



A member of the Sapientia Education Trust

ADMISSIONS POLICY 2020

(a Local Governing Body Policy)

AUTUMN TERM 2018

CHAIR OF GOVERNORS: Karen Lynch

MINUTED: 5th December 2018

REVIEW CYCLE: One Year

DATE OF REVIEW: Autumn 2019

ADMISSIONS POLICY

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ADMISSIONS POLICY

Stradbroke High School, acting through the governing body, is the Admissions Authority for the school. The school chooses to follow the Suffolk County Council admissions guidance. They must make allocation decisions for mid-year entries in accordance with this policy, the Suffolk County Council admissions guidance and in accordance with the statutory School Admissions Code issued under section 84 of the School Standards Framework Act 1998. The only exception is for applications into Year 7 at the standard transition point, which is managed by Suffolk County Council.

How to Apply – Transition from primary school

The application process for admissions to Year 7 at normal point of entry in September is co-ordinated by Suffolk County Council, the Local Authority (LA).

Parents should apply online at www.suffolk.gov.uk/onlineadmissions or submit a Suffolk Common Application Form (CAF1), available from their child's primary school or from the LA Admissions Team, no later than the national closing date – advertised by the LA in the local press. Offer letters will be issued by the LA on the National Offer Date (or first working day after). Late applications (those submitted after the national closing date) will be handled by the Admissions Team. (For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA Admissions Team or from the website www.suffolk.gov.uk/admissions)

To apply for a place after the start of term or in any other year group, please refer to the guidance on page 4 of this policy.

Parents wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the School Office on 01379 384387 to make arrangements.

How Places Are Offered – Transition from primary school

For admission into Year 7 each September, the LA, on behalf of the Governing Body, will offer places to 87 children. This is the Published Admission Number (PAN) for that Year group. Children who have an Education, Health and Care Plan which names the school must by law be offered a place at the school. In the event that more than 87 applications are received, the oversubscription criteria of Suffolk County Council will be applied to determine priority for places. The list below gives order of priority:

1. Children in care (looked after children) and children who were previously in care (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after).

2. Siblings (children who are brothers and sisters, or who live as a family at the same address) of pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission (but not in the sixth form). Priority will be given, where necessary, to applications where there is the smallest age gap.
3. Children who are ordinarily resident in the catchment area of Stradbroke High School.
Places will be allocated in the following priority order:
 - a) Children who live nearest to the school. We will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.
4. Children who live outside the school's catchment area in the same priority order as set out in (a) above.

Parents/carers are notified directly by Suffolk County Council on National Offer day 1st March 2020 for September 2020 entry.

How to Apply for Places in other Year Groups

For applications for places in these Year Groups at any time of the year, a Stradbroke High School application form must be completed. It is obtainable from the School Office or website and returned to the school to determine the availability of a school place. The school will then write to parents/carers within ten school days to confirm the availability of a place and, where appropriate, a suitable start date. Where the school is unable to meet any applications for a place we will inform you of the right to appeal and redirect you to the LA.

In the Event of Over-Subscription

The criteria set out above will be applied and places offered in accordance with those criteria.

Reserve Lists: Year 7 and In-Year Applications

As part of the co-ordinated scheme for secondary admissions, the LA Admissions Team holds the reserve list for year 7 application on behalf of the school until the end of the first week of the Spring Term in the initial year of intake. Parents will be contacted immediately if a place becomes available for their child, but should be

aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Where an in-year application is received, the child's details will be held on a reserve list by the school for a minimum period of one term following the term of application. Applications will be ordered on the list according to the over-subscription criteria and when places become available, they will be offered accordingly. Parents should be aware that their place on the waiting list may vary if applications are subsequently received which meet a criterion higher than their own. Parents wishing to remain on the list after one term should contact the school.

Admission of pupils with a Special Educational Needs Statement/Education Health and Care Plan

The School may, from time to time, be named on a pupil's Special Educational Needs (SEN) statement/Education Health and Care Plan (EHCP) needs. The School is under a legal duty to admit that pupil and this may reduce the number of places available within any one year group. The admission of a student sits outside the scope of the School Admissions Code 2014 and takes place under the Education Act 1966 and the SEN Code of Practice. Further details are contained at Annex A to this Policy.

Multiple Births

The school's policy is not to separate multiple births unless both parents/carers request this. If the final place available at the school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, Suffolk County Council for Year 7 applications and the school for in-year applications will offer places to the remaining sibling/s at the same school.

Appeals

The parent of any child who is refused a place at the school has a right of appeal in accordance with the Schools Admissions Appeals Code 2012. Parents of year 6 students wishing to appeal a standard high school transfer should, in the first instance, notify the local authority Admissions Team. For in-year admissions, all appeals should be to the governing body.

Application Guidance notes

Thank you for showing an interest in your child joining Stradbroke High School.

If you are applying for a place in the normal year of entry i.e. for place in Year 7 at the start of the next academic year, please complete a CAF2 form available to download online at: www.suffolk.gov.uk/admissionstoschools or contact the Admissions Team for a copy: 0345 600 0981.

Before you complete this application form you should read the following note:

Note 1 – Previously Children in Care

Children previously in care (previously looked after children) includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Note 2 – Child's Current Address/Moving Address

Please give your child's current address. If you are planning to move house and you want your future address to be the one considered as part of your application, please provide evidence of the new address such as a tenancy agreement or solicitors letter confirming the new address relevant to the school application.

Note 3 – Private Fostering

If you are caring for someone else's child for more than 28 days, you do not have parental responsibility for them and you are not a relative such as a grandparent, brother, sister, uncle or aunt (whether full blood, half blood or by marriage or civil partnership) or step-parent; you may be private fostering. It is a legal requirement that you contact Suffolk County Council on: 0800 800 4005 or email: customer.first@suffolk.gov.uk

Note 4 – Catchment area schools

Every school serves an area of streets or villages. Catchment area maps are available online at: www.suffolk.gov.uk/catchmentmaps If you live near to a boundary line on the map please check your address against the catchment area and/or street lists at: www.suffolk.gov.uk/admissions.

Note 5 – Home to School Travel

To find out if you are eligible for home to school transport please check your address falls within the Stradbroke High School catchment area:

<https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/school-catchment-areas/>

You can then check if your child is eligible for Suffolk County Council funded school travel at:

<https://www.suffolk.gov.uk/children-families-and-learning/schools/home-to-school-transport-and-travel/check-if-your-child-is-eligible-to-apply-for-home-to-school-or-college-transport/>

If you do not fulfil these criteria then you as parent/carer would be responsible for ensuring your child's attendance at school.

APPLICATION FORMS ARE AVAILABLE FROM THE SCHOOL OFFICE (01379 384387) OR WEBSITE (www.stradbrokehigh.co.uk)