. Members of the Student Welfare Team also provide support. Such advice is available whenever subject choices need to be made; when a student is considering future employment; and when he/she is considering higher education.

All Year 10 students will have the opportunity to participate in work related experience and learning. Students in Y12 + Y13 do have opportunities to undertake more specific work related learning and work experience.

### **Religious Education**

All students in Years 7-11 have one Religious Education lesson of 50 minutes per week. The Religious Education program is based on the Christian faith, whilst taking into account the other principle faiths represented in this country.

In Year 7, students study Christianity and Hinduism. In Year 8, students study Christianity and Sikhism. In Year 9, students study Christianity and Buddhism.

Currently, all students in Year 10 and 11 follow the WJWB GCSE Short Course in Religious Education, though this is subject to review. This course involves the study of Christianity and Islam, with reference to a range of moral issues.

Parents have the right to withdraw their child from Religious Education. If they wish to do so, they should contact the school.

### **Specialist College Status in The Arts and Sport**

Since the withdrawal of a discrete grant to support the school's specialist status in The Arts and Sport, the school has reaffirmed its commitment to these areas of provision. We will continue to look for opportunities to improve facilities, to enhance staffing, and to extend the range of opportunities available to our students and to the wider community.



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### **School Values**

The school's values are intended to positively influence behaviour, relationships and attitudes throughout the school. We firmly believe that good behaviour depends on self-discipline, positive relationships between staff and students, and a strong commitment to recognising and rewarding students who comply with our expectations.

**Our values: Ambition, Respect, Responsibility, Pride.**

### **Behaviour Policy**

Effective discipline and good behaviour are essential to support learning and to enable students to make good progress. We aim to create an engaging, caring, inclusive and safe learning environment by:

- establishing high standards and expectations of behaviour for all students;
- promoting self-esteem, self-discipline, and positive relationships based on mutual respect;
- developing students' sense of responsibility and desire to make a positive contribution to the school;
- providing a safe environment, free from disruption, aggression, bullying and any form of harassment;
- consistency of response to both positive and negative behaviours;
- promoting early intervention to support good behaviour and behaviour for learning;
- working closely with parents / carers and support agencies to develop a coordinated, student centred approach to proactive behaviour management;
- improving behaviour through teaching, learning and the curriculum - all provision for students must be relevant, appropriately challenging, engaging, and provide opportunities for success according to ability and need.

### **Rewards Policy**

Rewards are essential in reinforcing and recognising the effort, commitment and/or success of all students.

We believe that rewards increase students' motivation and confidence and, in turn, lead to improved effort, behaviour and achievement, as well as the quality of relationships between learners and their teachers.

We encourage all staff to recognise the efforts which students make in their lessons, in their behaviour around school, in their commitment to extra-curricular activities and making a positive contribution, and in the respect they show for other school members.

A full copy of the school's Behaviour and Rewards Policy is available on request from the school, or can be found on our website.



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### **STAYING SAFE**

The Armthorpe School recognises its duty to safeguard the welfare of all members of the school community and to encourage co-operation, tolerance and harmony.

We are committed to providing a caring and safe environment for all students, so that they can enjoy the benefits of secure and supportive conditions throughout their school day. Through our values in particular, we make our expectations of all students very clear. Two key requirements are **Respect** - other people matter - and **Responsibility** - young people must learn to exercise independent judgement in order to help us to ensure that they are safe.

- **Anti-Bullying Policy**

Bullying of any kind is unacceptable at The Armthorpe School. If bullying does occur, we need to know about it. Our guarantee is that when bullying is reported, it will be dealt with promptly and effectively.

- **Safer School Site**

Safety on the school site is of paramount importance. Students must comply with all expectations regarding use of designated pedestrian areas/entrances/exits, out of bounds areas and staying on the site during school hours.

- **E-Safety**

The school has clear guidelines and requirements which are designed to ensure that students' use of ICT is safe and responsible.

- **Support**

It is vital that students know that there is support and how to access it, if they feel unsafe or vulnerable in any way. In most cases, this is likely to be the form tutor, but all staff are made aware of key safeguarding procedures and are equipped to support students, if they are approached.

Copies of our Anti-Bullying Policy and / or the E-Safety Policy are available on request, or can be accessed through the school website



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## ***PARTNERSHIP BETWEEN HOME AND SCHOOL***

### **Home/School Agreement**

NAME OF STUDENT: \_\_\_\_\_

#### **The Parents/Carers**

##### **I/We shall try to:**

- See that my son/daughter attends school regularly, on time, and with appropriate notes to cover genuine absence, and seek to avoid holidays during school time.
- Ensure my son/daughter is dressed appropriately in school uniform and is clean and tidy without extremes of dress or hairstyle.
- Make the school aware of any concerns or problems that might affect my son's/daughter's work or behaviour.
- Support the school policies, codes and values, and encourage my son/daughter to behave in accordance with the school's behaviour code of conduct.
- Support my son/daughter in homework and encourage him/her to participate in extra-curricular learning and other worthwhile activities in the community.
- Attend Parents' Evenings and discussions about my son's/daughter's progress.
- Encourage my son/daughter to work hard in order to achieve his/her full potential.
- Get to know about my son's/daughter's life at the school, and encourage a caring, cooperative spirit.
- Provide appropriate equipment and sports kit.

Signature(s): \_\_\_\_\_

#### **The school will do its utmost to:**

- Care for your son's/daughter's safety and happiness.
- Be suitably ambitious for your child.
- Ensure that he/she achieves their full potential as a valued member of the school community.
- Provide a balanced curriculum and meet individual needs of your son/daughter.



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- Achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- Keep you informed about general school matters and report to you once a term on your son's/daughter's progress, either by a written report or a Parents' Evening.
- Be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school.
- Guarantee to address any problems which arise in your child's learning or happiness in school.
- Follow up any unexplained absences and monitor your son's/daughter's attendance and punctuality.

Signature(s): \_\_\_\_\_

Head of Year

Tutor

## The Student

I shall try to:

- Attend school on every possible occasion and be punctual to registration and all lessons.
- Uphold the school values: Ambition, Respect, Responsibility and Pride.
- Be polite, courteous and helpful, and avoid causing distress to others by verbal or physical bullying.
- Act in a responsible way, respecting the rights of other students and follow the school rules.
- Ensure information sent from the school is delivered home.
- Bring all the equipment I need every day.
- Wear the school uniform and be tidy in appearance.
- Do all my classwork and homework as well as I can.
- Keep the school free from litter and graffiti.

Signature: \_\_\_\_\_



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### **SCHOOL UNIFORM YEARS 7-11**

It is the policy of this school that all students wear the correct uniform. A uniform gives a sense of belonging to the school and it helps us to maintain the high standards of dress on which we have always insisted. Please help us by ensuring that your child comes to school properly dressed each day. There is a separate uniform for the Sixth Form, which is detailed in the Sixth Form Prospectus (available from the school).

#### **General**

- Black blazer with The Armthorpe School badge.
- Dark grey or black trousers. Trousers which are excessively narrow or excessively wide are not permitted, neither are bootleg cut trousers.  
The material must be plain and not canvas, cord or stretch.
- Girl's skirts must be plain grey or black and of a suitable length. Skirts should not be excessively long or excessively short. (Parents may find it a useful guide to follow a limit of 3" or 7.5cm above or below the knee).
- The appropriate school clip-on tie must be worn at all times.
- Plain grey or white shirt with long or short sleeves and of a type designed to be worn with a tie. The shirt must be tucked in.
- A black pullover with the school badge.
- Black shoes, plain school style. Training shoes, boots and platform heels are not permitted.
- Plain black or grey socks, black or grey tights.
- Hairstyles must be plain, neat and tidy with no excessively short 'skinhead' or patterned styles, and no brightly coloured dyes or tints.
- Earrings or studs are **NOT** allowed for safety reasons.
- Nail varnish and make-up should not be worn. Students will be asked to remove it in school.
- Any type of body piercing is not allowed on Health and Safety grounds. Students who come to school with any type of piercing /studs will be expected to remove these immediately. If they refuse or are unable to do this, we will contact you and either send them home or withdraw them from lessons until they comply. Similarly, please be aware that tattoos are also not allowed.

*The school cannot be held responsible for loss or damage of any item brought onto school premises which is stated to be 'Not Allowed'.*

- No jewellery should be worn other than a watch. Any other jewellery worn may be confiscated.
- MP3/4 players, and personal stereos are not allowed in school. If students disobey this rule, the items will be confiscated and returned at the end of the school day.

**NO DENIM WEAR IS ALLOWED FOR BOYS OR GIRLS.**



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## ***SCHOOL UNIFORM***

### **Sports Clothing**

#### **BOYS AND GIRLS**

##### **All Activities**

Training Shoes

Towel (in case your child gets wet or very muddy)

##### **Outdoor Activities**

Black rugby shirt which is reversible (available only in school)

Black shorts

Black sport socks

Football boots

Shin Pads

If it is very cold your child may be permitted to wear a tracksuit/jogging bottoms. These must be black.

##### **Indoor Activities and All Summer Activities**

White T-shirt or polo shirt

Black shorts

White sport socks

White sweatshirt (school design) is optional.

All equipment must be clearly labelled with your child's name.



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### ***EQUIPMENT***

Ensuring that they come to school properly equipped is an essential aspect of students' Behaviour for Learning.

Essential items are :

- Student planner
- Pen, and spare cartridges (black ink please)
- HB pencil
- protractor
- ruler
- rubber
- calculator
- coloured pencils

Students **must not** carry bottles of ink around, as this can result in accidents. Tippex is **not allowed** in school nor are felt-tip pens, unless special permission is given for a particular purpose.

### **Calculators**

All students will require a calculator for use in mathematics and other lessons. While a basic calculator is adequate for the first three years, we recommend a scientific calculator which is necessary from Year 10 onwards.

### **In addition**

Other specific equipment requirements will be made by individual departments eg. English Dictionary and Thesaurus, French/English or German/English dictionary in Languages and Black Fine Liner pen in Design and Technology. You will be informed by the Head of Department concerned when these are needed and how they may be obtained.



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### Suppliers of Uniform

We advise parents that no shop has the monopoly in supplying our uniform. Messrs Cliff's (Printing Office Street, Doncaster) can supply ties and badges.

The separate items for boys and girls are available from many suppliers, including the major chain stores. The school also sells clip-on ties (£3.00) and badges (£3.00), jumpers with the school logo (£12.50), available from Student Services.

### Sports Clothing

The school's rugby shirt is **only available** from the school. You can also purchase other items of P.E. clothing from the school.

### Lost Property

Lost property which is **MARKED** is easily returned. In the first instance every child is responsible for his/her own property. Any items of Lost Property found on the site can be handed in to the Student Services or to the site staff. At the end of each half-term any items of clothing/school bags etc., in lost property not claimed, will be disposed of by the school. Any items of value will be kept for a longer period of time.

Any student who has lost an item of property should report the loss to his/her Head of Year.

Exercise books and text books must be looked after and, if lost, will have to be paid for.

Parents are asked to note that the Local Authority cannot accept responsibility for the personal property of students whilst they are on the school premises and cannot pay compensation in respect of any loss sustained. The school will always endeavor to return property.

### Confiscated Property

Any article which should not be in school will, if found on a student, be confiscated. If the article is considered to be dangerous it will be handed to the Police. Any other item will be kept in a safe place and returned to the student as and when the Head of Year feels it is appropriate or will be returned personally to a parent on application.

### Bicycles

Bicycles may be brought to school but we cannot accept responsibility for any loss or damage to them. If your child does come to school on a bicycle please ensure that it is roadworthy. We would like to discourage children who live some distance away from cycling home because we feel this puts them in unnecessary danger.



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### Bus passes

Students who require an 11-16 Proof of Age Bus Pass , or 16-18 pass, can obtain these from the Travel Information Centre's in the Frenchgate Interchange Station or Duke Street, Doncaster.

### ***ILLNESS DURING THE SCHOOL DAY***

- If your child is taken ill, or has an accident whilst in school, he/she will be seen by one of the first aid trained staff based in Student Services.
- Students who fall ill must not just go home, or contact their parents, without first seeking medical help and/or permission to leave the school site. We need to be able to account for all our students, for example in the case of a fire. This is a Health and Safety regulation.
- You are asked not to send your child to see the first aider for medical help or advice when the illness or injury has occurred out of school hours. This is the responsibility of the parent/carer, and their decision about whether to seek medical help from a doctor or the hospital.
- If your child is feeling ill prior to leaving home, please ensure that he/she is fit enough to come to school for the full day.
- **Parents should inform the school of any change of address, telephone number, or circumstance which might prevent contact with the home being made in an emergency.**
- If your child is taking medication prescribed by your GP, they must take it to Student Services for safekeeping—they must not carry it around school. Student Services are unable to administer any medication without written parental permission. Parents/carers must fill in a form at Student Services stating the child's condition, the name of the medicine, and the dosage. **By law, all medicines must be kept in their original containers.**
- Health and Safety regulations mean that we can no longer give out paracetamol to students. Student Services will try to help students who report sick, in other ways if they can.
- In the event of more serious injury/illness requiring further medical attention, the student will be dealt with accordingly by the first aiders, in consultation with the Headteacher.
- In an emergency requiring hospital treatment, staff will accompany a student in the ambulance and parents/carers will be contacted immediately to attend as soon as possible, to take over the responsibility for collecting their child and arranging transport home.

### Medical and Dental Appointments

We ask you, as far as possible, to make appointments outside school hours. If your child has to visit the doctor, clinic or dentist in school hours he/she will be expected to show an appointment card or a note from you to the member of staff teaching him/her at the time. He/she must then sign out of school at Student Services and sign in again on their return.

Students who have to leave the school site during the day must have a pass from Student Services.



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### **Absence from School**

Please ensure that your child attends school regularly.

There are only a few circumstances in which your child may be absent in term-time:

1. Genuine illness of a type which makes it impossible to attend school.
2. Dental and medical appointments which cannot be arranged out of school hours.
3. A family crisis such as the death of a close relative.
4. An increase in attendance is a major school improvement priority and we strongly urge parents to take holidays during term time.

It helps greatly if you can let us know, by telephone or by messenger, if your child is likely to be absent. Every absence, no matter how short, should be explained in a note addressed to the form teacher on the first day your child returns to school unless you have contacted the school by telephone.

The school will contact home on the first day of absence if there has been no contact from parent/ carer.

### **Promptness to School**

Your child should be at school by 8.30 am at the very latest, but not before 8.20 am. If a child is late for school three times, then he/she will receive a detention.



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### Admission Arrangements for Community Schools 2012/2013 School Year

1 The Local Authority (LA) is the Admission Authority for community schools. Only the LA is able to decide who is eligible for a place in these schools. Neither the Headteacher nor their representatives are able to offer a school place.

#### General Statement

2 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, each school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

#### Admission Number

3 A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the LA consults with the Governing Body of the school before the admission number is set. (See Appendix 1.)

4 Before making a final decision, the LA consults schools on the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form<sup>i</sup> (AF) or Transfer Form<sup>ii</sup> (TF) under a Co-ordinated Admission Scheme<sup>iii</sup> (CAS).

#### Expressing A Preference

6 Applications for admission should be made in accordance with the relevant CAS.

#### Closing Date For Receipt Of Parental Preferences

7 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

8 Late applications for the year of entry are processed in accordance with the relevant CAS.



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### Eligibility For A Place At A School - Oversubscription Criteria

9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below.

Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

#### a) **Children In Public Care**

#### b) **Catchment Area**

Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA.)

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

#### c) **Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding sixth form and nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

#### d) **Link Schools**

Children attending a school which is a linked pyramid school and who have, on the closing date for late applications, attended a linked school continuously for more than one calendar year. (See Appendix 2.)

This criterion does not apply in the case of the admission of pupils from nurseries.

#### e) **Proximity**

Children who live nearest to the requested school measured in a straight line from the point of the front entrance of the pupil's place of ordinary residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.



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### **The Offer Of A Place At A School**

10 Decisions will be sent to parents in accordance with the Authority's CAS.

### **Waiting Lists**

11 For the year of entry, pupils will be added to the waiting list(s) of community schools where they are refused a place and those schools were ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

12 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the LA receive written confirmation of the vacancy.

### **In Year Transfers**

13 Applications for in year transfers are considered in accordance with the LA's CAS.

14 Applications should be made on the LA's TF and submitted to the LA for consideration.

15 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply<sup>vi</sup>. However, a pupil may not be eligible for a place if the circumstances of the year group have changed since it was the year of entry and admission of an additional child would 'prejudice the provision of efficient education or the efficient use of resources' i.e. class size prejudice in an infant class.

16 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 9.

17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

18 If a place is offered, the headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.

20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.



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21 Repeat applications made for entry to the same year group at the same school will not be considered unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22 In accordance with DCSF requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

### **Allocation Of Places**

23 If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school a place will be offered at an alternative school in accordance with the LA's CAS.

### **Admission To Sixth Form**

24 Each School will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.

25 The total number of children to be admitted each year will depend upon the published Admission Limit for the sixth form of the school preferred.

26 Priority is given to applications from pupils in year 11 already at the school.

27 External pupils will be admitted if a sixth form is undersubscribed by its own pupils. In such circumstances it will apply the same academic entry requirements as it does to pupils already on roll at the school. If a tie-break is necessary to determine who is admitted, the criteria set out in section 9 above will be applied.

28 The closing date for external sixth form applications is 1 March 2011.

### **Independent Appeals**

29 If a place is not offered at a preferred school parents, and in the case of sixth form, the pupil, have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.

30 Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, PO Box 71, Copley House, Waterdale, Doncaster, DN1 3EQ.



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### General Information

#### Deferred Entry

Where parents apply for admission to a reception class for a child who is not of statutory school age, and parents wish to defer entry, a child should be admitted to the class no later than the beginning of the summer term in the reception year.

Parents can request that their child attends part-time until the child reaches compulsory school age and the request will be considered where it appears to be in the best interest of the child.

#### False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application.

#### Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

#### Further Information

Further, more detailed information about the admission process is available from the LA and can be found in the Admission To School Booklets, available as follows:-

**Telephone:** 01302 737204 or 01302 737234

**Address:** Admissions & Pupil Services, PO Box 266, College Road, Doncaster DN1 3AD

**Email:** [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk) **Web:** [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

### Explanatory Notes

#### i Application Form (AF)

This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

#### ii Transfer Form (TF)

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

#### iii Co-ordination/Co-ordinated Schemes(CAS)

All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.



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#### iv **Children In Public Care**

A child in public care refers to a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989.

#### v **Ordinarily Resident/Residence**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

#### vi **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, and this has been agreed by the Authority's School Improvement Review Group.