



A member of the Sapientia Education Trust

## **ADMISSIONS POLICY 2023/24**

<b>Written/Edited by &amp; date</b>	SHS Spring 2022
<b>Reviewed &amp; Endorsed by &amp; date</b>	Local Governing Body 01.02.2022
<b>Change Summary (if applicable)</b>	Clarity provided of admissions authority
<b>Review frequency</b>	Annual
<b>Next review due</b>	LGB Meeting 3 - 2023

# ADMISSIONS POLICY

## CONTENTS

	Page
How to apply – transition from primary school.....	3
How places are offered – transition from primary school.....	3
How to apply for places in other Year Groups .....	5
In the event of over subscription .....	5
Reserve lists: Year 7 and In-Year applications .....	5
Admission of pupils with a Special Needs Education Health and Care Plan	5
Multiple Births .....	5
Appeals .....	6
Out of normal age group requests .....	6
Application Guidance Notes .....	7
Appendix A – Map of school catchment area .....	9
Appendix B - Pyramid Primary Schools.....	10

## ADMISSIONS POLICY

Sapientia Education Trust is the Admissions Authority for the school. Stradbroke High School administers its admission arrangements on their behalf and chooses to follow the Suffolk County Council admissions guidance. We 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/admissions](http://www.suffolk.gov.uk/admissions) 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](http://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 5 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 Board of Trustees, 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 table below gives the order of priority they will use:

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 in care, including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in care as a result of being adopted).
2	<p>Sibling: where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.</p> <p>The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.</p>
3	<p>Children who are <b>ordinarily resident</b> in the catchment area. Places will be allocated in the following priority order:</p> <p>a) If the school is voluntary controlled, children whose parents or carers are applying on the grounds that the child and/or the family are practising members of the Church of England (or other church within the Worldwide Anglican Communion) for a minimum period of one year before the relevant closing date. You must complete a Suffolk County Council Supplementary Information Form (SIF). This SIF must specifically state that you and/or your child are a practising member of the Church of England (or other church within the Worldwide Anglican Communion), which means you and/or your child go to an Anglican church regularly, that is to say at least once a month. In the event that regular attendance has not been possible because the church has been closed for public worship, and has not provided alternative premises for worship, the requirements of the admission arrangements in relation to regular attendance will only apply to a period when the church or alternative premises have been available for public worship.</p> <p>b) 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.</p>
4	Children who live outside the school's catchment area in the same priority order as set out in (a) and (b) above.

Parents/carers are notified directly by Suffolk County Council on National Offer Day 1<sup>st</sup> March 2022 for September 2022 entry and 1<sup>st</sup> March 2023 for September 2023 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 can be obtained from the school office or school website. It must be 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 can go up or down 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 the 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 with an EHCP sits outside the scope of the School Admissions Code 2014 and takes place under the Education Act 1966 and the SEN Code of Practice.

## **Multiple Births**

If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, the Board of Trustees will offer places to the remaining sibling/s. Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, Board of Trustees will from the date of issue of the EHC plan treat their twin, triplets or other multiple births under the sibling oversubscription criterion for the named 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 Board of Trustees.

## **Out of Normal Age Group Requests**

It is expected that children will normally be educated within their chronological year group. However, if requested to do so by the parent, we will consider an application out of chronological age and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code.

Parents/Carers should make a request to us in writing. This will need to include, where relevant, any supporting evidence. We will make a decision on the request, through consultation with the child's current school. We will write to the parent/carer with the outcome including the reasons for the decision. If successful for a year 6 into 7 application, a CAF1 or application form must be sent to the LA along with the decision letter from the school. Even if the request is agreed there is no guarantee there will be a place available.

## **Application Guidance notes**

If you are applying for a place in the normal year of entry i.e. for a place in Year 7 at the start of the next academic year, please complete an application form online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or contact the Admissions Team on: 0345 600 0981.

### **Before you complete an application form you should read the following note:**

#### **Note 1a – Children in Care (looked after children)**

A 'child in care' or a 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

#### **Note 1b – Children previously in Care (previously looked after children)**

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 Children 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 1c – Children adopted from state care outside of England**

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society and ceased to be in state care as a result of being adopted.

#### **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](mailto: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/school-catchment-areas](http://www.suffolk.gov.uk/school-catchment-areas)

You can also check your nearest school at: <https://nearestschool.suffolk.gov.uk/>

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](http://www.suffolk.gov.uk/admissions). A list or copy of the map can also be obtained from the LA Admissions Team. See Appendix A & B for further information.

**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 transport area:

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

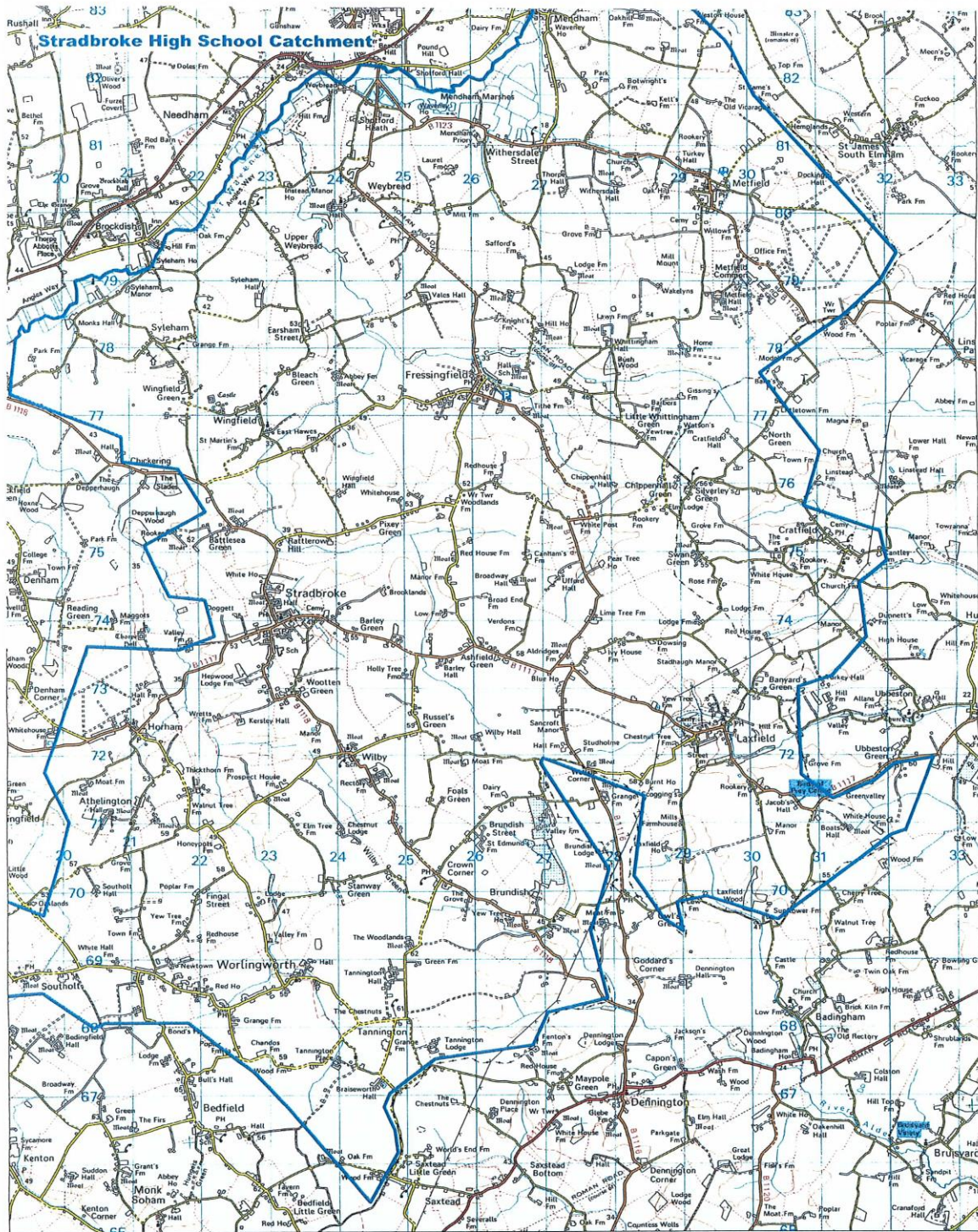
You can then check if your child is eligible for Suffolk County Council funded school travel at: <https://www.suffolkonboard.com/>

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 FROM THE SCHOOL WEBSITE ([www.stradbrokehigh.co.uk](http://www.stradbrokehigh.co.uk))**



Appendix A - Map of School catchment area



Based upon the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office (c) Crown Copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Suffolk County Council Licence No LA 078864 1997. For reference purposes only - No further copies may be made.

Scale 1:50000 

D:\DVS\LYOUT\A3\PORT2\WOR\20011129

### Appendix B – Pyramid Primary Schools

The following primary schools are situated in the Stradbroke High School catchment area:

- All Saints VA Primary School, Laxfield
- Fressingfield VC Primary School
- Mendham Primary School
- Stradbroke VC Primary School
- Wilby VC Primary School
- Worlingworth VC Primary School