



Haygrove School

Durleigh Road, Bridgwater, Somerset TA6 7HW

Tel: 01278 455531 Fax: 01278 427972

www.haygroveschool.co.uk

Headteacher - Mrs K Canham, BA (Hons), MA



School Admissions Policy 2017/18

Haygrove School is an Academy and as such the Governing Body is the admissions authority for the school.

Applications for Year 7 in September 2017

All applications for admission, must be submitted to your home Local Authority by the closing date of 31st October 2016, and will be considered under the Equal Preference with ranking system of allocation. The LA will forward all applications to the school and the governing body will rank them against the oversubscription criteria set out below. This list will then be returned to the LA under the co-ordinated admissions scheme and they will make a single offer of a place on 1st March 2017.

In-year Admissions

Applications for a place during the academic year must be made directly to the school office, by completing the Governors in-year application form. A copy can be downloaded from the school website or collected/sent from the school office, or from the Local Authority. Applications will not be processed more than six weeks or half a term in advance of the place being required. The Governors' Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday. Where there is no oversubscription and no other reasons to refuse admission exist, then the decision to admit a student is delegated to the Headteacher. In other circumstances, the application will be considered by the Governors' Admissions Committee and a written response will be issued within 10 school days following receipt of the application. Where a school place is offered it will be held open for 14 school days and applicants will need to confirm acceptance within this time.

Over-subscription criteria

In the event of over-subscription, applications will be ranked against the following over-subscription criteria set for the school.

The Admission Number for Year 7 point of entry will be 214 pupils.

The school will be required to admit a child with a statement of Special Educational Needs (SEN) or Education, Health and Care plan (EHC) if the school is named before the following criteria are applied:

1. Looked After Children - Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement or special guardianship order (see important note 1).
2. Children without a statement of Special Educational Needs or Education, Health and Care plan, identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the schools as the nearest accessible school (see important note 2).
3. Children living in the catchment area (please also see important note 4), with an older sibling at the school at the time of admission, and who live at the same address.
4. Children living in the catchment area.

5. Children living outside the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.
6. Children outside the catchment area, but nearest the school.

Important Notes:

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). Adoption is defined under the terms of the Adoption and Children Act 2002.
2. This criterion enables schools to plan with SEN Officers for the school entry of children with physical, medical or sensory impairments. where significant capital works (e.g., accessible toilets, changing space, and access to classrooms) are required. The lead time on these projects mean that school place outcome dates are too late for work to be completed in time for school entry in September. However, with the support of this criterion plans can be actioned with certainty early in the year.
3. If there are not enough places to satisfy all the applications under any one criterion, the following will apply:

Preference will be given to applicants who live closest to the school, as measured in a straight line by Geographical Information System (GIS) method from the address point of the school site to the address point for the pupil's home. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.
4. A copy of the school's catchment map is available to view at the school and on the Local Authority website www.somerset.gov.uk/admissions

Siblings

For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household.

Multiple birth applications (for example twins)

In the case of multiple birth applications, the published admission number will be increased at the point of allocation to ensure multiple birth siblings can be allocated places at the same school (sibling definition applies).

Parent or parent/carer

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

Home Address

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended

future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Governing Body reserves the right to seek further documentary evidence to support your claim to residence.

Please note that the Governing Body is unable to allocate a place to anyone moving into the country from abroad prior to their arrival in the county. We would then require proof of residency as stated above. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats).

It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

You must notify The Admissions & Entitlements Team, County Hall, and Taunton of any change of address during the admissions procedure.

Issues relating to shared residency arrangements

Where shared residence arrangements are in place and parents/carers of the child submit two separate applications for different schools, the LA requires parents to resolve matters between themselves, taking legal advice if necessary, and inform the LA which application should be processed. The LA will not become involved in private disputes. If more than one offer of a school place is made, the LA would expect one of the places to be withdrawn by the parent. If this is not the case, when the child starts school, the alternative school place will be withdrawn by the LA.

Distance Measurements

For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using the LA's GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

Equal Preference with ranking allocation method

This approach requires the Local Authority to rank all applications against the published over-subscription criteria for the school concerned and where schools are oversubscribed, places will be allocated up to the published admission number in strict priority order. Where more than one school can be offered, the highest ranked preference will be allocated.

Waiting list

Where an application has been refused, the child will be placed on a waiting list. This will be kept on order of over-subscription criteria by the Governing Body, and will be maintained until the end of the academic year to which the application applies. Where places become available within the Admission Number they will be allocated to the highest ranked eligible child on the maintained list.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

Appeals

Applicants whose school place application is turned down have the legal right to appeal against the decision to refuse admission. Details concerning how to appeal are explained in the decision letters sent out when a place is refused.

Children from Outside the UK

The Governing Body will consider applications for children who are citizens of the European Economic Area (EEA) if proof of the Somerset address and the expected date of arrival in the UK are provided by 15 January for primary phase applications and 31 October for secondary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. Please click on this link for a list of the countries in the EEA. <http://www.dwp.gov.uk/international/social-security-agreements/list-of-countries>

The Governing Body will also process applications for UK citizens living in any other country if proof of the Somerset address and the expected date of arrival back in the UK are provided by 15 January for primary phase applications and 31 October for secondary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above, the application will be considered on the current address. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

The Governing Body will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. The Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition.

Retained or Accelerated Entry

The Governing Body will consider applications for either retained or accelerated entry in cases where parents would like their child to be admitted to a year group either side of their child's chronological year group. The reasons for the request must be fully explained on a Supplementary Information Form and included with the school place application form. The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. The Governing Body will set out clearly the reasons for their decision.

Withdrawal of places

The Governing Body will consider withdrawing the offer of a place if;

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.
- A child has not started at the school within 21 days of an agreed in-year admission start date.

Children of UK Service Personnel

The Governing Body endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, the Governing Body will process the application. If a home address is not available at this stage the Governing Body will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants;

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf



K M Canham
Headteacher

November 2015



T Stoel-Walker
Chair of Governors

November 2015