

# Sir John Leman High School



## Admissions Policy 2022/23

**Sir John Lemman High School**  
**Admissions Arrangements 2022-2023**

**Rationale**

The Trust Board of the Waveney Valley Academies Trust are required by law to agree and publish their admissions criteria for their schools.

**Purpose**

The admissions policy is to enable the School Committee (SC) to have criteria to determine admission in the event of applications exceeding the published admission number for Sir John Lemman High School.

**Section 1: Guidelines**

The school is an 11-18 mixed comprehensive with no requirements for aptitude from prospective students in Key Stages 3 and 4. This school believes that a unique, confident, student centred, caring community for learning can be developed. The main principle of admission is to maintain the comprehensive character of the school, providing for the needs of young people within the age of 11-18, who live in Beccles and surrounding area. This school has close links with all local feeder primary schools, with which there is collaboration on both curriculum, pastoral and community issues. This school also seeks to provide a wide range of post 16 provision.

Sir John Lemman High School is inclusive and welcomes all applications. Students are expected to comply with the school's Behaviour and Attendance Policies, which are available for public view on the school website. All students are expected to comply with the school's uniform requirements.

The school will seek to consider places for students who live outside its catchment area whose parents wish them to attend the school.

Students will be admitted at the age of 11+ without reference to ability or aptitude in line with the agreed published admission number. The admission number for September 2022 is 240.

**Section 2 – Procedures**

## **Consideration of Applications**

- The school will consider all applications for places. Where fewer than 240 applications for the year group are received, the school will offer places to all those who have applied.
- In accordance with paragraph 1.7 of the School Admissions Code the school will give priority to applications on behalf of Children in Care and children, who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order, immediately following having been looked after).
- The school reserves the right to refuse entry to applicants, who have been permanently excluded from two or more schools. This applies within two years of the second exclusion.
- If none of the parent's or carer's preferences can be met, it may be necessary for the local authority to allocate a place at the nearest school with places.
- The school is part of the Local Authority Co-ordinated Scheme and Fair Access Protocol.

## **Admission Timings for Year Seven**

The national closing date is 31 October 2021. The Local Authority Admissions Team will receive applications up to the end of August, 2022; after this date all applications will be regarded as in-year admissions (see below).

## **Process for Parents**

- All applications other than in-year admissions for the school must be processed by the Local Authority Admissions Team. Decisions about admissions will remain the responsibility of the School Committee (as the admissions authority of the school) but Suffolk County Council will send the offer of a place to parents/carers on behalf of the SC.
- When a parent/carer contacts the school about a place, the school will inform them that they need to apply to their home Local Authority for the place.
- For students living in Suffolk: parents/carers need to contact the Local Authority Admissions Team for an application form on 0345 600 0981 or by downloading a form from the Suffolk County Council website:  
[www.Suffolk.gov.uk/admissions](http://www.Suffolk.gov.uk/admissions)
- For students living outside Suffolk: parents/carers need to contact their home Local Authority.
- If parents/carers send an application direct to the school, it will be forwarded to the admissions team. The school does not accept responsibility for the loss or delay of applications forwarded in these circumstances.

## Oversubscription

Children who have an Education Health and Care Plan (EHC Plan) which names Sir John Leman High School must, by law, be offered a place.

In the event of oversubscription, admissions will be prioritised using the following criteria:

1. Looked after children and 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. Children with a sibling, who remain on the school's roll (including attendance at the school's sixth form) at the time of admission and who are ordinarily resident\* within the designated catchment area. A map of the designated catchment area can be found on the Suffolk County Council website: ([www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions))
3. Children on roll at feeder schools, who are ordinarily resident\* in the designated catchment area.
4. Children, who are ordinarily resident\* nearest to the school within the designated catchment area.
5. Children with a sibling, who remain on the school's roll (including attendance at the school's sixth form) at the time of admission and who are ordinarily resident\* outside the designated catchment area.
6. Children on roll at feeder primary schools and who are ordinarily resident\* nearest to the school outside the designated catchment area of the school.
7. Children of those employees of the school who have been employed at the school for more than two years or who have been recruited to an area of skills shortage.
8. Other children, who are ordinarily resident\* nearest to the school but are not within the designated catchment area.

\*By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at that school; we consider this to be a fraudulent application. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application. In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the ordinarily resident address. This address will then be used when processing all school preferences expressed. It is not acceptable to

use one address for one school preference and another address for another school preference. If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

### **Tie breaker**

It is possible that the PAN of the school will be reached in any one of the above criteria. For this reason, all applications within each criterion will be prioritised in order of those living nearest to the school. The distance will be measured 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), this will be measured to a single point within that building irrespective of where those homes are located. Proof of residence may be required.

### **Ultimate Tie breaker**

In the rare event of a tie-breaker situation, the random allocation will be supervised by someone independent from the school. Such a process may be undertaken by the local authority.

### **In-Year Admissions**

In-year admissions will be subject to the same criteria. When an application has been made for an alternative school and there is a place available, if the child already has a place in a local mainstream school, Sir John Leman High School will offer the place on or before the following half term. If an application is made during a half term or the summer, Christmas or Easter holidays, the offer of a school place will be on or before the following half term. The child will remain on roll at the previous school until they take up the place at the offered school. Applications for in-year admissions should be made directly to the school on (01502)713223 or by completing the in-year application form as seen on the school website.

In-year applications will not be processed more than one term in advance of when it has been requested that the child starts at the school. Once an offer has been made, the parent or carer will have 15 days from the date of the offer letter to respond. If no response is received, the school will regard the offer as declined.

## Feeder Schools

Those that are within our catchment are:

The Albert Pye Community Primary School

Barnby and North Cove Primary School

Beccles Primary Academy

Brampton Church of England Primary School

Gillingham St Michael's Church of England Primary Academy

Ravensmere Infant School

Reydon Primary School

Ringsfield Church of England Primary School

Southwold Primary School

St Benet's Catholic Primary School

Worlingham CEVC Primary School

It should be noted that the change of name of a feeder school, for example if it should convert to an academy, will not affect its inclusion on the list.

## **Children Act 1989**

A child that is looked after by the local authority is defined under the Children Act 1989 as:

- A child in their care.
- A child that is provided accommodation by the local authority.
- Accommodation is defined as residence, which offers such for a continuous period of 24 hours.
- Children in care and previously looked after children (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).

## **Previously looked after children**

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's 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.

### **Siblings**

For admission purposes, a brother or sister is a sibling, who lives at the same address or a halfbrother/half-sister, who share a common parent and who live at the same address. It also includes a child, who lives at the same address and who is under the terms of a residence order. If the final place is offered to a twin, triplet or other multiple birth and the remaining sibling(s) would ordinarily be refused, the school trust will offer places to the remaining sibling(s).

### **Right of Appeal**

Parents/carers have the right to appeal to the school's designated "Independent Appeal Committee" if they are dissatisfied with an admission decision of the School. In this event, the appropriate forms and appropriate details on how to contact the Educational Appeals Office can be found on the Suffolk County Council website:

[www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

### **Admission of children outside their normal age group**

It is expected that children will normally be educated within their chronological year group. However, the school's School Committee will make decisions 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. This will take into account the views of the headteacher.

Requests have to be made in writing including, where relevant, any supporting evidence. A CAF1 application form must be sent to the Local Authority along with the decision letter(s) from the own admissions authority school(s) and other relevant evidence by the national closing dates.

The school will inform the parent/carer of the decision in writing including the reasons for the decision. If the request is refused, parents/carers will be given the details of the complaints procedure.

### **Waiting Lists**

In line with local authority policy, the Year Seven waiting list will cease to be administered by the admissions office on 31<sup>st</sup> December 2021. From this point, and in all other year groups, students will be placed on a waiting list. The position on the waiting list will be determined by the over subscription criteria as outlined in the previous section. Where a place becomes available, it will be allocated in accordance with the position on the waiting list. We do not offer places on the basis of the date on which names were placed on the list.

Waiting lists will operate until the end of the year in which the application has been received, unless a parent informs us in writing that they wish their child's name to be removed from the list. All waiting lists will cease to operate at the end of the academic year of application. If a parent wishes to keep their child on a waiting list, they must apply in each subsequent year.

The order of children on a waiting list does not remain static – as circumstances change a child's place on the waiting list can go up or down, for example, due to withdrawals or additional applications. If there is a change of address whilst a child is on a waiting list parent/carer should let the school know. This may change the child's position on the waiting list. Having a child's name on a waiting list will not affect the right to appeal for a school place in any of the schools applied for.

The position on the waiting list will be determined by the over subscription criteria as outlined in the previous section. Where a place becomes available, it will be allocated in accordance with the position on the waiting list in accordance with the over-subscription criteria.

### **Removal from the School's Admissions Register**

The safeguarding of all students is paramount and therefore in line with the Education (Pupil Registration) Regulations 2006, the school will make every effort to establish and record the onward destination of students who are deleted from the admissions register and inform the local authority to check the whereabouts of these children when necessary.

The following procedure has been adopted:

The school will seek to ascertain the onward school details and upload the Common Transfer File (CTF) to secure Access Website for the destination school to download.

The school will also send and upload a secondary CTF for the local authority

The school will complete as appropriate a Child Missing in Education Form (CME) for every child who is removed from the register and return to the CME Team.

The school will inform the local authority's Admissions team every week of all students who have left and indicate their destination school.

The school will inform the local authority if a parent has elected to educate at home and complete a CME.

### **Applications to the Sixth Form**

The Sixth Form welcomes applications for entry to Sixth Form from those of the school's students who have attended in Year 11. Students in Year 11 at Sir John Lemman High School will need to apply formally for a place in the Sixth Form. Information, advice and guidance meetings are set up for every prospective Sixth Form student to provide support at a critical time of decision making. Students will receive written confirmation of course offers. Relevant deadlines will be advertised to students and will also be announced on the school website.

The Sixth Form will admit students from outside Sir John Lemman. The Published Admission Number for Year 12 is 25 – this figure refers only to Year 12 students being admitted to the school for the first time. Entry requirements for courses are the same as those for internal applications.

Students entering SJLHS Sixth Form will be expected to read, sign and adhere to a Learning Agreement which outlines the commitment required to be successful in Post 16 study together with the support that students can expect to receive from Sixth Form staff. In addition, Sixth Form students must recognise that they are part of a whole school community and have a responsibility to abide by our dress code and the Sixth Form Conduct Policy.

### **Late Applications**

Students applying to join Sixth Form after the deadline for application but before the start of the academic year should note that admission will be subject to availability of places on chosen courses and them achieving the specific entry requirements for the courses.

Provided places remain available and entry requirements are met, applicants seeking a place after the start of the academic year will be invited to discuss suitability of joining the courses at their requested time of entry. It is only in exceptional circumstances that a student will be enrolled into Sixth Form during the course of an academic year.

### **Applications for 'out of year' places**

It is our policy not to admit students 'out of year' into the Sixth Form.

### **Entry Requirements**

Entry to the Sixth Form is subject to a student having achieved the entry requirements for the course they wish to pursue and having demonstrated an application to study.

Students should refer to the Sixth Form prospectus for further details and also for information on subject specific entry requirements. Prospectuses will be published during the Autumn Term each year, and a copy is available on our website.

The method for application is by completing an application form available from the Sixth Form directly or via the school website. All students will be required to have a reference from their current school; this could be via a school report.

Whilst it is expected that all courses published in the prospectus will run, it is occasionally necessary to cancel courses, for example due to a lack of student interest. If this should

happen, the applicants will be notified as soon as possible and a further guidance meeting offered. Likewise, once our curriculum option blocks are confirmed and any subject clashes identified, any applicants affected will be contacted and a further guidance meeting offered.

### **GCSE re-takes**

Students who achieved GCSE grade 4 or below in mathematics and / or English Language will be expected to re-take these subjects.

### **Special consideration**

A student may be able to claim special consideration if a medical condition exists (supported by a doctor's note) that has significantly influenced GCSE results in comparison to the predicted outcomes. Such cases will be considered on their individual merit.

### **Oversubscription Criteria**

The oversubscription criteria for SJLHS Sixth Form are the same as that for the main school.

### **Right of Appeal**

When an application is unsuccessful there is an automatic right of appeal to an independent appeal panel.