Haybridge High School and Sixth Form
Admission Policy for entry to Year 7 at age 11 in September 2024

Version Control
Policy author: Headteacher
Policy approved by: Trust Board

Version	Date	Details
1.0	11 July 2022	Policy written
2.0	8 September 2022	General updates
3.0	28 November 2022	Clarification of criterion for "children of staff" and updates in line with revised Appeals Code effective 1 October 2022

Please note that separate arrangements exist for entry to the Sixth Form and these are published on our website at www.haybridge.worcs.sch.uk or may be obtained from the school.

The Policy should be read in conjunction with the Information for Parents: Admissions and Transfers to Schools 2024-25 information published by Worcestershire County Council.

Section 1: Introduction

Haybridge is an 11-18 mixed comprehensive with approximately 1,200 students (including around 205 in the Sixth Form) serving an area of North West Worcestershire. The school's last Ofsted inspection in 2022 graded Haybridge as "Good" in all categories.

Haybridge is part of The Four Stones Multi Academy Trust (MAT). The Trust Board is the admissions authority for all schools within the multi academy trust and approves the admission policies on an annual basis. The Trust Board delegates the responsibility in applying the oversubscription criteria to the Local Governing Bodies in each school.

The main principle of admission to Haybridge is to maintain the character of the school as a comprehensive school, providing for the needs of young people within the 11-18 age range who live in the part of North West Worcestershire defined below as our catchment area; however, there is no guarantee of a place for children living in our catchment area. Haybridge may also provide places for children living outside the catchment area whose parents/carers wish them to attend the school, provided that they can be accommodated within the published admission limits.

Students will be admitted without reference to ability or aptitude using the criteria below.

The Trust Board has made the decision to increase the Year 7 Pupil Admission Number (PAN) from 2024 by 20 students thereby increasing the size of the year group from 190 to 210. We will not be adjusting the size of any other year group but this increase will roll out and in five years' time will therefore increase the size of the school by 100 students. There will be no changes to current published Sixth Form admission numbers.

Admission to Haybridge is not dependent on any "voluntary" contribution.

Open Evening
You are warmly invited to visit the school on our Open Evening in the first half of the Autumn term of the year prior to intended admission. Details will be published on our website.

Section 2. Admissions Process

Entry to the school at the normal time of transfer (Year 7)
Haybridge participates in the Local Authority co-ordinated admissions scheme for entry to the school at the normal time of transfer and all applicants should keep to deadlines within that scheme. Full information is contained in the Information for Parents published by Worcestershire Local Authority. The co-ordinated admissions schemes can be viewed at https://www.worcestershire.gov.uk/schooladmissions. If you do not live in Worcestershire, you need to follow the procedure published by your own Local Authority (LA).

Transfer information is provided by your LA early in the Autumn term to parents/carers of students in Year 6 at maintained Local Authority primary schools. If your child does not attend a maintained school, you should contact your LA for information. Applications for all school places must be made on the Common Application Form (CAF), which is usually on-line, provided by your home LA, with the opportunity to nominate schools ranked in order of preference. For residents living in Worcestershire, transfer information and the CAF are available on-line at https://www.worcestershire.gov.uk/schooladmissions. Your completed application must be received by your home LA by their deadline. Please note that only one application must be completed and a school in any LA can be named as one of your preferences.

For applications for entry to Year 7 in September 2024, the closing date for Worcestershire LA is **31 October 2023**. Our DfE number is 885 4010.

Parents/carers are strongly recommended to check all the information they have given on application forms. The admission authority cannot be held responsible for any places offered or refused according to ranking of applications based on incorrect or incomplete information received.

Procedure
Experience suggests that there will be more applications than places. The following procedure for applications is designed to ensure that the Admission Policy is applied as fairly and consistently as possible: information about all applications submitted to the home Local Authority naming Haybridge High School will be forwarded to the school. The Local Governing Body will rank all applications with reference only to their published oversubscription criteria. We are not permitted to take into account information such as ability, aptitude, behaviour, previous achievement or references from current schools, etc, either for the applicant or any member of their family.

Education Health and Care Plan (EHCP)
Please note that if your child has an EHCP, even if this names Haybridge you should also submit an application in the usual way via your Local Authority under the co-ordinated scheme (see above).

Children for whom an **EHCP** has been agreed naming Haybridge: where places required by such students are known before the Admissions Committee meets, the number of students with EHCPs naming this school will be deducted from the 210 places available to be offered. Such students are automatically offered places at the school and the Headteacher and Local Governing Body will consider each application for these students individually.

If parents/carers are considering whether Haybridge should be named on their child's EHCP, Haybridge should be involved in the appropriate review. A response of concern may be raised if the school considers that provision will be inadequate for the child's needs or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other students.

"Summer-born" children who have deferred entry to primary school by a year
The Governors have agreed that such children will be treated as part of their current cohort; for example, a summer-born child who is taught in Year 6 whose parents/carers chose to defer entry to primary school by a year and therefore whose date of birth would otherwise put him/her in Year 7, would be treated as a Year 6 child.

Late Applications
Applications received after the closing date published in the Local Authority's co-ordinated admissions scheme (31 October 2023) are classed as late and will be ranked lower than all applications received on time. As Haybridge is heavily oversubscribed, late applications are usually unlikely to result in an offer of a place.

The Local Governing Body may at their discretion consider an application received after 31 October as "on time" only where a family is making a first application for Haybridge because they have been prevented from applying on time in the following circumstances: where a family has moved **home** between 1 November 2023 and 15 January 2024; or where it is agreed by Governors that extenuating circumstances apply and the delay was reasonable given the circumstances of the case. Late applications received after 15 January 2024 will not be considered before 1 March 2024. Please see also the information on **home** address and house moves on page 9.

Offers of Places for Year 7 transfer
The Governors' Admissions Committee will rank all applications received by the deadline in order of priority as described below in the Oversubscription Criteria. The names of applicants to whom places could be offered will then be provided to the Local Authority who will make offers on our behalf. This will be a single offer to the parent/carer of a place at the school for which their child ranks highest, where a place is available. If it is possible to make a potential offer at more than one school, the final offer will be for the school identified as higher preference. If Haybridge is notified that you will be offered a higher preference school, we cannot offer you a place. If parents/carers have named Haybridge as their first preference school but have not been offered a place, they will be advised of their right to appeal by the Local Authority.

Offers of Year 7 places will not be made directly by Haybridge High School and you should contact your Local Authority if you have not received notification of an offer. Parents/carers must reply to the Local Authority's offer as soon as possible, indicating whether they are accepting the place. If you withdraw your application or wish to decline an offer of a place at Haybridge you must inform the Headteacher and Pupil Admissions and Transfers at your home Local Authority immediately in writing. You must also notify any change of the student's home address, contact details or school immediately in writing to the Headteacher and to Pupil Admissions and Transfers at your home Local Authority.

The Governors have the right to withdraw an offer of a place where it is found that:
- the offer of a place has been obtained through a fraudulent or intentionally misleading application, for example, the use of an inappropriate home address; or
- the parent/carer has not responded to the offer within a reasonable period of time of the offer being made and after a reminder has been issued.

If you knowingly give false information in order to obtain a school place you could be guilty of an offence under the Perjury Act 1911.

Waiting Lists
If your child does not receive an offer of a place at Haybridge in the normal round of applications, you may write to the Headteacher to request that his/her name is placed on a waiting list. You should not rely on your Local Authority to pass on requests to join the waiting list.

If a place becomes available, it will be allocated from the waiting list after the deadline for the return of acceptances according to the oversubscription criteria listed below. There is no priority for children who have been on the list longer than others. This waiting list is maintained until the end of December 2024. If you wish your child's name to remain on the waiting list for Year 7 after December 2024 you must write to the Headteacher at Haybridge High School at the start of each new term confirming this.

If you do join the waiting list, you must also inform your Local Authority that you are seeking a place at Haybridge. If you did not apply to Haybridge on your original application, you must complete a fresh application and forward this to your Local Authority. We will only accept requests to join the waiting list when a fully completed valid application has been received.

All schools in the MAT have signed up to the local Fair Access Protocol. We have to admit any student who is the subject of a direction by the Secretary of State or allocated to us according to the Worcestershire Fair Access Protocol. In such cases we may exceed our Published Admission Number and these students take precedence over those on the waiting list.

In-Year Admissions in Existing Year Groups
Generally, students only transfer from one school to another when there has been a change of home address. Parents/carers are recommended to read the information provided by their Local Authority. If you feel that there are problems with your child's current school, you should attempt to resolve these with the Headteacher of that school before applying to transfer.

We welcome initial enquiries about in-year transfer by telephone to 01562 886213 or by email to office@haybridge.worcs.sch.uk. You may apply online for in-year transfer at https://www.worcestershire.gov.uk/schooladmissions where you can also see further information. You may use this online form to apply for in-year transfer to Haybridge even if you do not live in Worcestershire. If you are unable to apply online, please contact Worcestershire School Admissions on 01905 822700. When applying for in-year transfer, you must also ensure an Education History Form is completed by your child's current or most recent school. We are not usually able to consider applications which do not include the Education History Form.

Worcestershire County Council co-ordinate all in-year transfer applications to Worcestershire schools. The co-ordinated admissions schemes can be viewed at https://www.worcestershire.gov.uk/schooladmissions. All schools in the MAT take part in the local authority's coordinated scheme for in-year admissions.

Haybridge intends to hold waiting lists for any oversubscribed year group after 1 September. Each term the waiting lists for each year group are re-compiled. Parents/carers must write to or email the Headteacher at Haybridge High School at the start of each new term if they wish their child's name to remain on the list. If a place becomes available, applications currently on the waiting list will be ranked according to our oversubscription criteria and an offer will be made to the child who ranks highest at that time. If you wish your application to carry forward to a new academic year in September, you must submit a fresh in-year transfer application no earlier than the summer half term.

When a place is offered for in-year transfer and there is no significant house move or reason for immediate transfer, admission may need to be deferred for up to a few weeks in order for Haybridge to obtain information from the student's previous school/s to facilitate our planning and provision mapping to meet the student's individual needs with a personalised learning experience. During this period it is the parent/carer's responsibility to ensure that the child receives appropriate education.

Application for places outside the normal age group

Parents/carers can request that their child be admitted outside of their normal age group, effective in a year group below or above their chronological age. Applications for entry to Year 7 for children outside this age group must be made as part of the co-ordinated process if possible; all other applications will be treated as in-year applications. Parents/carers must make it clear in their application that they are seeking a place outside the normal age group.

We may need to carry out an educational assessment to determine whether or not it is appropriate for the child to delay or accelerate their entry into the school and be taught outside their chronological age group. The Local Governing Body will make a decision based on the circumstances of each case.

Parental Responsibility

Should more than one parent/carer have parental responsibility for a child, both parents/carers should be in agreement over the preferences expressed prior to the application being submitted. Where more than one parent/carer submits an application for a child, or where there is a parent/carer not in agreement with the preferences, the local governing body legally has to comply with the preferences expressed. If the preferences expressed are not the same, then parents/carers will have to seek resolution and if necessary legal resolution. It may be necessary for the courts to determine which parent can make the final decision on schooling. Failure to ensure agreement prior to submission may result in a delay in an application being processed.

When submitting your application, as part of the terms and conditions, you will be required to confirm that parents/carers are in agreement with the preferences expressed. This will also apply to in-year transfer applications. If it is subsequently determined that agreement was not made prior to the application being submitted, it could result in the withdrawal of the offer of a place, if it is determined that the information supplied was intentionally misleading or fraudulent.

Appeals

The parents/carers of children who are unsuccessful in gaining a place at Haybridge High School may appeal to an Independent Appeals Panel. The procedures are in accordance with the Schools Standards and Framework Act 1998 and the School Admission Appeals Code effective from 1 October 2022. Please refer to the latest guidance published by the Department for Education on admission appeals at https://www.gov.uk/schools-admissions/appealing-a-schools-decision. You should also refer to the separate information on our website at http://www.haybridge.worcs.sch.uk/lower-apply.html which sets out our timetable and arrangements for appeals. Parents/carers considering lodging an appeal are strongly recommended to obtain all relevant information before deciding whether to appeal.

If you wish to appeal you should write, setting out **in full** your grounds for appeal, to the Clerk to the Local Governing Body **within 20 school days** of receipt of notification that your application was unsuccessful. You will receive at least 10 school days' written notice of the date of the appeal hearing but in exceptional circumstances you have the right to waive this notice.

Any additional evidence submitted after lodging an appeal must be in writing and **must be received by the school at least five school days before the hearing** to allow for efficient administration of the appeal. Information or evidence received after this deadline might not be considered at the appeal, or the appeal might need to be postponed.

For on-time applications for Year 7 entry, appeals will be heard within 40 school days of the deadline for lodging appeals. For late applications, appeals should be heard within 40 school days of the deadline for lodging appeals where possible or within 30 school days of the appeal being lodged. For in-year transfer applications, appeals will be heard within 30 school days of the appeal being lodged. Appeals lodged after the relevant deadline will be heard as soon as practicable.

Parents/carers are invited to attend the hearing of their appeal and make their case to the panel, although if this invitation is declined the appeal may be heard on the basis of written evidence only. You may be represented by or accompanied by a friend. You must inform the school in advance if you wish to call any witnesses or be represented at the hearing. You will be informed of the outcome of your appeal within five school days.

Only one appeal is permitted in respect of the same academic year. In exceptional circumstances only, the Local Governing Body may allow a second appeal to be heard if they have considered a second application because there is a significant and material change in circumstances, but they have refused this.

The statutory right to appeal does not apply if a place has been offered at the school in the usual year group for the child's age, but this is not the year group preferred.

The outcomes of appeals for Year 7 intake in previous years were:

Year	Number of Places	Appeals Lodged	Withdrawn/ mutually resolved*	Heard	Dismissed	Upheld
2021 intake	190	3	3	0	0	0
2022 intake	210	1	1	0	0	0

** "Mutually resolved" usually means that an appeal was lodged but before it was heard, the applicant was offered a place from the waiting list.*

Section 3. Oversubscription criteria

Where there are more applications than places students will be offered places in the following order of priority (for definitions of the words in bold, see the section below):

1. **Children Looked After and previously Children Looked After, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.**
2. **Children of staff to include teaching and non-teaching staff.**
3. Students whose **home** is within the **catchment area** of the school.
4. Students with a **sibling** on roll at Haybridge.
5. Students who are on roll at a **feeder school**.
6. Students whose **home** is nearest the school by the shortest straight line distance.

Applications will be further ranked within each category according to the above criteria. For example, Applicant A who lives in catchment and has a qualifying sibling will take precedence over Applicant B who lives in catchment but who does not have a qualifying sibling (even if Applicant B attends a feeder school and/or lives nearer).

Note: Eligibility for any category which is met at the time of application must apply at least until the closing date for applications for such eligibility to remain valid. When applying for Year 7 at the normal time of transfer, parents/carers must amend their application if their circumstances change between application and the deadline on 31 October, for example change of address or school.

Any change to circumstances at any time which affects eligibility for any oversubscription category must be notified without delay to the Local Authority and to Haybridge.

Definitions

Children Looked After and previously Children Looked After, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
"'Looked after" means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state case as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

Children of Staff
In order to qualify under this category, the applicant's parent/carer must have been either:
(a) continuously employed to work at Haybridge High School and Sixth Form on a permanent (not casual or fixed-term) contract for a period of at least two years at the date of application, in either a teaching or non-teaching capacity; or:
(b) recruited to fill a vacant teaching or non-teaching post for which there is a demonstrable skill shortage;
and in either case must be expected, at the closing date for applications, to remain in employment at Haybridge High School and Sixth Form at the date of admission of the applicant. The member of staff must live at the same **home** address as the applicant and have legal parental responsibility for the applicant.

If you wish to claim eligibility under this category you must write separately to the Headteacher of Haybridge when you submit your application.

Catchment Area
Our catchment area is defined on the map which may be viewed at the school on request and which is available on the school website at www.haybridge.worcs.sch.uk or from School Admissions at Worcestershire County Council.

If you wish to check whether your address falls within the catchment area for Haybridge, you may also visit https://www.worcestershire.gov.uk/schooladmissions and use the on-line postcode catchment area checker.

While there is no guarantee of a place for children living in our catchment area, in some previous years places have been offered to all applicants living in catchment who submitted a valid application by the appropriate deadline for transfer at the normal time into Year 7.

Sibling
Applicants who have a sibling on roll at Haybridge at the time of application who would still be on roll at the time of admission may claim a sibling connection. Siblings are defined as brothers or sisters who share at least one birth or legally adoptive parent, or who have birth or legally adoptive parents living at the same **home** address as partners. Children who are brought together as a family by a civil partnership and who are living at the same address are also considered to be siblings. In order to claim a sibling connection, applicants must live at the same **home** address as the sibling. There is no guarantee of a place at Haybridge for applicants who have qualifying siblings on roll.

The Local Governing Body of Haybridge cannot guarantee that a place can be offered to every child of a multiple birth if insufficient places are available. If it is not possible to make an offer for all children, the Local Governing Body will randomly allocate the place(s) available.

Feeder School
Our feeder primary schools are Belbroughton Church of England Primary School, Blakedown Church of England Primary School, Clent Parochial Primary School, Hagley Primary School and Romsley St Kenelm's Church of England Primary School. Applicants must be on roll at one of these schools at the time of application to qualify under this category. There is no guarantee of a place at Haybridge for applicants attending a feeder primary school.

Home
Home is defined as the only or main permanent residential address at the closing date for applications where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child.

Where parents/carers have shared responsibility, for example usually as a result of separation or divorce, the child's home address will usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (eg three or more days out of five Monday to Friday during term-time) and who has main responsibility for the child. Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address used will be determined by random selection (lottery). Someone totally independent of the local governing body will supervise this process.

Places cannot be offered on the basis of a possible future address. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission and that any previous home has been permanently relinquished. Applications considered by the Local Governing Body to use an invalid address may be rejected and while a further application may be submitted from an alternative address, if this is received after the closing date it will be placed below all on-time applications in accordance with our policy on late applications. An offer of a place at Haybridge High School may not be made, or may be withdrawn, if acceptable proof of residence is not provided when requested. **House moves**: parents/carers must apply from the **home** address where they and the child live at the date of application and must amend their application address if they move **home** between application and 31 October. **Changes of address after 31 October will not usually be taken into consideration by Haybridge for the purposes of offers made on 1 March.** Changes of address after 31 October may, at the Governors' discretion and if supported by appropriate evidence, be taken into consideration for the purposes of the waiting list which will be compiled after 1 March. See also the section on Late Applications on page 3.

For children of UK service personnel with a confirmed posting, or crown servants returning from overseas, we will allocate a place, as long as one is available, in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. We may require documentary evidence of the intended address in order to establish how the application meets our oversubscription criteria, for example catchment area and/or distance from home to school. Parents/carers of service children may, if they wish, provide this evidence of their intended address in the form of an official letter that declares a Unit or quartering address which may be taken as the home address for a service child. For children of UK service personnel or crown servants, we will not refuse to process an application and will not refuse a place, where one is available, solely because the family do not yet have an intended home address or do not yet live in the area.

If applications have to be ranked according to distance from home to school, the measurement will be taken using GIS software from the geocode point for each property to the geocode point for the school. In the unlikely event of this software not being available due to circumstances beyond our control, we will use the most similar means available which will be consistently applied.

Where home addresses are within the same block of flats or apartments, the number of the flat or apartment will be taken into account, with lower numbers taking priority (eg Flat 1 or 1a takes priority over Flat 2 or 1b). In the event of equi-distant addresses, any place will be allocated by random selection (lottery). Someone independent of the local governing body will supervise this process.

Section 4. Useful contact details

Haybridge High School and Sixth Form
Tel: 01562 886213
Web: http://www.haybridge.worcs.sch.uk
Email: office@haybridge.worcs.sch.uk
Headteacher: Nicola Stanfield

Worcestershire School Admissions
Tel: 01905 844111
Email: schooladmissions@worcschildrenfirst.org.uk
Web: https://www.worcestershire.gov.uk/schooladmissions

Postcode catchment area on-line check (Worcestershire only)
Web: https://www.worcestershire.gov.uk/schooladmissions

SENDIASS: local information and independent advice on pupil admissions and transfers to schools including Special Educational Needs
Tel: 01905 768153
Email: sendiass@worcestershire.gov.uk
Web: http://www.hwsendiass.co.uk/

Transport Assistance
Free transport to school may be provided by the Local Authority in certain circumstances. Full details are available from your Local Authority. The contact details for Worcestershire are:
Tel: 01905 765765
Web: https://www.worcestershire.gov.uk/schooladmissions

The information contained in this policy is correct at the time of publication but amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the admission authority including information published by Worcestershire County Council.