<table>
<thead>
<tr>
<th>POLICY</th>
<th>ADMISSIONS 2019 - 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEMBER OF STAFF RESPONSIBLE</td>
<td>HEADTEACHER</td>
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<tr>
<td>GOVERNORS’ COMMITTEE RESPONSIBLE</td>
<td>ADMISSIONS</td>
</tr>
<tr>
<td>DATE REVIEWED</td>
<td>MARCH 2018</td>
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<tr>
<td>DATE ADOPTED BY FULL GOVERNING BODY (if appropriate)</td>
<td>MARCH 2018</td>
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<td>SIGNED</td>
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<td>Chair of Governors / Chair of Committee</td>
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INTRODUCTION

As an Academy, East Bergholt High School remains committed to its continuing role as a comprehensive and inclusive school serving children of all abilities from the local community.

The Admissions Policy of East Bergholt High School conforms fully with the requirements in Annex B of the Funding Agreement made with the Secretary of State.

The Academy shall continue to work in partnership and in agreement with the Local Authority as part of the co-ordinated admissions process.

The Governing Body gives full delegated powers to decide upon the admission of students to the School to the Governors’ Admissions Committee, in accordance with this policy and the requirements of Annex B of the Funding Agreement.

The Published Admission Number (PAN) for Year 7 in September 2019 is 186.

APPLICATIONS FOR SEPTEMBER ENTRY INTO YEAR 7

The application process for admission into Year 7 is co-ordinated by Suffolk County Council which acts on behalf of the School's Governing Body, to offer places at the School. Full details of the application process are available on the Suffolk County Council website www.suffolk.gov.uk/admissions.

APPLICATIONS FOR IN-YEAR ADMISSIONS

East Bergholt High School will consider applications for admission into Years 7 to 11 at times other than the normal transfer time from primary to secondary education.
APPLICATIONS FOR IN-YEAR ADMISSIONS (cont’d)

These applicants will need to complete an East Bergholt High School’s Application Form and send it to the School. The School will then convene a meeting with three (3) Governors from the Admissions Committee to consider the application. If the year group has vacancies, i.e. has less than 186 students, the application will normally be accepted. The School will respond within five (5) school days of receiving the completed application form and will hold the place for seven (7) school days from the date of the letter offering a place, after which date the place may be withdrawn. The Application Form is available on the School website, www.eastbergholthigh.suffolk.sch.uk, or from the Headteacher’s PA.

Applicants must commit to being put on the School roll within ten (10) school weeks of the date of acceptance.

Prospective In Year applicants should also note the following:

1. If subsequently the School finds that a place has been offered in reliance on information that was materially incorrect or misleading (e.g. the parental address or the applicant’s date of birth) and the place would not have been offered if the information had been correct, the Governing Body Admissions Committee may withdraw the offer, even if the applicant has already started at the School.

2. It is expected that children will normally be educated within their chronological year group. However, when requested to do so by the parent, the Admissions 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 (December 2014). Parents or carers should make a request for a place outside the chronological age group in writing. The Admissions Committee will make a decision on the request, taking into account the views of the Headteacher. The School will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused parents can appeal using the School’s Complaints Policy.

3. Applicants who are seeking a transfer from another school, particularly in Year 10 or 11, will be reminded that this is not recommended by the Governors due to the impact on the student’s education, nor can the Governors guarantee to offer an equivalent combination of subject choices or exam boards.

4. Applicants who are seeking a transfer late in Year 9 will be advised that it is not always possible to accommodate additional students into option choices that are already full.
OVERSUBSCRIPTION CRITERIA

If the School is oversubscribed after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the School is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked after children (children in care) and previously looked after children \(^1\) (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 who are brothers and sisters of, or who live as a family at the same address as, pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the School, please name the youngest one.

3. Children who are ordinarily resident in the catchment area \(^2\).

4. Children who live outside the School’s catchment area but attend one of the designated Pyramid Primary Schools: East Bergholt CofE VC Primary School, Capel St Mary CofE VC Primary School, Stratford St Mary Primary School, Bentley CEVC and Copdock Primary Schools, and Brooklands Primary School.

5. All other applicants.

It is possible that the PAN of the School will be reached in any one of the categories set out above. For this reason, all applications will be prioritised according to the rules described. Decisions will be made about the offer of places in accordance with those priorities.
**Distance tie-breaker**

If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the School as 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 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.

**Ultimate tie-breaker**

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 to one applicant on the basis of random allocation (i.e. the drawing of lots). The random allocation process will be supervised by a person who is independent of the School.

**Multiple births**

Should a sibling who is from a multiple birth be offered the last intake place for that year, their siblings will automatically be offered a place too, even if that makes the intake over the PAN.
WAITING LISTS

Year 7
As part of the co-ordinated scheme for secondary admissions, the Local Authority Admissions Team holds the waiting list on behalf of the Governing Body until the 31 December in the normal admissions round. The School will hold the waiting list from 31 December until the last day of the Summer Term 2020.

Names are placed on the waiting list according to the Over-subscription Criteria. 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.

On the last day of the first week of the Summer Term 2020 the School will contact those still on the waiting list to ascertain if they wish to remain on the list. If a response is not received within seven (7) school days the School will remove names from the waiting list.

Parents / Carers must inform the School if their address changes as their child’s place on the waiting list may be affected.

Having your child’s name on the East Bergholt High School’s waiting list will not alter your right to appeal for a school place in any of the schools you have applied for.

The School will offer places that become available in accordance with its Over-subscription Criteria and not on the basis of the date on which names were placed on the list.

Years 8, 9, 10 and 11
The School will operate a waiting list under the same procedures for Year 7 for all other year groups. Applicants on the waiting list will be contacted by the School once they have been on the waiting list for ten (10) school weeks to ascertain if they wish to remain on the waiting list. If a response is not received within seven (7) school days the School will remove names from the waiting list.
APPEALS

Applicants who are unsuccessful in securing a place at the School have the right to an appeal before an independent appeal panel arranged by the School.

Applicants who are unsuccessful at appeal will be kept on the waiting list if requested. This applies to both In Year Admissions and September entry into Year 7.

Details of the appeals process are notified by the School to unsuccessful applicants at the time of refusal.

DEFINITIONS

1. 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.

2. Catchment Area

The area which is shown on the catchment area map for East Bergholt High School at http://infolink.suffolk.gov.uk/kb5/suffolk/infolink/service.page?id=14tFVwNSYMA and those streets and postcodes listed at http://www.suffolk.gov.uk/admissions. This detail can also be found on the school website.

3. School/Academic year

The academic year runs from 1 August to 31 July. The School year is defined as the period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July.