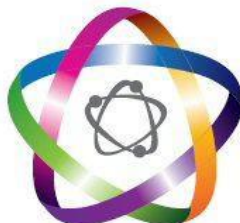


**POLICY DOCUMENT No P01****DEBENHAM HIGH SCHOOL**

A Church of England High Performing Specialist Academy

**ADMISSIONS POLICY – 2016/17**

This policy is reviewed annually in line with the School Admission Code

**History of Document**

Issue No	Author/Owner	Date Written	Approved by Governors on	Comments
Issue 1	Richard Boulter	Feb 11	1 Feb 2011	Amended by Governors and Trust
Issue 2	Richard Boulter	Oct 11	29 Nov 2011	Amended by Governors
Issue 3	Richard Boulter	Mar 11	19 June 2012	Updated, following consultation, to comply with DfE and SCC
Issue 3A	Richard Boulter	Sept 12	9 Oct 2012	Minor amendments
Issue 4	Richard Boulter	Mar 13	30 Apr 2013	Minor amendments
Issue 5	Richard Boulter		25 Feb 2014	Review. No changes
Issue 6	Richard Boulter		15 Sep 2014	Review. No changes
Issue 7	David Carruthers		7 Oct 2014	Review. Clarity added
Issue 8	David Carruthers		5 Jul 2015	Updated following consultation
Issue 8b	David Carruthers	Jan 16	Feb 16	Updated following consultation

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## 1. Introduction

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 Debenham High School (DHS) is responsible for its admissions and has a statutory duty to consider all applications where DHS is named as a preferred school. This admission policy will be reviewed annually by the governors following consultation with the Academy Trust members and, if changes are proposed, the county council, diocesan authorities and parents.

The Governing Body has agreed the Published Admission Number (PAN) of 125 for each year in the school. It would normally be expected that parents take up any offer of a school place (be that full- or part-time) at the beginning of a school term, unless there is an agreement with the school that a place could be taken up at another time of year.

## 2. Admission Priorities

Governors have a statutory duty to admit applicants with an Education, Health and Care plan (EHC plan), formerly known as a Statement of Special Educational Need where this school is named as being the best able to provide the most appropriate educational provision for the named child. They also have a statutory duty to give the highest priority to children who are 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). 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 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.

### 2.1. Priority A – In Catchment Area Applications

Places will be awarded on the basis of the following criteria and priorities;

A1. Children of families who are ordinarily resident in the school's catchment area (see appendix 1; also available from the Local Authority's Admission Team).

By "ordinarily resident" we mean the place where your child usually lives. We will need proof of this address. Parents who can provide appropriate confirmation of an impending move into the catchment area will be deemed to qualify in this category. Appropriate confirmation is likely to require proof of exchange of contracts, a letting agreement or a letter from your commanding officer confirming the new address.

We will not treat your child as ordinarily resident if you rent a second home 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 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). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application. Gypsy, Roma or Traveller children will be considered as 'ordinarily resident'.

For children of UK service personnel with a confirmed posting or Crown servants (Officers employed by departments of the UK Government, such as FCO, DFID, UKVi, UKTi) returning from overseas to live in the area, we will allocate a school place in advance of the family arriving in the area, provided their application is accompanied by an official letter (Official Government letter issued by a Government department, e.g. FCO, DFID, UKVi, UKTi) declaring a relocation date.

However, living within a school's catchment area is no longer an absolute guarantee that a place is available.

A2. Those who have a brother or sister at the school who will still be attending the school at the time of admission. This includes half or step-brothers/sisters or other children living in the same household.

A3. Those who regularly worship, or whose families (families in this context means one or both parents/carers/guardians) regularly worship (on average at least once per month) at a Christian church which is a member of Churches Together in Britain and Ireland or of the Evangelical Alliance.

In order that the Governors have legitimate information on which to base a decision, applicants are asked to complete a Supplementary Information Form (SIF) if their application refers to this category. These forms are available at the school or from the Local Authority. Completion of a SIF is NOT a valid application in itself – the CAF1 or ADM1 for in-year applications must be completed by hand or online to make a valid application for a place.

## **2.2. Priority B - Out of Catchment Area Applications**

B1. Those who have a brother or sister at the school who will still be attending the school at the time of admission.

B2. Those who regularly worship, or whose families regularly worship at a Christian church which is a member of Churches Together in Britain and Ireland or the Evangelical Alliance.

B3. Those children who attend one of the designated Pyramid Primary Schools (Sir Robert Hitcham CEVAP, Debenham; Stonham Aspal CEVAP; Wetheringsett CEVCP; Bedfield CEVCP, Earl Soham CP; Helmingham CP and Creting St Mary CEVAP) but are not resident within Debenham High School's designated catchment area.

B4. If the parent or guardian of a child is a member of staff at Debenham High School and the member of staff has either been employed for a minimum of two years or has been recruited to fill a vacant post for which there was a demonstrable skill shortage.

B5. All other applicants.

### **2.3. Definitions**

If the admissions limit is reached within any of the above criteria (A1 to B5) priority will be given to the child living nearest to the school.

We will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by the LA 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.

Where a child lives with separated parents who have shared responsibility, 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). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of the application.

In cases where the child spends an equal proportion of the school week with both parents, evidence of the main contact address will be required to support the application. Both parents must agree in writing 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.

In the unlikely event of two or more applicants who live the same distance from the school competing for a single place, a random allocation process will be supervised by someone independent of the school.

If the final place available at the school is offered to a twin, triplet etc and the remaining siblings would be ordinarily refused, the Governors will offer places to the remaining sibling(s) at the same school. It is not the Governors' policy to separate twins or triplets.

## **3. Applying for a place in the School at any other time**

Applications should be made on the ADM1 and then sent by the applicant directly to us at the school. (We recommend that this is sent by recorded delivery and that if sent electronically, a receipt is received. Available places will be allocated in the order that the School receives applications. If two or more applications are received for a single place at the same time then the Admission Priorities criteria laid down in section 2 of this Policy (A1 to B5) will be applied. Once a place is offered and accepted the school will only hold this place for one term from the date of the offer.

## **4. Application Procedures**

### **4.1. Applications for Year 7 places**

Applications for these places must be made on the Local Authority's Normal Year of entry application form (CAF1) together with a Supplementary Information Form (SIF) if necessary. The CAF1 can be obtained from the Local Authority or can be completed online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). Completed forms should be returned, in all cases, to the Local Authority by the date designated by them. Applicants will be notified of the result of their application directly by the Local Authority. The national closing date for applications for the following September is 31 October and the national offer date is 1 March or the next working day. Further information can be found in the Local Authority publication – Admissions to Schools in Suffolk.

### **4.2. Applications in-year or for admission to Years 8, 9, 10 or 11**

Applications should be made on the ADM1 which will be sent directly to us. Available places will be allocated in the order that the School receives applications. The school will then convene a meeting or communicate with 3 governors from the Admissions Committee to consider the application. If the year group has vacancies, ie has less than 125 pupils, the application will normally be accepted. The school will respond within 5 school days of receiving the application form. If your application for a school place is refused, we will not consider a further application for a place in the same school in the same academic year 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.

### **4.3. Waiting List**

The Local Authority keeps a waiting list of those unsuccessful in their initial application for Year 7 entry. Names are placed on the waiting list according to the Admission Priorities set out in section 2 above. The waiting list will cease to operate at the end of the first full week of the spring term. Names can be added until this time.

The order of children on the waiting list will not remain static; it will change as circumstances change, for example due to withdrawals or additional applications.

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 Debenham High School 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 the Admission Priorities laid down in section 2 above and not on the basis of the date on which names were placed on the list.

The school will not hold a waiting list for applications for school places in-year or for those entering Years 8-11.

## **5. Out of Normal Age Group Requests**

It is expected that children will normally be educated within their chronological year group. However, if requested to do so by the parent, we will consider an application out of chronological age and make a decision 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/Carers should make a request to us in writing. This will need to include, where relevant, any supporting evidence. We will make a decision on the request, through consultation with the child's current school. We will write to the parent/carer with the outcome including the reasons for the decision. If successful, a CAF1 or ADM1 application form must be sent to the LA along with the decision letter(s) from the school. Even if the request is agreed there is no guarantee there will be a place available.

## **6. All Applicants**

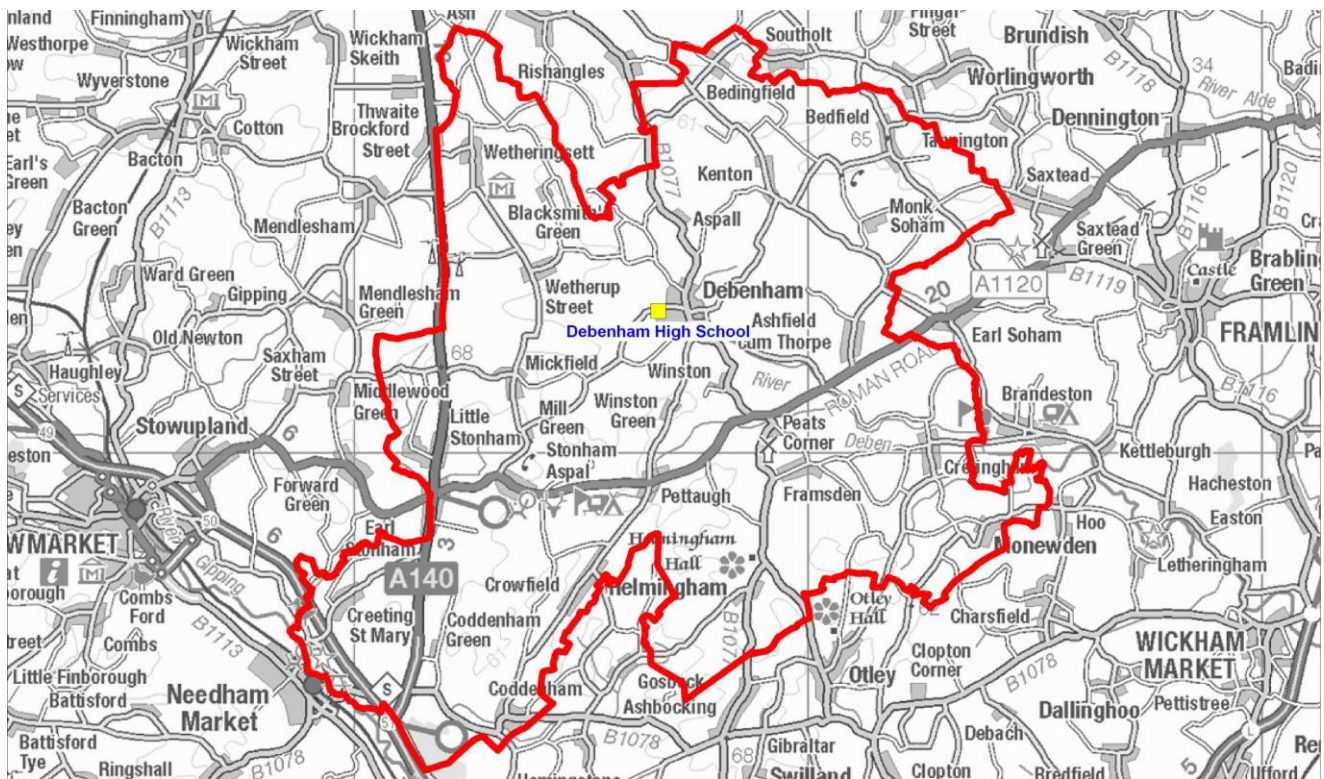
If the Governing Body's decision is not to grant a place for your child, you have the right to appeal against their decision. You will be sent information on how to appeal. There is no deadline for the submission of appeals, which are independently administered.

## **7. Contact**

For any queries please contact in the first instance the School Admissions Officer on 01728 860213 or Suffolk County Council, Admissions Team, Endeavour House, Russell Road, Ipswich, IP1 2BX. Tel: 0345 600 0981.

## Appendix A

Map of School Catchment Area.





## Appendix B

### SUPPLEMENTARY INFORMATION FORM (SIF) 2016

To be completed when applying for a place at:

Debenham High School, Gracechurch Street, Debenham, IP14 6BL

Please check our Admissions policy (available on our website) before completing this form.

This is not an application form. Applications for a school place MUST be made using the online facility or by completing a paper application form. For a "normal" year of entry, this is by a CAF1 form. For "in-year" applications, this is by an ADM1 form.

Christian name of Child \_\_\_\_\_ Surname of child \_\_\_\_\_

Male / Female

Names of parents/carers \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Tel No \_\_\_\_\_

Contact email address: \_\_\_\_\_ Child's Date of Birth \_\_\_\_\_

Does your family regularly (monthly or more) worship in a Christian church? YES / NO

If so, where \_\_\_\_\_ (written evidence is required)

Is either parent/guardian of this child a member of staff, who has either been employed for a minimum of two years or has been recruited to fill a vacant post for which there was a demonstrable skill shortage at Debenham High School? YES / NO