Medina College

School Admissions policy 2028/29

Medina College

Draft

(in conjunction with PAN reduction consultation)

Author	Anna Mursell
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Medina College - Secondary School Admissions Policy

Medina College is part of HISP Multi Academy Trust and takes students of mixed aptitude and ability aged 11-19. The governing body of the school is the admissions authority with responsibility for admissions and administering appeals.

The published admissions number (PAN) for Medina College for September 2028 is 120.

Parents who are considering applying are warmly invited to visit the school although this is not a requirement of the Admissions process. The Admissions Team at the school will be pleased to provide information and answer questions by letter or telephone, or to meet parents to discuss possible applications

How do I apply for a place at Medina College for September 2028?
Medina College will be part of the Isle of Wight Council's Co-ordinated Admissions Scheme. For admission to all schools from September 2028, the Local Authority is required to operate a Co-ordinated Admissions Scheme and applications for all school places must be made on the common application form provided by the Authority, with the opportunity to nominate up to three schools, ranked in order of preference. Alternatively, you can complete the application form on-line at: www.iow.gov.uk/schools-and-education/.

Once completed the application form (including if you apply on-line) must be received by School Admissions, County Hall, Newport, Isle of Wight, PO30 1UD **by midnight on 31 October 2027 at the very latest.**

Placement of children outside their normal age group.
Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made at the Headteacher's discretion, based on the circumstances of the case and in the best interests of the child.

How are places allocated?
All your preferences will be considered at the same time. If you could be offered more than one school place, you will be offered the higher ranked of the places you could be offered.

What happens if Medina College is oversubscribed?
If the number of applications for Medina College is less than the admissions number then all children will be offered places, no matter where they live. Please remember, however, that children of parents who apply for a place at a school by the published closing date have priority for admission over those who apply later. This means that, even though you may have moved to a location where Medina College is the nearest school, your child may not get a place if the school is already oversubscribed. If this happens you can appeal and your child's name will automatically be placed on to a waiting list unless you specifically request that this must not happen (see separate section on waiting lists).

Children for whom an Education, Health and Care Plan (EHCP) has been agreed which names a particular school on the Plan, are automatically admitted to the school, in compliance with the School Admissions Code. Where places required by pupils with Education, Health and Care Plans are known before the Admissions Committee meets, the number of pupils with Plans naming this School will be deducted from the places available to be offered.

However, if there are more applications than there are available places, we use the following criteria to decide which children can have places**.**

1. Children who are in the care of a local authority or children who were previously in care but immediately after being in care became subject to an adoption, residence or special guardianship order[1].

2. Pupils with a specific medical condition, confirmed by a consultant paediatrician or similar health professional, which makes a particular school the most appropriate. (Any application for a place at a particular school for medical reasons must be supported by independent evidence supplied at the time of application confirming the reasons why attendance at the school is essential or that this school is most suitable and the difficulties that would be caused if the child had to attend another school);

3. Pupils for whom Medina College is their nearest school who, at the time of application, have an elder sibling (brother or sister):

- who is already at the school; and
- who will still be in attendance at the school in September 2028

4. Children of staff[2] who have, (1) been employed at Medina College for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Other pupils for whom Medina College is their nearest school;

6. Pupils for whom Medina College is not their nearest school who, at the time of application, have an elder sibling (brother or sister):

- who is already at the school; and
- who will still be in attendance at the school in September 2028

7. Pupils for whom Medina College is not their nearest school.

If there are more applicants than remaining places within any of the above criteria the home-to-school distance will be used as a tiebreaker with those living closer being offered places first.

Example: *If we can offer places at a school to pupils in the first five criteria, but there are not enough for all those children in criterion six, we will measure in a straight line using the Local Authority's Geographical Information System (GIS) from the centre of the building of the home address to the centre of the school building, with those living closest to the school receiving the higher priority. In the event of a tie between two or more children when applying home to school distance as a tie breaker and where there are not enough places available to offer all those children a place at the school, a random allocation will be carried out by the Local Authority. This will be in the form of a "lucky dip" which will be overseen by an independent person from the Corporate Governance team. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.*

[1]An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A residence 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. 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).

[2]'Staff' includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.

Offer of a place
Firm offers will be made by the Local Authority on 1st March 2028 (National offer day for England). Those for whom no place at Medina College can be offered are advised of their right to appeal within fourteen days of the date of posting of the letter.

The Governors reserve their right to withdraw an offer of a place before September 2028 where it is found that this has been made on the basis of a fraudulent or intentionally misleading application from a parent which effectively denied a place to a child with a stronger claim.

Can I appeal against the decision?
If the governing body are unable to offer a place at the school, parents have the right of appeal to an Independent Appeal Panel. All appeals should be addressed to the Clerk to the Independent Appeals Panel, Democratic Services, County Hall, Newport, Isle of Wight, PO30 1UD. Its procedures are in accordance with the Schools Standards and Framework Act 1998 and the School Admission Appeals Code (2008). Parents may attend the hearing of their appeal and make their case to the panel.

Waiting list
If your child is refused a place at Medina College they will automatically be placed on a waiting list unless you specifically request that this must not happen. This list will be held for at least one term in the academic year of admission or until the end of the school year, whichever is the latest. If you subsequently accept a place at an alternative school, you will be asked if you wish to remove your child from the waiting list for Medina College. In July a form will be sent to you to complete and indicate if you wish your child's name to remain on the waiting list. If you do not return this form by 31st August 2028 your child will be removed from the waiting list. Where your child is placed on the school's waiting list depends upon where they are ranked in accordance with the oversubscription criteria set out above. We do not give priority on a first-come first-served basis. If you apply late but Medina College is the nearest school your child may go to the top of the waiting list or very near to it. Please remember that your child's position on the waiting list can change, moving up or down as others join the list or are removed from it.

How do I apply for a place at other times?
You can obtain an application pack from School Admissions at County Hall, Newport. Alternatively, you can apply online or download an application form from the Local Authority's website www.iow.gov.uk/schools-and-education/.

The Common Application form should be returned to the Admissions Office at County Hall who will then pass copies to the Governors of the School for consideration. You will then be informed of the decision by the Local Authority.