

# HELLESDON HIGH SCHOOL

## ADMISSIONS POLICY

Policy Reference:	PJ7	Review Frequency:	Yearly
Issue Number:	02	Next Review Date:	July 2012
Author:	Peter Jones		

Ratified by the Governors' Policy Review Committee on: 6 July 2011

Signed: \_\_\_\_\_



Chair

---

### AIMS

1. To produce clear, objective and fair admission arrangements that does not disadvantage one student over another.
2. To ensure a system where all parents/carers feel they have the same opportunities to apply to the School
3. To enable parents/carers' preference for Hellesdon High School to be met to the maximum extent possible
4. To provide information and guidance to governors, staff and parents/carers about application to the School.

### PRINCIPLES UNDERLYING THE POLICY

#### *Compliance with the Law and Guidance*

The School will comply with all statutory provisions, and will follow the guidance in the School Admissions Code.

The School will comply with any agreements reached within the Local Authority (LA).

The governors have expressed the intention that the School will actively promote equity in the admissions process.

In conformity with the Code the School will give the highest priority to Looked After Children who are in the care of the Local Authority or provided with accommodation by the Authority.

The governors are aware of their responsibility to consult on their admission arrangements and will cooperate with the local admission department in consulting on:

- a) admission numbers for years in which it is planned to admit students;
- b) application procedures;
- c) oversubscription criteria to be used;
- d) any separate criteria for year 12 & 13;
- e) information about whether a waiting list will be maintained, and for how long after 1 September; and
- f) information about how late applications can be made and will be handled.

### *School Uniform*

The governing body aims to ensure that no family feels unable to apply for admission on account of high uniform cost. In these circumstances the School will offer support as required.

### *School Visits and Other Activities*

The School will make it clear in the brochure that School visits, for which a parental contribution is required, are not compulsory.

Any voluntary contribution to School activities will not be mandatory, and it is the governing body's expectation that low-income families will only contribute a small amount, or in some cases nothing at all.

### *School Transport*

The School is obliged to indicate to parents/carers whether school transport to and from School is provided, and if so what the cost will be.

The School will make known to parents/carers that the Education Act 2006 extended the right to free home-to-school transport for low-income families to one of the three nearest schools, where they are between 2 and 6 miles away.

### *Extending Opportunity*

It is the governors' intention that extended activities with educational benefit, and supported study after school will be available to students from families on low incomes as well as other students.

### *Working in the Community*

The School will work with local primary schools, and any other organisation working in deprived areas, to encourage applications from poorer families.

### *Special Educational Needs*

The School will admit students with a statement of special educational needs.

Special educational needs students without statements will be treated as fairly as other applicants.

### *Students with Disabilities*

Students with disabilities will not be treated less fairly than other students.

The School will provide details of adjustments in place for disabled children and the accessibility of the premises, facilities and curriculum for disabled students.

#### *Students with Challenging Behaviour*

The School will not refuse to admit a student on the basis of his/her behaviour, except where:

1. (in accordance with the Code) a student has been excluded from two or more schools; or
2. where, exceptionally, to admit a student with challenging behaviour would prejudice the provision of efficient education.

#### *Children Hard to Place*

The School will co-operate with the LA's policy for admitting children hard to place.

#### *Admissions outside the Normal Age Range*

Admissions at ages other than 11 years will be based on:

1. application of the School's admission criteria and the ability to accept students into appropriate existing groups without prejudice to the provision of efficient education or the efficient use of resources at the School.
2. the student not having been previously excluded from two schools (one of which was in the last 12 months).

#### **Please note:**

In line with Norfolk County Council Policy, Hellesdon High School expects transfers to take place at the beginning of a term. If the Parent/Carer wants to move his/her child to Hellesdon High School mid-year, the School will consider such requests and will let the Parent/Carer know the outcome.

The School will consider each such application on its own merits.

#### *Waiting List*

The School will maintain a waiting list.

Students on the waiting list will be ranked in the same order as the published oversubscription criteria.

Where a place becomes available before admission appeals are heard the School will fill such a vacancy from the waiting list.

## **SCHOOL PROCEDURES**

### *Application Form*

Hellesdon High School uses the standard Norfolk County Council Application Form.

The School will not ask for any supplementary information except where such information has a direct bearing on decisions about acceptable oversubscription criteria (e.g. proof of residence)

### *Oversubscription Criteria*

In the event of oversubscription the governors aim to apply fair oversubscription criteria.

Priority will be applied in the following order:

- a) children in public care
- b) siblings of students who will be registered students at the School on the first day of the term when the applicant students would be joining the School
- c) children who live nearest to the School in accordance with the boundaries drawn up by the LA

### *Procedure for Applications*

The admission number for each year group is: 225 (recommended)

The School will use the common application form.

Parents/carers who are unsuccessful in their application for a place at the School for their child will be informed in writing by the Local Authority. They will also be informed of their right to an independent appeal.

### *Withdrawal of Offers*

The School will only withdraw any offers where lawful, and in compliance with the relevant paragraphs of the Code.

### *Late Applications & Independent Appeals*

Such applications will be dealt with on an individual basis and in consultation with the Local Authority