

FARLINGAYE HIGH SCHOOL – Admissions Policy for entry 2014/15

The governing body of Farlingaye High School is the admissions authority for the school, now that it has academy status. This means that it is the governing body, or its admissions sub-committee, that will set and apply the admission criteria for the school. Please note that these admissions criteria have changed from those applicable for entry in the academic year 2012/13, but not those applicable to 2013/14.

The application process for admissions into Year 7 is co-ordinated by Suffolk Local Authority (LA), which acts on behalf of the school's Governing Body to offer places at the school.

Parents should apply online at www.suffolk.gov.uk/onlineadmissions or submit a Suffolk Common Application Form (CAF1), available from their child's primary school or from the LA Admissions Team, no later than the national closing date – advertised by the LA in the local press. Offer letters will be issued on the National Offer Date (or first working day after). Late applications (those submitted after the national closing date) will be handled separately. (For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA Admissions team or from the website www.suffolk.gov.uk/admissions). To apply for a place after the start of term or in any other year group, please contact the LA Admissions Team/School for an application form. (*LA Admissions Team Contact: 0845 600 0981 or admissions@suffolk.csd.com*)

Parents wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school office on 01394 385720 to make arrangements.

How places are offered

For admission into Year 7 each September, *the academy* will offer places to a maximum of 290 children. This is the Published Admission Number (PAN) for that Year group. In the event that more than 290 applications are received, the oversubscription criteria will be applied to determine priority for places. The list below gives order of priority:

Governors have a statutory duty to admit applicants with a Statement of Special Educational Needs where this school is named.

- 1 Children in care (Looked After Children), or children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
- 2 Children who are ordinarily resident in the catchment area who have siblings attending the school.

(Definition of Siblings: children who are brothers or sisters of, or who live as a family at the same address as, pupils who are already at the school, or who have already been offered a place, and who will still be there at the time of admission, including sixth form. Priority will be given, where necessary, to applications where there is the smallest age gap. If there is more than one child at the school, the applicant should name the youngest sibling.)

3. Children who are ordinarily resident in the catchment area who have no siblings attending the school.

- 4 Children who live nearest to the school, but are not ordinarily resident in the catchment area, who have siblings attending the school.

We will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by the L.A. using data provided jointly by the Post Office and Ordnance Survey. The data plots the coordinates 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.

5. Children who live nearest to the school, but are not ordinarily resident in the catchment area, who do not have siblings attending the school.

Distance tie-breaker

It is possible that the PAN will be reached in any of the categories set out above. For this reason, all applications will be prioritised according to the rules described. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tie-breaker to distinguish between two or more applications, a 'distance criteria' will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line. Should distances be the same, an 'ultimate tie breaker' will be used. A lottery will be run for this purpose with an independent adjudicator overseeing this process.

Multiple births

If the final place available at a school is offered to a twin or triplet and the remaining sibling/s would ordinarily be refused, (the school) will offer places to the remaining sibling/s at the same school.

Making another application for a place at the same school

If your application for a school place is refused, we will not consider a further application for a place 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.

If there is no significant change in circumstances, you can make another application for the following academic year but this will not normally be considered more than one term ahead of the date when you want your child to start at the school. Where a place is not available at the parents' preferred school, the LA will inform the parents of the reasons and their right to appeal. Details of the appeal process are sent with the letter of refusal.

Waiting Lists: Year 7

As part of the co-ordinated scheme for secondary admissions, the (school) Admissions Team holds the waiting list on behalf of the Governing Body until the end of the first week of the Spring Term in the normal admissions round. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a waiting list may change if an application is subsequently received that meets a higher criterion than their own.

In-Year applications:

We will consider your application and let you know whether we can offer you a place at the school. If there are more applications than places available, we will use the admissions oversubscription criteria to see who can and cannot be offered a place. We will also let you know how to appeal against the refusal of a place. We do not hold waiting lists for in-year applicants. If a place becomes available in a year group that has been full we will consider all new applications, any that have been refused in the last 15 school days and any applicants for whom an appeal has been lodged and is still to be heard.'

Applications will be priority ordered according to the over-subscription criteria and when places become available, they will be offered accordingly. Parents wishing to remain under consideration for a place should stay regularly in contact with the academy.

6th Form admissions

All Sixth form admissions are managed by the academy.

Entry for internal and external students will be subject to individuals meeting the grade entry requirements for sixth form and for the separate courses they wish to pursue, as published in the prospectus.

Our Published Admission Number for external students has been agreed with the Local Authority at 75 per year. We will therefore admit no more than 75 external students each year into Year 12.

We will offer places to a maximum of 120, as this number has been determined by the academy as one that will eventually produce no more than 75 firm candidates for places following August results. In the very rare event that we get over 120 applications prior to the closing date then places will be offered to students using the criteria for entry published in the prospectus. A waiting list of students (including any students not offered places as outlined above) will be kept by the school for applications after the deadline date, should applications exceed 120 in number. Should there be less than 75 confirmed places after August results then students on the waiting list will be contacted to establish whether they would like to be considered for a place.

Students on the waiting list, if contacted, will still be required to meet the results criteria for entry, as used for all other students during this process.

Where an application is unsuccessful there is a right of appeal to an independent appeal panel.

Appeals for September entry into Year 7

If you are refused a place at our school you have the right to appeal to an independent panel. This process will be managed by the Education Appeals Office. Please ensure that appeals papers are headed with the school name and address and are returned to the Clerk of the Education Appeals Office. Dates, venues and panels will be arranged by this office to ensure fair access.

All appeals should be heard by the same panel. The school will endeavour to hear late appeal applications at the same time. However, if this is not possible, appeals for late appeal applications will be heard within 30 school days of the appeal being lodged.

In Year Appeals

The above arrangements will apply also to 'in year appeals' for Years 7 -11. These will be held within 30 school days of the appeal being lodged.