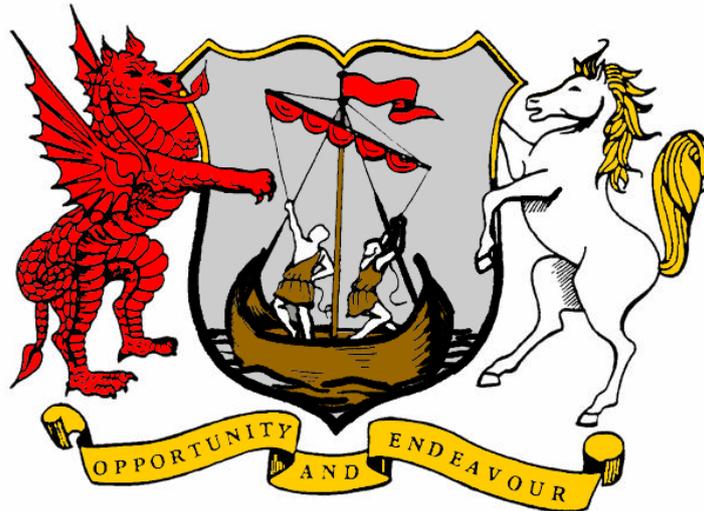


# HAYGROVE SCHOOL



## ADMISSIONS ARRANGEMENTS 2022/23

Updated July 2021 with statutory changes – to be ratified by LGC September 2021

Haygrove School is an Academy and as such the Governing Body is the admissions authority for the school. Full details of the policy in regards to Admissions can be found in the [Quantock Education Trust Admissions policy](#) (available on the Quantock Education Trust website).

### **Applications for Year 7 in September 2022**

Applications must be submitted to the home Local Authority. If this is Somerset applications can be made on-line at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions). Paper applications are available to download from the Somerset County Council website at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions), or upon request by telephoning Somerset Direct on 0300 123 2224.

Applications must be received by 23:59 hours on 31 October 2021, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 1 March 2022 (or next working day if this falls on a weekend or bank holiday).

### **Published Admission Number**

Haygrove School has an admission number of 214 for entry in year 7 in 2022.

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Governing Body will offer places at the school to all those who have applied.

### **Over-subscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

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). Previously Looked After Children - Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see important note 2).
2. Children, identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the schools as the nearest suitable school (see important note 3).
3. Children living in the catchment area (see important note 3), with a 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 a sibling at the school at the time of admission, and who live at the same address.

6. Children of staff employed at Haygrove School (Children of staff at the school either where the member of staff has been employed by the school for two or more years or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).
7. Children outside the catchment area, but nearest the school.

#### **Important Notes:**

1. A “Looked After Child” means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “a previously Looked After Child” means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.
2. 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.
3. 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.
4. A copy of the schools catchment map is available to view at the school and on the Local Authority website [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions)

#### **Tie Break**

If in categories 1-7 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home. Page 5 of 8 Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories 1-7 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

## **Appeals**

All applicants for admission will need to complete an official application form for each child, and their application for admission will be dated from the receipt of this form. Completion and acceptance of this form does not, in itself, guarantee admission.

If applications exceed the number of places available, the individual School Governor's Admissions Panel will draw up a reserve list in order that steps to fill unexpected vacancies can be quickly addressed. Parents of children who have not been offered a place have the right to appeal against any decision not to admit their child to this school.

This appeal should, as a first step, be submitted in writing via the appeal form on the Local Authority website. Appeals are heard by an independent Appeals Panel Committee from the Local Authority. The procedures will be followed in accordance with the School Standards Framework Act 1998 as amended by the Education Act 2002. Parents may attend the hearing of their appeal and may be accompanied by a friend. They will be notified of the arrangements for the hearing and their rights for the appeal meeting by the Clerk to the Local Authority.

## **Requests for admission outside of normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is summer born or where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Admissions Authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- Headteachers' views

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted to school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

If a request for a child to be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

### **Challenging behaviour**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

### **Waiting list**

Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year to which the application applies. This will be maintained by the Governing Body and any child refused a place will automatically be placed on the waiting list. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### **In-year Admissions**

In year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

The Governors' Admissions Committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied

Parents will be notified of the outcome of in-year applications in writing within 15 school days. Where a school place is offered it will be held open for 14 days and applicants must confirm acceptance within this time.

Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six month tenancy agreement. The Governing body reserve the right to seek further documentary evidence to support a claim of residence.

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria and allocated up to the admission number/ limit.

Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).



**Mr A Reid**  
Headteacher



**Mrs T Stoel-Walker**  
Chair of Local Governing Committee