



## Stowmarket High School Admission Arrangements 2022 to 2023

This policy is reviewed annually in April

Issue No	Author/Owner	Date Written	Approved and adopted on	Comments
1	Curriculum & SIMs Officer	February 2019		First draft
2	Curriculum & SIMs Officer	September 2019		PAN Adjustment
3	Curriculum & SIMS Officer	February 2020		Further adjustments
4	Curriculum & SIMS Officer/WVAT	February 2021	March 2021	Further adjustments

This policy has been reviewed and adoption approved by the Local Governing Body.

Signed .....

Date: .....

## **Stowmarket High School Admissions Arrangements 2022-23**

### **Purpose**

The admissions arrangements enable the Trust to have criteria to determine admission in the event of applications exceeding the published admission number for Stowmarket High School.

### **Guidelines**

The school is an 11-18 mixed comprehensive with no requirements for aptitude from prospective students in Key Stages 3 and 4. This school believes that a unique, confident, student centred, caring community for learning can be developed. This school has close links with all local feeder primary schools. This school also seeks to provide a wide range of post 16 provision. Stowmarket High School is inclusive and welcomes all applications. Students are expected to comply with the school's Behaviour and Attendance Policies, which are available for public view on the school website. All students are expected to comply with the school's uniform requirements. The school will seek to consider places for students who live outside its catchment area whose parents wish them to attend the school. Students will be admitted at the age of 11+ without reference to ability or aptitude in line with the agreed published admission number. The admission number for September 2022 is 180.

### **Procedures Consideration of Applications**

- The school will consider all applications for places. Where fewer than 180 applications for the year group are received, the school will offer places to all those who have applied.
- In accordance with paragraph 1.7 of the School Admissions Code the school will give priority to applications on behalf of Children in Care and children, who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order, immediately following having been looked after).
- The school reserves the right to refuse entry to applicants, who have been permanently excluded from two or more schools. This applies within two years of the second exclusion.
- If none of the parent's or carer's preferences can be met, it may be necessary for the local authority to allocate a place at the nearest school with places.
- The school is part of the Local Authority Co-ordinated Scheme and Fair Access Protocol.

### **Admission Timings for Year Seven**

The national closing date is 31 October 2021. The Local Authority Admissions Team will receive applications up to the end of August, 2022; after this date all applications will be regarded as in-year admissions (see below).

## **Process for Parents**

- All applications other than in-year admissions for the school are processed by the Local Authority Admissions Team. Decisions about admissions will remain the responsibility of the Trust (as the admissions authority of the school) but Suffolk County Council will send the offer of a place to parents/carers on behalf of the Trust.
- When a parent/carer contacts the school about a place, the school will inform them that they need to apply to their home Local Authority for the place.
- For students living in Suffolk: parents/carers need to contact the Local Authority Admissions Team for an application form on 0345 600 0981 or by downloading a form from the Suffolk County Council website: ([www.Suffolk.gov.uk/admissions](http://www.Suffolk.gov.uk/admissions))
- For students living outside Suffolk: parents/carers need to contact their home Local Authority.
- If parents/carers send an application direct to the school, it will be forwarded to the admissions team. The school does not accept responsibility for the loss or delay of applications forwarded in these circumstances

## **Oversubscription**

Children who have an Education Health and Care Plan (EHC Plan) which names Stowmarket High School must, by law, be offered a place.

In the event of oversubscription, admissions will be prioritised using the following criteria:

1. Children in Care and 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. Children with a sibling, who remain on the school's roll (including attendance at the school's sixth form) at the time of admission and who live within the designated catchment area. A map of the designated catchment area can be found on the Suffolk County Council website: ([www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)).
3. Children on roll at local schools, who live in the designated catchment area. Current local feeder schools are:  
Abbot's Hall Community Primary School  
Bosmere Community Primary School  
Chilton Community Primary School  
Combs Ford Primary School  
Great Finborough CEVC Primary School  
Ringshall School  
Trinity CEVA Primary School  
Wood Ley Community Primary School
4. Children, who are ordinarily resident\* nearest to the school within the designated catchment area.

5. Children with a sibling, who remain on the school's roll (including attendance at the school's sixth form) at the time of admission and who live outside the designated catchment area.
6. Children on roll at local primary schools and who are ordinarily resident\* nearest to the school outside the designated catchment area of the school.
7. Children of those employees of the school who have been employed at the school for more than two years or who have been recruited to an area of skills shortage.
8. Other children, who are ordinarily resident\* nearest to the school but are not within the designated catchment area.

\* 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.

### **Tie breaker**

It is possible that the PAN of the school will be reached in any one of the above criteria. For this reason, all applications within each criterion will be prioritised in order of those living nearest to the school. The distance will be measured by a straight line ("as the crow flies"). All straight line distances are calculated electronically by Suffolk County Council 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 the 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), this will be measured to a single point within that building irrespective of where those homes are located. Proof of residence may be required.

### **Ultimate Tie breaker**

In the rare event of a tie-breaker situation, the random allocation will be supervised by someone independent from the school.

## **In-Year Admissions**

Stowmarket High School may have spaces throughout the school year which would enable us to take on extra students. If you are interested in your child joining our school, we strongly recommend you contact the school on 01449 613541 to arrange a visit, in first instance. Following the visit, please complete form ADM1 and hand in or post the ADM1 form to the school. We also have our own admission form, which you will receive during your visit to the school. This form must be handed in before your child starts, as it will contain medical information and emergency contact details. The child will remain on roll at the previous school until they take up the place at the offered school. In-year applications will not be processed more than one term in advance of when it has been requested that the child starts at the school.

## **Children Act 1989**

A child that is looked after by the local authority is defined under the Children Act 1989 as:

- A child in their care.
- A child that is provided accommodation by the local authority.
- Accommodation is defined as residence, which offers such for a continuous period of 24 hours.
- 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**

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's 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.

## **Siblings**

For admission purposes, a brother or sister is a sibling, who lives at the same address or a half-brother/half-sister, who share a common parent and who live at the same address. It also includes a child, who lives at the same address and who is under the terms of a residence order. If the final place is offered to a twin, triplet or other multiple birth and the remaining sibling(s) would ordinarily be refused, the school trust will offer places to the remaining sibling(s). Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, Suffolk County Council will from the date of issue of the EHC plan treat their twin, triplets or other multiple births under the sibling oversubscription criterion for the named school. This does not apply to siblings of children in a specialist unit or a specialist resource base for Hearing Impaired provision or a nursery, because they do not meet the sibling definition in the oversubscription criteria. Right of Appeal Parents/carers

have the right to appeal to the school's designated "Independent Appeal Committee" if they are dissatisfied with an admission decision of the School. In this event, the appropriate forms and appropriate details on how to contact the Educational Appeals Office can be found on the Suffolk County Council website: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

### **Right of Appeal**

Parents/carers have the right to appeal to the school's designated "Independent Appeal Committee" if they are dissatisfied with an admission decision of the School. In this event, the appropriate forms and appropriate details on how to contact the Educational Appeals Office can be found on the Suffolk County Council website: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

### **Admission of children outside their normal age group**

It is expected that children will normally be educated within their chronological year group. However, the Trust 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. This will take into account the views of the Headteacher. Requests have to be made in writing including, where relevant, any supporting evidence. A CAF1 application form must be sent to the Local Authority along with the decision letter(s) from the own admissions authority school(s) and other relevant evidence by the national closing dates. The school will inform the parent/carer of the decision in writing including the reasons for the decision. If the request is refused, parents/carers will be given the details of the complaints procedure.

### **School's Admissions Register**

The safeguarding of all students is paramount and therefore in line with the Education (Pupil Registration) Regulations 2006, the school will make every effort to establish and record the onward destination of students who are deleted from the admissions register and inform the local authority to check the whereabouts of these children when necessary. The following procedure has been adopted:

The school will seek to ascertain the onward school details and upload the Common Transfer File (CTF) to secure Access Website for the destination school to download.

The school will complete as appropriate a Child Missing in Education Form (CME) for every child who is removed from the register and return to the local authority designated officer.

The school will inform the local authority's Admissions of all students who have left and indicate their destination school and if a CME has been completed

The school will inform the local authority if a parent has elected to educate at home and complete a CME.

## **Applications to the Sixth Form**

**The school has not had Sixth Form students during the 2021-2022 academic school year**, however, applications for 2022-23 and future years are welcome.

The Sixth Form welcomes applications for entry to Sixth Form from those of the school's students who have attended in Year 11. Students in Year 11 at Stowmarket High School will need to apply formally for a place in the Sixth Form. Information, advice and guidance meetings are set up for every prospective Sixth Form student to provide support at a critical time of decision making. Students will receive written confirmation of course offers. Relevant deadlines will be advertised to students and will also be announced on the school website.

The Sixth Form will admit students from outside Stowmarket High School. The Published Admission Number for Year 12 is 15 – this figure refers only to Year 12 students being admitted to the school for the first time. Entry requirements for courses are the same as those for internal applications.

Students entering the Sixth Form will be expected to read, sign and adhere to a Learning Agreement which outlines the commitment required to be successful in Post 16 study together with the support that students can expect to receive from Sixth Form staff. In addition, Sixth Form students must recognise that they are part of a whole school community and have a responsibility to abide by our dress code and conduct themselves in a manner that supports the whole school and Sixth Form ethos.

### **Late Applications**

Students applying to join Sixth Form after the deadline for application but before the start of the academic year should note that admission will be subject to availability of places on chosen courses and them achieving the specific entry requirements for the courses. Provided places remain available and entry requirements are met, applicants seeking a place after the start of the academic year will be invited to discuss suitability of joining the courses at their requested time of entry. It is only in exceptional circumstances that a student will be enrolled into Sixth Form during the course of an academic year.

### **Entry Requirements**

Entry to the Sixth Form is subject to a student having achieved the entry requirements for the course they wish to pursue and having demonstrated an application to study. Students should refer to the Sixth Form prospectus for further details and also for information on subject specific entry requirements. Prospectuses will be published during the Autumn Term each year.

The method for application is by completing an application form available from the Sixth Form directly or via the school website. All students will be required to have a reference from their current school; this could be via a school report.

Whilst it is expected that all courses published in the prospectus will run, it is occasionally necessary to cancel courses, for example due to a lack of student interest. If this should happen, the applicants will be notified as soon as possible and a further guidance meeting offered.

**GCSE re-takes**

Students who achieved GCSE grade 4 or below in mathematics and / or English Language will be expected to re-take these subjects.

**Special consideration**

A student may be able to claim special consideration if a medical condition exists (supported by a doctor's note) that has significantly influenced GCSE results in comparison to the predicted outcomes. Such cases will be considered on their individual merit.

**Oversubscription Criteria**

The oversubscription criteria for Stowmarket High School Sixth Form are the same as that for the main school.

**Right of Appeal**

When an application is unsuccessful there is an automatic right of appeal to an independent appeal panel.