



Admissions Policy 2025 - 2026

Adopted:	Adopted January 2017
Review Date:	Autumn 2024
Responsible for Review:	Headteacher
Committee for Review:	Steering
Frequency of Review:	1 Year
Statutory:	Yes



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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 31st October. Offer letters will be issued by the LA on the National Offer Date, March 1st (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. Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became a subject of a Child Arrangements Order or Special Guardianship Order, immediately following having been looked after).
2. Children who live in the Bungay High School catchment area, who have a sibling at Bungay High School at the time of admission.



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3. Children who live in the Bungay High School catchment area.
4. Children who have a sibling at Bungay High School at the time of admission.
5. Children who attend a primary school within the Bungay High School catchment area (Bramfield CEVC, Bungay, Edgar Sewter, Earsham CEVA, Holton St Peter, Ilketshall St Lawrence, St Edmund's Catholic Primary, Wenhaston).
6. Children who live nearest Bungay High School by the shortest straight line distance.

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.

- Sibling means any child of compulsory school age living in the same family unit. The term 'sibling' includes: natural, half, step and adopted brothers and sisters; a child of the partner of the parent/carer and children who are fostered in the family.
- 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.

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

It is expected that children will normally be educated within their 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.



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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

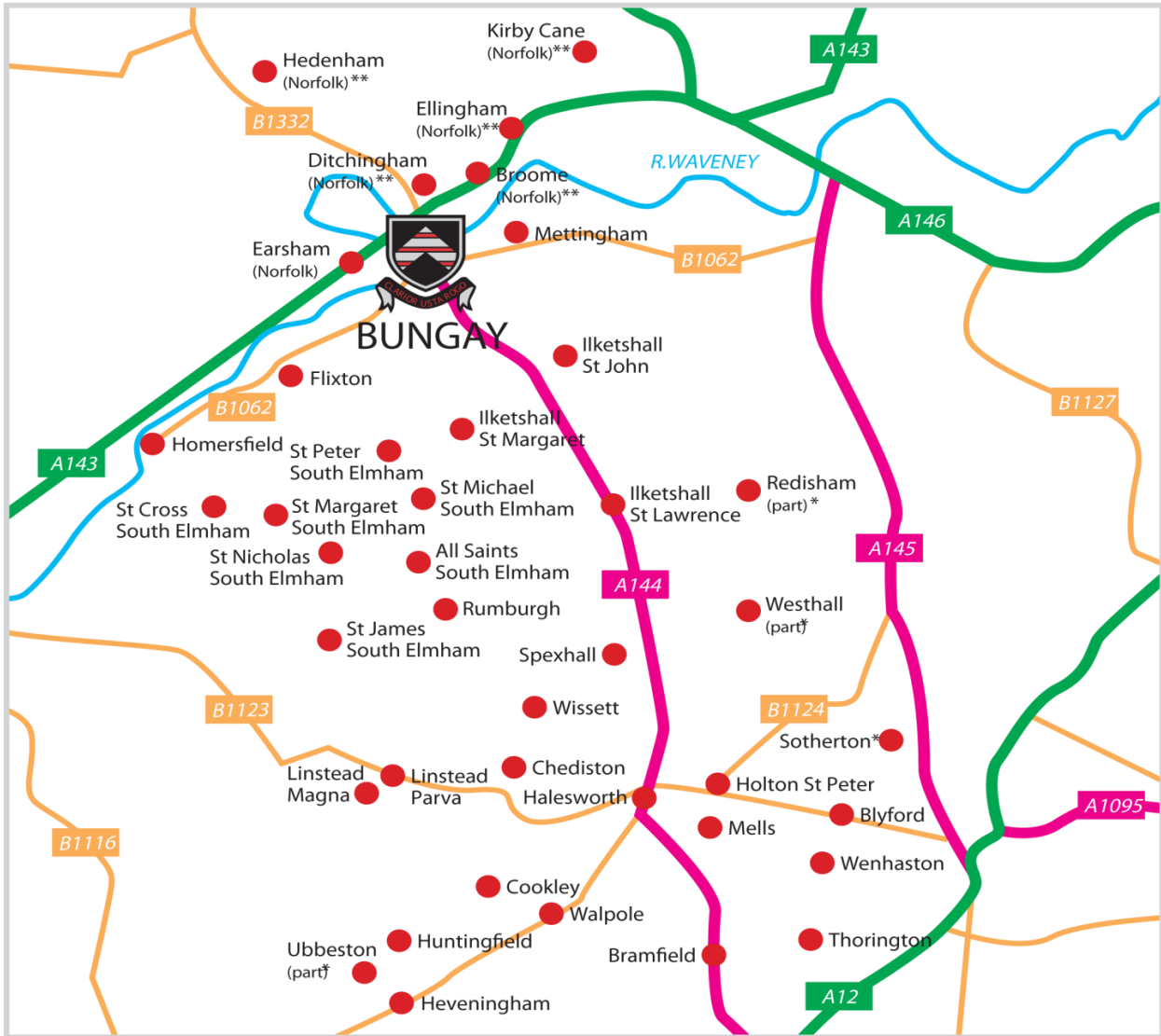
Recently the school has undergone extensive building work to bring the majority of the school onto the same level. With lifts and stair climbers to ensure that all students with mobility issues can access the school's curriculum.



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Appendix 1



*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.