Admissions Policy for Hadleigh High School 2019-20

The County Council is responsible for co-ordinating the admission arrangements for all Community, Voluntary Controlled, Voluntary Aided, Foundation, Trust Schools, Academies and Free Schools in Suffolk. As an Academy, the Governing Body of Hadleigh High School is responsible for its admissions and has a statutory duty to consider all applications where Hadleigh High School is named as a preferred school. The admission policy will be reviewed annually by the governors.

The Governing Body have agreed the Published Admission Number (PAN) of 174 for each year in the school.

If the number of applications for the school is greater than its Published Admission Number (PAN), we use our admissions oversubscription criteria to decide who gets a place.

**Children who have a Statement of Special Educational Needs, or an Education, Health and Care Plan which names the school must by law be offered a place at that school.**

The following admissions oversubscription criteria show the order of priority for places at Hadleigh High School where it has been agreed that Suffolk County Council will manage their admissions arrangements. For entry year applications, these criteria will be applied according to the circumstances existing at the 31 October each year, as set in Regulations.

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 subject to a child arrangements order or special guardianship order, immediately following having been looked after).

2. **Where the child has a sibling** in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in the sixth form. 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 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.

3. Children who are **ordinarily resident** in the catchment area.

**Ordinarily resident:** 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.

4. **Children who live outside the school’s catchment** area but attend one of the designated Pyramid Primary Schools (Beaumont Community Primary School - Hadleigh, Bildeston Community Primary School - Bildeston, Hadleigh Community Primary School – Hadleigh, St Mary’s Church of England Voluntary Aided Primary School - Hadleigh, Elmsett V C Primary - Elmsett, Hintlesham and Chattisham CEVC Primary School – Hintlesham, Kersey CEVC Primary School - Kersey, Whatfield CEVC Primary School - Whatfield) but are not resident within Hadleigh High School’s designated catchment area.

5. **All other applicants**

**Notes**

**Distance tie-breaker**

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. 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. In the unlikely event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by an officer of the county council not involved with admissions.

**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 Childrens Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children
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.

**Twins, Triplets and other 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 will offer places to the remaining sibling/s at the same school.

**Waiting lists**
If you apply for a school place in the normal admissions round and one or more of your preferences are refused, your child’s name will automatically be placed on a waiting list for these schools. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria (above). When we are unable to meet parental preferences, late applicants will be added to waiting lists in oversubscription priority order.

The order of children 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 you change your address while your child is on a waiting list you must let us know. Please be aware that this may change your child’s position on the waiting list, particularly if you move into or out of the school’s catchment area. Written evidence of this will be required.

Having your child’s name on a waiting list will not affect your right to appeal for a school place in any of the schools you have applied for.
If a place becomes available, we will offer it to children on the waiting list for that school in priority order. We do not offer places on the basis of the date on which names were placed on the list.
The waiting lists will operate up to the end of the autumn term, 31 December.
We do not hold waiting lists for school places for in-year applications.

**Making another application for a place at the same school**
A parent can apply for a place for their child at any time to any school outside of the normal admissions round. However, if your application for a school place is refused, we will not determine a further application for a place in the same school in the same school year (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) unless there has been a significant change in the circumstances of the parent, child or school. Such circumstances might be a house move or a place becoming available at the school.
If there is no significant change in circumstances, you can make another application for the following school year but this will not normally be considered more than one term ahead of the date when you want your child to start at the school.

**Ordinarily Resident**
By “ordinarily resident” we mean the place where your child usually lives. 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 to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school.

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 lives at for most of the week (excluding weekends and school holidays).

**Applications for a place outside the normal age group**

It is expected that children will normally be educated within their chronological year group. However, when requested to do so by the parent, admission authorities 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). We are expecting further guidance or a change to the School Admissions Code regarding this and would comply with new legislation. This may apply when a parent wishes to delay their summer born (April to August) child entry to full-time education in the reception year group until the following school year when they become of statutory school age.

For foundation, voluntary aided, free schools and academies parents or carers should make a request to the admission authority for each school in writing. This will need to include, where relevant, any supporting evidence. The governing body or academy trust 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, details of how to complain to the school should be given. An ADM1 application form must be sent to the LA along with the decision letter(s) from the own admissions authority school(s) and other relevant evidence by the national closing dates. Even if the request is agreed there is no guarantee there will be a place available. Further guidance is available at [https://www.gov.uk/government/publications/summer-born-children-school-admission](https://www.gov.uk/government/publications/summer-born-children-school-admission)

**Catchment Area Maps**

You can obtain a catchment area map for a school from the Academy or by looking online in the A-Z of schools at [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps)