

Hartismere School

POLICY DOCUMENT NO C14

Admissions Policy for 2025/26 (not including the Sixth Form)



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G Luxton and S Gray - Headteachers

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R Hewitt – Chair of Governors

Revised December 2023

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Section 1 General Principles

Hartismere School is a state funded independent School and the only secondary school in the small town of Eye. We are a Specialist Music College.

The ethos of this school is based on traditional values where learning is highly valued. We regard good behaviour, loyalty to and respect for others, endeavour, team work and commitment as important attributes and expect our students to pursue excellence in all that they undertake. We encourage pupils to be givers to the Community.

The main principle of admission to Hartismere School is to maintain the character of the school as a comprehensive school, providing for the needs of young persons within the 11 - 18 age range, who attend primary schools in Eye and the surrounding areas defined below. The School's admission policy does not imply a guarantee of a place for children attending the named partner schools.

Up to 10% of the published admission number of places will be offered to children with an aptitude in music as assessed by the standardization process. (A Supplementary Information Form – Appendix 1 - must be completed to apply for one of these places a copy of which can be downloaded from the school's website or requested from the school office. This should be returned to the school by 30 September).

We have a separate admission policy for the sixth form.

Admission to our school is not dependent on any 'voluntary' contribution.

The school will endeavour to provide places for pupils who do not attend a named partner school whose parents wish them to attend Hartismere provided that they can be accommodated within the admission limits.

Pupils will be admitted at the age of 11+ **without** reference to ability or aptitude (except in certain circumstances in relation to Musical aptitude where places at the school are still available after the admission of pupils from the partner primary schools) using the criteria below. The admission number for September 2025 will be 147.

The school participates in the Local Authority co-ordinated scheme and all deadlines within the Local Authority scheme should be adhered to by applicants.

Children with an Education, Health and Care Plan naming the school will be admitted, within the scope of the law.

As required by the School Admissions Code 2021, the School will give top priority to applications on behalf of looked after children and previously looked after children (definitions below).

This policy is based on advice from the Department for Education (DfE) disclosed within:

- School Admissions Code 2021
- School Admissions Appeal Code

As an academy, the school is required by its funding agreement to comply with these codes and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with our funding agreement and articles of association.

Section 2 – Definitions and Details

Looked after children

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked after children

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

Priority Admission Groups

Our priority admission group includes all pupils attending one of our **Partner Primary Schools** on the national closing date for applications (31 October), regardless of where they live.

We have strong curriculum and sporting links with the following local Primary Schools: they are considered to be our **Partner Primary Schools** and we give priority to applications from children who attend them.

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Tier 1 partner primary schools are:

- St Peter & St Paul's Primary School - Eye
- St Edmunds Primary School - Hoxne
- Occold Primary School - Occold
- Palgrave Primary School - Palgrave
- St Botolph's Primary School - Botesdale
- Thorndon Primary School - Thorndon
- Wortham Primary School - Wortham
- Gislingham Primary School - Gislingham
- Mellis Primary School – Mellis

Tier 2 partner primary schools are:

- Mendham Primary School – Mendham
- Bardwell Primary School – Bardwell
- Old Newton Primary School – Old Newton
- Haughley Crawford's Primary School – Haughley
- Ixworth Primary School – Ixworth
- Rougham Primary School – Rougham

In accordance with the new admissions code and concordant government legislation the children of staff members who have been employed for 2 years or more or who have been employed to fill a skill shortage also form part of the priority admission group. As such those children will be treated for the purposes of oversubscription in the same manner as children attending a Tier 1 partner primary school who have a sibling on roll at Hartismere (oversubscription criteria C1)

Sibling

By sibling we mean:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by a parent's marriage
- Children living at the same address whose parents are living as partners at this address

We do not include 'cousins' within our definition of sibling.

A sibling will not be given priority when the other sibling will have left year 11 by the time the new pupil would be due to start unless that post-16 child has entered Hartismere Sixth Form.

Section 3

Priority Order for Oversubscription

- A Looked after children (children in care) and previously looked after children.** Please see above definition.
- B Exceptional medical circumstances supported by written medical evidence.** Any such applications must be received by the national closing date (31 October) in the co-ordinated scheme and will be considered by the Admissions Committee of the school. The extent and circumstances in which medical need would override those below would relate to situations in which e.g. a hospital consultant had stated in writing that attendance at Hartismere was an essential in terms of meeting the medical needs of the child. The evidence should come, however, from at least one registered health professional and should set out the particular reasons why Hartismere School is the most suitable school.
- C Applications from within the Tier 1 priority admission group** (pupils attending a Tier 1 partner primary school and the children of staff members) will be considered first and determined using the following criteria:
1. Children with a brother or sister (sibling) attending Hartismere at the time of application with a reasonable expectation they will be attending at the start of the new school year and the children of staff members.
Attendance at Hartismere will include attendance at the Sixth Form.
 2. Children attending one of the Tier 1 partner primary schools who do not have a brother or sister (sibling) attending Hartismere
- D Applications from within the Tier 2 priority admission group** (pupils attending a Tier 2 partner primary) will be considered next if there are still places available and determined using the following criteria:
1. Children with a brother or sister (sibling) attending Hartismere at the time of application with a reasonable expectation they will be attending at the start of the new school year. Attendance at Hartismere will include attendance at the Sixth Form.
 2. Children attending one of the Tier 2 partner primary schools who do not have a brother or sister (sibling) attending Hartismere
- E Applications from children who do not attend a partner primary school** will be considered if there are still places available and will be determined by the following criteria:

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1. Children not attending a partner primary school but with a brother or sister (sibling) attending Hartismere at the time of application with a reasonable expectation they will still be attending at the start of the new school year.
2. In the case of up to 10% of the published admission number children with an aptitude in Music. (See Supplementary Information Form - Appendix 1)
3. Children not attending a partner primary school and without a brother or sister (sibling) attending Hartismere
4. The proximity criteria as described below.

Tie-breaker

In the event of oversubscription, priority will be determined:

In **Category C1 or C2 and D1 or D2** above by **Random Allocation (Random Allocation)** will be supervised by someone independent to the schools and consequently carried out in compliance with Section 1.35 of the Schools Admissions Code).

In **Category E** above by the **proximity** of the child's home to Hartismere School, measuring the distance by a straight line ("as the crow flies" from the front door of the child's home to the vehicular entrance driveway to the school), with those living nearest the school being given priority. Where there is more than one home within a single building (e.g flats) we will measure to a single point within that building irrespective of where those homes are located.

If after applying the proximity tie-breaker there are more applications than places available a **further tie-breaker of Random Allocation** will be used for the applications from this category.

Home Address

Ordinarily resident or "home address" refers to the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address.

We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address (e.g a grandparents' address) to give the impression that your child lives in the catchment area so that you have a higher priority for a place. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident so that you have a higher priority for a place, we will consider this to be a fraudulent application.

Where a child lives with separated parents who have shared responsibility, each for part of the week, the ordinarily resident address will be considered to be the address that the child spends at least three nights of the school week each week on average over the calendar year. Separate evidence in writing from each parent will be required to confirm the child's living arrangements at the time of application.

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As part of the tie-breaker process proof of residence, such as a tenancy agreement or a solicitor's letter confirming contracts have been exchanged on a house purchase may be required.

The offer of a place may be withdrawn if proof of residency is not met or if we find that the details given were deliberately false or misleading.

For families of UK service personnel with a confirmed posting, or crown servants returning from overseas, places may be offered in advance of them moving to the area, provided the application is accompanied by an official letter with a relocation date. We will not insist on receiving an 'intended address' if there is not one available and a unit or quartering address can be used if requested.

Multiple births

The School's policy is not to separate multiple births e.g twins or triplets.

Waiting Lists

Under the co-ordinated scheme we will maintain a waiting list of all applicants who have been refused a place in Year 7, until 31 December.

Thereafter and for all in year applications, where places are available these will be offered to current applicants. These are defined as those whose applications are within the previous fortnight before a place becomes vacant. The school does not hold a waiting list.

We have to admit any pupil who is the subject of a 'direction' by the Secretary of State or allocated to us according to the local Fair Access Protocol when such has been applied properly and with genuine fairness and according to its principles and any such pupils take precedence.

In Year Admissions

Admissions for all year groups other than the normal admissions round (i.e to join the school in September in Year 7) will be dealt with in accordance with this policy. All applications should be made direct to the Headmaster on the approved form which is available on the school's website or by ringing the school office when a copy will be posted to you.

If we are unable to offer a place, we will not determine a further application for a place in the same school year unless there has been a significant change in circumstances. If no significant change in circumstances occurs, you can submit another application for the following school year but this can only be considered one term prior to the date when the place is required.

Admission of children outside their normal age group

We will abide by the Schools Admissions Code Section 2.18

It is expected that children will normally be educated within their chronological year group. However, we 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.

You can make a request to the school in writing. This will need to include, where relevant, any supporting evidence. We will make a decision on the request, taking into account the views of the headteacher. We will write to you with the outcome including the reasons for the decision. If the request is refused, you will be given the details of how to complain to the school.

A CAF1 application form must be sent to Suffolk County Council along with the decision letter from the school and other relevant evidence by the national closing date. Even if the request is agreed there is no guarantee there will be a place available.

Appeals

If you are refused a place at our school, you have the right to appeal to an independent panel. Details of how to do this will be included in the refusal letter. All appeals for a place in Year 7 should be heard by the same panel and it is difficult to slot in late applications. You are therefore advised to send your appeal forms to the Education Appeals Office as soon as possible and your appeal should be heard within 40 school days of the date for appeals to be lodged - which must be at least 20 school days after allocation on 1 March or the next working day.

Appeals for late applications – such appeals should be included with those being heard for the same admission round. However, if this is not feasible, appeals for late applications will be heard within 30 school days of the appeal being lodged. In year appeals will be heard within 30 days of your appeal being lodged with the Education Appeals Office.

Guardianship

The School reserves the right to carry out necessary checks as to the legal guardianship of an adult making an application for admission for a child whether as an in year admission or as part of the general intake where it considers it necessary to do so. It is recognised that this can relate to safeguarding issues and is therefore of the highest priority to the school.

APPENDIX 1 – SUPPLEMENTARY INFORMATION FORM



Hartismere School

Application for a Specialist Music Place

2025 / 2026

I have read the notes overleaf and wish to apply for a specialist music place for my child.

1. Details of child

Family name	<input type="text"/>	First name	<input type="text"/>		
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/> (dd/mm/yyyy)	Boy	<input type="checkbox"/>	Girl	<input type="checkbox"/> (please tick)
Address	<input type="text"/> <input type="text"/> <input type="text"/>				
		Postcode	<input type="text"/>		
Current School	<input type="text"/>				

2. Details of parent or carer with whom child lives

Family name	<input type="text"/>	Initials	<input type="text"/>	Mr / Mrs / Miss / Ms	<input type="text"/>
Contact telephone number	<input type="text"/>				
Email address	<input type="text"/>				

DELETE AS APPLICABLE

- I confirm that I have included Hartismere School in the list of schools for which I have applied on my local council's application form. (if applying for a place in the normal admissions round)

OR

- I also attach form ADM1 (if applying for a place other than in the normal admissions round)

Signature of Parent/Carer	<input type="text"/>	Date	<input type="text"/>
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PLEASE RETURN TO: THE HEADTEACHER, HARTISMERE SCHOOL, CASTLETON WAY, EYE IP23 7BL BY 30 SEPTEMBER

Please read this information carefully, and discuss it with your child before deciding whether to complete the form overleaf.

What are specialist music places?

Specialist music places will be allocated to children who demonstrate a particular aptitude for music and are therefore likely to benefit from attendance at a specialist music college.

How many specialist places are available?

Up to 10% of our PAN.

Which children should apply for specialist places?

Children do not need to have special knowledge of an instrument to be considered for a specialist music place.

What does the assessment process involve?

At this assessment, children will be asked either to play a short piece on their instrument or sing a short song of their own choosing (maximum time 3 minutes), clap a rhythm back correctly and sing back a short series of notes played or sung to them. They will be asked to write a short piece about what music means to them.

All performers will be asked to provide a photocopy of the music for their own part. It is also possible to perform to a backing track on tape or CD. This must not have the solo voice part included, only the backing instrumental

Aural

Children will:

- sing a round with the teacher to show control of pitch and rhythm against a polyphonic melody;
- clap back a rhythm correctly;
- sing back a melody correctly;
- identify major and minor chords.

How will specialist places be allocated?

Children will be given a mark for each part of the process and places will be allocated to applicants with the highest total scores.

How do I apply for a specialist place?

If you wish to apply for a specialist place, please complete the form overleaf and return it to the address at the bottom of the form by 30 September.

Where can I get further information?

Further information about the process can be obtained from Mrs Allison Boom, Office Manager at the School on 01379 870315.