



Policy Document

Admissions
2018-2019

To be reviewed September 2017



Document title				
ADMISSIONS POLICY 2018-2019				
Status			Committee/Board	
Statutory Duty			Admission Committee	
Date adopted			Review date	
18 November 2016			Arrangements - September 2017 Full consultation - October 2022	
For public access on request <i>Tick as appropriate</i>			Lead Academy Staff/Director	
Post	✓	Online	✓	Principal
Notes				



Admission Arrangements for transfer to Years 7 and 12 in September 2018 or joining a year group during 2018/19 academic year.

1.0 Introduction

At Huish we strive to enable all our students to develop their potential to the full. We have high expectations of them and work hard to provide the support and opportunities they need in order to grow into confident and mature young people. Our Academy is a safe and caring environment in which students are helped to develop individual responsibility and consideration for others, as they prepare for the challenges of adult life. To this end we have a very clear focus upon learning and upon academic achievement, which hold the key to future success and fulfilment.

These admission arrangements have been carefully developed to ensure that parents and students have all the necessary information required to apply for a place at either Huish Episcopi Academy or Huish Sixth.

- The Academy Board is the Admissions Authority and all admission decisions are taken by an Admissions Committee consisting of at least three Directors, not including Directors who are members of staff.
- Somerset Local Authority (LA) is responsible for co-ordinating all September school place applications for maintained schools across Somerset. Therefore, Huish Episcopi Academy's admission arrangements should be read in conjunction with the LA's published coordinated admissions scheme which is available at www.somerset.gov.uk/admissions, or upon request to the Academy office.
- The academic school calendar and the times of the day are published on the Academy website and in the Academy prospectus.

2.0 The Published Admission Number (PAN)

Directors have agreed the following Published Admission Numbers and admission limits;

- PAN for year 7 is **268**. All applicants will be admitted if 268 or fewer apply.
- PAN for admission from other schools to the Sixth Form in Year 12 is **20**
- Admissions limits for In-Year admissions into Year 8 – 11 and Year 13 are dependent on a number of organizational factors and are individual to each year group. The limits will be set in July for September and published on our website. Admission limits will be reviewed annually.

These limits reflect the size of the Academy's buildings and availability of resources. The Admissions Committee will normally admit up to these numbers and refuse any other applications, although Directors reserve the right to admit above limits, providing there would be no detrimental effect on the learning of students.

3.0 The Application Process

(a) Applications to transfer to The Huish Episcopi Academy at the start of Year

A standard Common Application Form (CAF) will be available from your home Local Authority or from the Academy office by the end of September. Completed application forms must be submitted electronically or on paper directly to your home Local Authority and must be received by 23.59 hours on 31 October 2017 (see contact details).

Late applications will not be processed until all on time applications have been allocated places. Timescales for late applications will be given on the Local Authority website.

Somerset Local Authority will forward all September applications to the Academy Board for decisions. If there are more applications than places available, the Directors will rank them against the published Oversubscription Criteria set out below. The Directors' decisions will be notified to Somerset Local Authority for the final co-ordination after which decision letters will be sent out by the applicant's home Local Authority on 1 March or next working day by email or second class post.

If the student does not attend the Academy within 20 school days of the term starting the place will be withdrawn.

(b) Applications to transfer from another school to Huish Sixth at the start of Year 12

Huish Sixth application forms must be completed and submitted to the Academy office or Huish Sixth Reception no later than midday on 6 January (see contact details).

Application forms for students to start Year 12 which are delivered or postmarked after this deadline will be recorded as late and cannot be administered until all on time applications have been considered.

There will be no interview conducted for admission purposes, however students will be invited to attend a meeting to discuss the application and choice of courses.

Provisional decision letters will be sent to applicants by email or second class post on the 5 May or within 4 weeks of the application discussion, whichever is the latter. Applicants will receive confirmation of final allocated places by email or second class post sent out by 1 September, following the Admission Committee's assessment of examination results against published entry requirements, which are fully detailed in the Huish Sixth Prospectus.

Applicants will need to confirm their request for a place on results day either in person at the Huish Sixth Reception or by email to huishsixth@educ.somerset.gov.uk. Places which haven't been confirmed within 5 days of results day may be withdrawn.

(c) Applications to join any year group during the 2018/19 academic year (in-year)

Applications for a place during the academic year must be made directly to the Academy office by completing the in-year application form. This is available to download from the Academy website or can be collected from the Academy office. Completed application forms may be submitted to the Academy office at any time during the academic year. Proof of address needs to be submitted with the application form.

Applications will be considered by the Directors' Admissions Committee and applicants will receive a response within **10 school days**. If a place is offered it will be held open for 10 school days, during which time applicants will need to confirm acceptance of the offer. An agreed start date must be within 6 weeks from the date of the offer letter. If the student does not attend the Academy within 10 school days of the agreed start date the place will be withdrawn.

Applications submitted during holidays will not be considered until the Academy is back in session.

Applications cannot be made more than a term in advance of the requested start date.

4.0 Oversubscription Criteria

Following the admission of any children whose Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) names Huish Episcopi Academy, Directors will consider all other applications.

If the number of applications for admission exceeds the Published Admission Number (PAN), or admission limit for the year group concerned, the Directors will apply the following Oversubscription Criteria to every application received and rank children/students in priority order, admitting up to the PAN or admission limit and refusing all other applications. Places will be allocated strictly in accordance with the national 'Equal Ranking with Preference' allocation method.

a) Applications for Huish Episcopi Academy

- 1) Looked after Children (children in the care of a Local Authority) and children who were previously looked after but ceased to be so because they were adopted, subject to a child arrangements order or special guardianship order.
- 2) Children without a Statement of Special Educational Needs whose school placement has been identified by a multi-agency professional team. Details of which agencies and professionals will need to be submitted with the application form along with a summary of needs which have been identified as being met by Huish Episcopi Academy.
- 3) Children living in the designated Academy catchment area (please see Appendix 1 for a map of the Academy's catchment area), with a sibling on roll at the Academy at the time of application.
- 4) Children living in the designated Academy catchment area
- 5) Children who attend one of the Academy's partner primary phase schools (members of the Huish Community Learning Partnership):
 - Charlton Mackrell C of E VC Primary School
 - King Ina C of E Academy
 - Long Sutton C of E VA Primary School
 - High Ham C of E VC Primary School
 - The Federation of Middlezoy and Othery Village Schools
 - Huish Episcopi Primary School
 - Curry Rivel C of E VC Primary School
 - Curry Mallet C of E VC Primary School
 - Hambridge Community Primary School
 - Kingsbury Episcopi Primary School
- 6) Children living outside the designated Academy catchment area, with a sibling on roll at the Academy at the time of application.
- 7) Children of staff who have been either;
 - a) employed at the Academy for at least 2 years before the date of application
 - b) recruited to fill a vacant post for which there is a demonstrable skill shortage.

8) Children not satisfying a higher criterion.

b) Applications for Huish Sixth

- 1) Looked after Children (children in the care of a Local Authority) and children who were previously looked after but ceased to be so because they were adopted, subject to a child arrangements order or special guardianship order.
- 2) Children without a Statement of Special Educational Needs whose school placement has been identified by a multi-agency professional team. Details of which agencies and professionals will need to be submitted with the application form along with a summary of needs which have been identified as being met by Huish Episcopi Academy.
- 3) Children living in the designated Academy catchment area (please see Appendix 1 for a map of the Academy's catchment area), with a sibling on roll at the Academy at the time of application.
- 4) Children living in the designated Academy catchment area
- 5) Children living outside the designated Academy catchment area, with a sibling on roll at the Academy at the time of application.
- 6) Children of staff who have been either;
 - a) employed at the Academy for at least 2 years before the date of application
 - b) recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 7) Children not satisfying a higher criterion.

Tie Breaker

A tie breaker will be applied where the Admission Number is reached part way through any oversubscription criterion and there is a need to decide which children meeting this criterion are to be allocated places and which are to be refused. A straight line measurement will be calculated between the 'Address Point' of the home and the 'Address Point' of the Academy for each child falling within the criterion. Places will be allocated to those children living nearest to the Academy according to a Geographic Information System (GIS) measurement (see definitions). Where two straight line distances are exactly equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

5.0 The appeal process

Parents or students aged 16 and above whose application for a place is turned down have the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter.

The Huish Episcopi Academy appeals timetable for cyclical admissions will be published on the Academy website by 28 February each year.

- The deadline for lodging appeals is 20 school days from the date of notification. In-Year Appeals hearings will be heard within 30 school days of the appeal being lodged and on-time cyclical appeals will be heard within 40 days of the deadline for appeals to be submitted. Additional evidence must be submitted within 10 school days of lodging an appeal. Appellants will be given at least 10 school days' notice of the appeal hearing

arrangements. Decision letters will be sent by first class post within 5 school days of the hearing.

- For applications to Huish Sixth the appeals will not be heard before confirmation of the exam results on which the offer of a place depends. The appeals procedure for Huish Sixth is the same as for the Academy.
- Appellants do not have the right to a second appeal for admission in the same academic year or if they have been offered a place in another year group at the Academy.

6.0 Waiting lists

A waiting list will be held for each year group. Any child/student whose application is not successful will have their name added to the waiting list in ranked order according to the published oversubscription criteria. Parents/students can request to be removed from the waiting list.

Waiting lists will be maintained until the end of the academic year to which the application applies.

7.0 Children of UK Service Personnel

Applications can be considered in advance of moving into the area, if accompanied by an official government letter which declares a relocation date and a Unit postal address or “quartering area” address. The Academy Directors endeavour to ensure that their admission arrangements support the School Admissions Code commitment to removing disadvantage for service children. In-year applications for children of UK service personnel and other Crown servants a place can be made available up to six months in advance of being required providing the appropriate documentation is provided (an official government letter e.g. MOD, FCO or GCHQ declaring a relocation date and intended address).

Usually, a place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception can be made for children of UK service personal and other Crown servants. 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 address, the Directors will process the application on that address. If a home address is not available at this stage the governors will accept a unit postal address or quartering area address. The oversubscription criteria will still apply

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.

8.0 Delayed or accelerated entry

The Directors will consider applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the child’s chronological age year group. The reasons for the request must be fully explained on a Supplementary Information Form, submitted at the same time as the application form. Forms can be requested from the Academy office.

9.0 Transport

- Successful applicants who are offered a place at the Academy are not automatically entitled to free school transport. Somerset Local Authority is responsible for school transport and children’s eligibility.

- If you require further information regarding school transport please contact Somerset County Council.

11.0 Withdrawal of places

The Academy Board will consider withdrawing the offer of a place at the Academy if;

- An address used to support an application is subsequently found to be fraudulent or misleading.
- A child has not started at the school within 10 school days of an agreed admission start date.

12.0 DEFINITIONS

Siblings

For the purposes of admissions, a sibling is defined as a child living at the same address and is a half or full brother/sister, step brother/sister, a foster brother/sister or an adoptive brother/sister. A sibling is also a half or full brother/sister living at a separate address. Siblings who will be in Year 12 or 13 at Huish Sixth on the date of admission will be included as siblings for admissions purposes.

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 Huish Episcopi Academy.

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 having care of a child/young person, with whom they live, and who looks after that child/young person, irrespective of relationship is considered to be a parent/carer 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 has/have care of the child.

If a child lives 50/50 between parents it will be up to the parents to decide which address is used as the home address. If the parents cannot agree a decision the matter must be referred to the courts. The Academy will not make a decision to determine the home address.

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 only exceptions are children of UK service personnel and crown servants returning from overseas. The Admissions Authority reserves the right to seek further documentary evidence to support your claim to residence.

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.

The School Admissions Team, County Hall, Taunton must be informed of any change of address during the cyclical admissions procedure. The Academy must be informed if there is any change of address during an in-year admission application.

Issues relating to shared residency arrangements

Legislation and guidance states that only one offer per child is made by the Local Authority. Therefore where separated parents submit separate applications for their child the Local Authority can only offer one place. In this situation the Local Authority/Academy Board requires parents to resolve matters between themselves. If an agreement cannot be reached parents may wish to seek legal advice. The Local Authority/Academy Board will not become involved in private disputes.

Distance Measurements

For the purpose of measuring home to Academy distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the Academy using the Geographical Information System (GIS) method. (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.

CONTACT INFORMATION

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Email: admissions535@educ.somerset.gov.uk

Tel: 01458 250501

Somerset Local Authority

Admissions and Entitlements Team

Support Services for Education

Somerset County Council

County Hall

Taunton

Somerset TA1 4DY

www.somerset.gov.uk

Telephone: 0300 123 2224

Approved by Committee:

18 November 2016

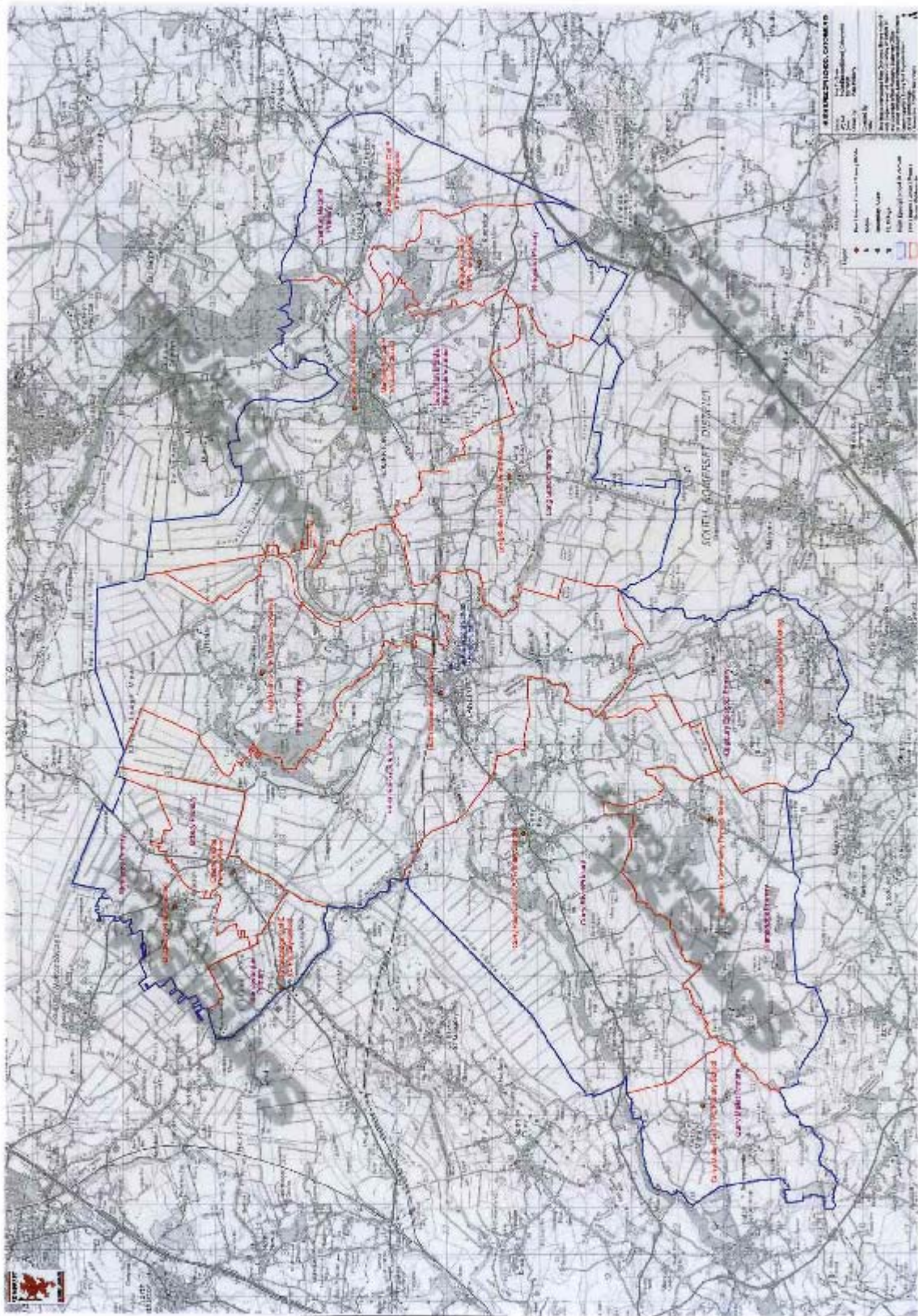
Arrangements Review by Committee (annual):

September 2017

Date for full Consultation:

September 2022 (unless changes made)

APPENDIX A – Map of Huish Episcopi Academy catchment area



A copy of the above map is available from the Academy office or to download from the Academy website.