



## Admissions Policy 2027 - 2028

<b>Adopted:</b>	Adopted January 2017
<b>Reviewed:</b>	Autumn 2025
<b>Next Review Due:</b>	Autumn 2026
<b>Responsible for Review:</b>	Headteacher
<b>Frequency of Review:</b>	1 Year
<b>Statutory:</b>	Yes



# BUNGAY HIGH SCHOOL

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The Governing Body of Bungay High School is the admission authority for the school now that it has Academy status. This means that it is the Governing Body that sets and applies the admissions policy for the school. All Policy decisions regarding the admission of children into the school are made by a sub-committee of the Governing Body.

## How to Apply

The application process for admissions into Year 7 is co-ordinated by Suffolk Local Authority (LA), which acts on behalf of the Governing Body to offer places at the school.

Parents/carers should apply online at [Suffolk Secondary School 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 of 31<sup>st</sup> October. Offer letters will be issued by the LA on the National Offer Date, March 1<sup>st</sup> (or the 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 co-ordination, available from the LA Admissions team or from [Suffolk Secondary School Admissions](#)) To apply for a place after the start of term or in any other year group, please contact the school directly and complete Bungay High School in-year Admissions Application Form.

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 01986 892140 to make arrangements.

## How places are offered

For admission into Year 7 each September, the LA, on behalf of the Governing Body, will offer places to 210 children. This is the Published Admission Number (PAN) for that Year group. In the event that more than 210 applications are received, we use our admissions oversubscription criteria to decide who will receive a place.

Under the law, children who have an Education, Health and Care Plan which names the school must be offered a place.

The following admissions oversubscription criteria show the order of priority for places:

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 state care as a result of being adopted).
2. Siblings: where the child has a sibling in but not in a specialist unit or a specialist resource base for Hearing Impaired provision, a nursery or in the sixth form.the school or a sibling has already



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been offered a place at the school, and where the sibling will still be attending the school at the time of admission.



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3. Children who are ordinarily resident in the catchment area 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 Bungay High School 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 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.

In the unlikely event that two or more applicants competing for a single place at the school live the same distance from the school, the place will be offered on the basis of lots drawn by a person who is independent of the school.

- 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
- Sibling tie-breaker Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application. In the unlikely event that two applicants competing for a single place at a school have the same number of days difference in age from their closest aged sibling, the place will be offered to one applicant on the basis of lots drawn by an officer of Suffolk County Council not involved with admissions.
- Home address means the place the child resides for the majority of school nights with an adult who has parental responsibility.
- A map of the catchment area is attached as Appendix 1. Details of which streets are in the catchment are available from the LA Admissions Team.

## How to apply for places in all other Year groups

Applications can be made for places in these Year groups at any time of the year using the Bungay High School Admissions Application Form, which can be downloaded from our website or obtained directly from the school office. You can also use the Suffolk application form ADM1, which is available via the LA Admissions Team on 0345 600 0981, by visiting their website [Suffolk In-year admissions](#) or by emailing them directly via [admissions@suffolk.gov.uk](mailto:admissions@suffolk.gov.uk).

Once we have your application form we will determine the availability of a school place and potential start date. If we are unable to offer a place, we will advise you and the LA Admissions Team.

## Applications for a place outside of the normal age group



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It is expected that children will normally be educated within their normal age (chronological year) group. However, when requested by the parent for a place in a different year group, we will consider this on the basis of the circumstances in each case and in the best interests of the child concerned in line with the School Admissions Code. Any decision made by Bungay High School about a change to the chronological year/normal age group will not be binding on any other admission authorities considering applications for the same year group or schools in later years. The admission authorities of the preferred schools named in such an application would have to consider the evidence provided and reach their own conclusion, in the light of the legislation and guidance available at that time. Bungay High School is not bound by any such decision made by another admission authority.



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Parents should make any such request in writing, including, where relevant, any supporting evidence.

The school will make a decision, taking into account the views of the Headteacher. Decisions will be in line with the School Admissions Code (September 2021) and any future guidance. The school will then inform the parents or carers of the outcome, including reasons for this decision.

If a request is refused the parents or carers will be given details on how to complain. A CAF1 form will need to be sent to the LA along with the decision letter and any other relevant evidence by the National Closing Date. Even if the request is accepted there is no guarantee that a place will be available.

## **In the event of over-subscription**

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

Where a place is not available at the parents' preferred school, the LA will inform the parents of the reasons and their right to appeal, sending them the necessary documentation to lodge an appeal if they so wish.

## **Waiting Lists: Year 7**

As part of the co-ordinated scheme for admissions, the LA Admissions Team holds the waiting list on behalf of the Governing Body until the end of the first full 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 waiting list may change if an application is subsequently received that meets a higher criterion than their own.

## **In-Year Applications**

Applications can be made for a place at Bungay High at any point during the school year using the Bungay High School In-Year Admissions Application Form, which can be downloaded from our website or obtained directly from the school office. Once we have your application form we will determine the availability of a school place and potential start date. Places will be offered according to the over-subscriptions criteria. If we are unable to offer a place, we will advise you and the LA Admissions Team.

If there are a high number of in-year applications, these applications will be discussed during a half-termly admissions meeting with the Headteacher, Data Manager and Assistant Head Curriculum.

## **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 Academy Trust will offer places to the remaining sibling/s.



### Appeals

The parents of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The Governing Body of Bungay High School is the admission authority for the school. This means that it is the Governing Body that sets and applies the admissions policy for the school. All policy decisions regarding the admission of children into the school are made by a sub-committee of the Governing Body.

### Admissions arrangements for students with disabilities

The admission of children with disabilities is considered in the first instance in the same way as non-disabled children. Further considerations are made in the light of need and accessibility and the school would work with parents/carers and other agencies involved to ensure that appropriate provision can be provided and what **reasonable adjustments** the school could make.

It is the school desire to accommodate children with disabilities should parents wish, and individual needs are planned for to prevent any children with disabilities being treated less favourably than other children.

To support students with disabilities we would plan to have meetings early on with the young person's family and include all professionals relevant to the student's needs. This allows us to explain the offer that we can provide for the student and to see what additional support we would require.

This could take the form of:

- Meeting with the family and relevant stakeholders to see what reasonable adjustments the school could make to meet the need of the pupil.
- Carefully timetable planning to ensure that the young person is able to fully access their curriculum
- If required a risk assessment of the school site, specifically to the students' needs
- Relevant training if required
- Seeking support from Suffolk County Council if larger changes are required to the school site to support accessibility for the student

Recently the school has undergone extensive building work to bring the majority of the school onto the same level. With lifts and stair climbers to ensure that all students with mobility issues can access the school's curriculum.

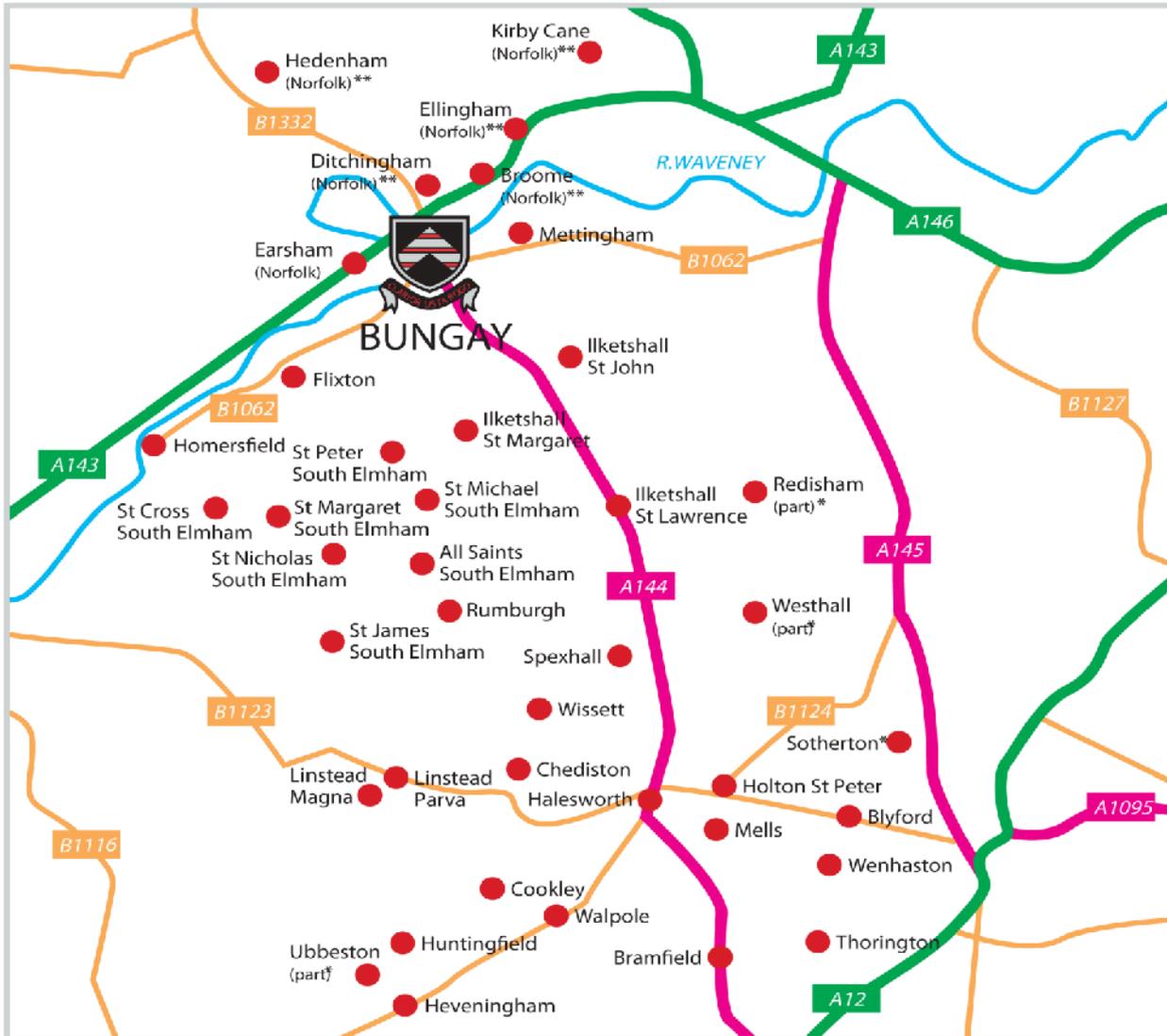


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## Appendix 1

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\*Parents in these areas should contact the Area Education Office to ascertain whether they are in catchment.

\*\* Parents in these Parishes are responsible for all transport arrangements and costs.