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PASTORAL

ADMISSIONS / INTAKE POLICY

Reviewed and updated: December 2002

Next Review due: as required

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The admissions authority for Paignton Community & Sports College is Torbay Education Authority (LEA). The Governing Body of the College have to be consulted by the LEA about admission arrangements.

### **Directions**

The Governing Body of the college have a statutory duty to comply with parental preference and the admission authority's decision to admit pupils. They should not refuse admission, but if they do, the LEA can request to the Secretary of State to direct the College to admit.

### **Casual Admissions**

Casual admissions from pupils living within Torbay will only be accepted at the start of a new term. Casual admissions from out of Torbay will be accepted during term time. The Head of Year would request pupil information from the LEA and call a meeting with parents, pupil and the Pupil Mobility Co-ordinator. If a pupil has a special need the SENCO should also be present.

If a pupil gives the Head of Year cause for concern, then a planning meeting should be called involving all or some of the following:

Principal, Head of Centre, Educational Welfare Officer, LEA Behaviour Support Team, Resident Police Officer, Connexions Personal Advisor.

The College will not discriminate between boys and girls under the Sex Discrimination Act 1975 and will ensure female and male applicants have the same chance of successful admission.

The College will ensure it complies with the Race Relations Act 1976 and will not discriminate against applicants on the basis of race, colour, nationality or national or ethnic origin.

Although the Human Rights Act 1998 does not extend to securing a place in a particular school, the College is mindful of a parents rights to ensure that their child's education conforms with their own religious or philosophical convictions.

The College will conform with the Special Educational Needs and Disability Discrimination Act 2001 and from September 2002 will ensure it will not discriminate against a disabled child:

- in the arrangements it makes for determining pupil admission to the school;
- in the terms on which it offers to admit a disabled child to the school;
- by refusing or deliberately omitting to accept an application for admission.

Pupils admitted through the Casual admissions process should be issued with:

- Home School Agreement (to be signed and returned)
- Information for New Pupil Booklet
- SIMS Data Sheet

Parents should sign to say they have received these documents. Once admitted to the College the pupil information should be entered into the SIMS system.

#### Pupil Planned Admission Number (PAN) September 2002

<b>YEAR</b>	<b>PAN</b>
7	390
8	350
9	360
10	330
11	330
6 <sup>th</sup> Form	330

#### Projected PAN

<b>YEAR</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
7	390	390	390	390
8	390	390	390	390
9	350	390	390	390
10	360	350	390	390
11	330	360	350	390
6 <sup>th</sup> Form	330	330	330	330