

Admission Policy for entry to Year 7 at age 11 to Haybridge High School and Sixth Form in September 2010

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

This Policy contains four sections:

- **Introduction**
- **Admissions process**
- **Oversubscription criteria and definitions**
- **Useful contact details**

The Policy should be read in conjunction with the Information for Parents booklet published by Worcestershire County Council.

Section 1: Introduction

Haybridge is an 11-18 mixed comprehensive with 1,250 students (including 400 in the Sixth Form) serving an area of North West Worcestershire. Haybridge is accredited as a high-performing specialist school. It is a Technology College, with two second specialisms of Vocational and Sports College. Haybridge is a Training School and Leading Edge School.

Haybridge has Foundation status and the Governing Body is the admissions authority with powers to decide the arrangements for admitting students including the admissions criteria for Haybridge.

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 will endeavour to provide places for children who live outside the catchment area whose parents wish them to attend the school, provided that they can be accommodated within the published admission limits.

Pupils will be admitted at the age of 11+ without reference to ability or aptitude using the criteria below. The Published Admission Number for entry in Year 7 in September 2010 and subsequent years will be 168 unless changed in accordance with statutory procedures.

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

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 (Year 7) and all applicants should adhere to deadlines within that scheme. Full information on this scheme and the procedure for applications is contained in the Information for Parents booklet published by Worcestershire Local Authority. If you do not live in Worcestershire, you need to follow the procedure published by your own Local Authority.

Transfer packs are provided by your Local Authority in the Autumn term to parents of pupils in Year 6 at maintained Local Authority primary schools. Applications for all school places must be made on the Common Application Form (CAF) provided by your home Local Authority, with the opportunity to nominate schools, ranked in order of preference. For residents living in Worcestershire, transfer information and the CAF are also available on-line at www.worcestershire.gov.uk; the form is SA1. Once completed, the CAF, including on-line forms, must be received by your home Local Authority by their deadline.

If you have named Haybridge in any position of preference on the CAF, you should also complete a Supplementary Form to provide the additional information required by the Governors to place applications in order of priority according to this Admissions Policy. Haybridge High School's Supplementary Form is available from the school website and will be contained in the school prospectus. The Supplementary Form must be sent direct to Haybridge High School and must be received by the first working day in November prior to the year of intended admission.

Statement of Special Educational Needs

Children for whom a **Statement of Special Educational Needs** has been agreed naming Haybridge on the statement. Such students are automatically offered places at the school. Where places required by statemented students are known before the Admissions Committee meets, the number of students with statements naming this school will be deducted from the 168 places available to be offered. The Headteacher and Governing Body will consider each application for a statemented student individually and will respond if they consider that provision will be inadequate for the child's needs or if there is evidence that to admit the applicant would have a negative impact on the learning of other students.

Applying for Places

Haybridge High School welcomes applications from all parents or carers who wish their children to attend Haybridge. Students and their parents/carers who are considering applying are warmly invited to visit the school on our Open Evening for Year 6 students and their parents/carers in the October of the year prior to intended admission. Experience suggests that there will usually be more applications than places. The Governors have a Published Admission Limit of 168 places for Year 7. The following procedure for applications is designed to ensure that the Governors' Admissions Policy is applied as fairly and consistently as possible.

Procedure

All applications submitted to the home Local Authority naming Haybridge High School in any position of preference will be forwarded to the school. The Governing Body will rank all applications against the published Admissions Criteria. The Admissions Criteria for Haybridge are the same as that used by Worcestershire Local Authority.

Applications will be sorted in descending order according to the Oversubscription Criteria below (this is the same as that used by Worcestershire Local Authority). With only 168 places available, this number will be reached at varying levels each year, depending on the number and nature of applications received.

The deadline for receipt of applications published by the Local Authority must be adhered to and applications received after this date will be at a disadvantage in the event of oversubscription.

Supplementary Application Form

Parents/carers should complete the Supplementary Form, attach any independent supporting documentation, and return it to the school by the first working day in November. If you have any doubt about how to complete the Supplementary Form, or what information to include, please contact the Clerk to the Governing Body or the Admissions Officer at Haybridge High School who will be able to help you.

Where independent supporting documentation is required, please give whoever is providing this information enough time to complete it so that you can meet the deadline.

The Supplementary Form will be used only to assess whether an applicant meets the criteria under the "Significant Reason for Admission" category as defined in the Admissions Policy.

Late Applications

Applications made after the closing date as published in the Local Authority's co-ordinated admissions scheme will be dealt with in accordance with this Policy and will follow the procedure outlined in the Information for Parents booklet.

Offers of Places

The Governors' Admissions Committee will rank all applications received by the deadline in order of priority as described below. The names of applicants to whom places could be offered will then be provided to the Local Authority who, according to the Co-ordinated Scheme, will make offers. The offer of a place will be a single offer to you of a place at the school for which your child ranks highest, where a place is available; if it is possible to make a potential offer at more than one school, then the final offer will be for the school identified as your higher preference. If you have applied for but cannot be offered a place at Haybridge, you will be advised of your right to appeal within fourteen days of the date of the Local Authority posting the letter.

Firm offers will be made by the home Local Authority on the published date. Offers will not be made by Haybridge High School and parents/carers should not contact the school directly if they have not received an offer letter.

The Governors reserve their right to withdraw an offer of a place before the student is admitted to the school where it is found that:

- **the offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a student with a stronger claim; or**
- **where a parent/carer has not responded in writing to the offer within 14 days of the offer being made.**

If you withdraw your application for any reason 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 immediately in writing to the Headteacher and to Pupil Admissions and Transfers at your home Local Authority.

Waiting Lists

The parents/carers of students who are unsuccessful in gaining a place in the normal round of applications will have the student's name placed on a waiting list for a place at Haybridge High School irrespective of whether they make an appeal against the decision not to offer them a place. If a place becomes available, it will be allocated according to the oversubscription criteria listed below.

Please note that if you wish your child's name to remain on the waiting list for Year 7, you must write to the Headteacher at Haybridge High School at the start of each new term confirming that you wish your child's name to remain on the list. Parents/carers who have applied to be included on the waiting list will only be notified if a place becomes available which can be allocated to their child in line with the criteria published. Each waiting list is maintained strictly in order of the priorities in this Policy and not based on the date the application was added to the list. Therefore applications received after the allocation of places may receive a higher ranking than those who may have been on the list for some time if they have a higher priority in the oversubscription criteria.

We have to admit any student who is the subject of a "direction" by the Local Authority or allocated to us according to the local Fair Access Protocol and any such students take precedence over those on the waiting list.

In-Year Admissions for all Year Groups

Applications outside the normal round of admissions (that is, other than for a place in September for Year 7) will be considered strictly in accordance with this Policy.

If you wish to transfer your child to Haybridge from the same age group in another school, you must discuss the transfer with the Headteacher of the student's present school in the first instance. You should then complete the appropriate form available from your Local Authority (if you live in Worcestershire, the form is CA1) as well as Haybridge's Supplementary Form, and return these to the Headteacher at Haybridge. If your child currently attends a school in Worcestershire, the CA1 form must be signed by the Headteacher of his/her current school.

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 the Headteacher at Haybridge High School at the start of each new term confirming that they wish their child's name to remain on the list. If a place should become available, applications currently on the waiting list will be ranked according to our Oversubscription Criteria as described below and an offer will be made to the child who ranks highest at that time.

Entry to the Sixth Form at Haybridge High School

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

Appeals

The parents/carers of children who are unsuccessful in gaining a place at Haybridge High School may appeal to an Independent Appeals Panel. Parents/carers wishing to do this should contact in writing the Clerk to the Governing Body of Haybridge High School within fourteen days of receipt of notification.

The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code of Practice. Parents/carers may attend the hearing of their appeal and make their case to the panel.

Details of the number of applications, the number of appeals heard and how many of those were successful in gaining admission (Year 7 entry) are as follows:

Year	Number of Places	Number of Applications	Appeals Lodged	Withdrawn	Mutually Resolved	Total Dismissed	Total Upheld
2005 intake	168	344	52	3	8	36	5
2006 intake	168	319	27	0	9	14	4
2007 intake	168	363	37	3	4	27	3
2008 intake	168	306	17	5	1	10	1

Section 3. Oversubscription criteria

Haybridge High School is a popular school which has always been oversubscribed. The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place at the school in accordance with our main principle of admission as defined above in the Introduction. The Governors' Admissions Committee takes considerable time and the utmost care to ensure that the system is applied fairly.

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 on Definitions):

1. Relevant **Looked After Children**.
2. Students whose **home** is within the **catchment area** of the school.
3. Students with a **sibling** on roll at Haybridge at the date of application who is likely to remain on roll at the date of admission.
4. Students having a **significant reason** for admission.
5. Students who are on roll at a **feeder school** at the date of application.
6. Students whose **home** is nearest the school by the shortest available walking route.

Where there are too many applications from within the first category, applications will be given priority if they meet the conditions of the second category. If any places then still remain, applications will be given priority according to the third category, and so on.

In the event of a tie-break on distance from **home** then lots will be drawn for any available place.

Definitions

Relevant Looked After Children

As required by the Regulations of 2005 the school will give top priority to applications on behalf of children in public care ("Looked After Children") for whom the school is deemed to be appropriate; this means students who are in the care of a Local Authority or who are provided with accommodation by an Authority in accordance with Section 22 of the Children Act 1989. Such children must be Looked After at the time of the application for admission and must still be Looked After at the time of admission.

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 Pupil Admissions and Transfers at Worcestershire County Council. Proof of residence may be required. The offer of a place may be withdrawn if acceptable proof of residence is not provided when requested.

In the event of a school catchment area change being approved, students who would still have a **sibling** connection (as defined in our policy) at the time of admission and who are identified as living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved, are included in this category.

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

While there is no guarantee of a place for children living in our catchment area, it has been the case in the last few years that places have been offered to most or all applicants resident in catchment. This cannot be relied upon for the future as demographic and other changes may make it less likely.

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. In order to claim a sibling connection, applicants must live at the same address as the sibling (see also **Home** below).

The Governing Body of Haybridge will endeavour to treat applicants who are twins or children of other multiple births with consideration when considering their ranking in the event of oversubscription but cannot guarantee that a place can be offered to every child of a multiple birth if insufficient places are available. In the event of parents submitting applications for more than one child of the same birth date, should an offer be made for one place the parent must decide which child will accept the place.

Significant Reason for Admission

To be considered under this category it has to be shown that only Haybridge can meet the medical, social or compassionate needs of the applicant. Parents/carers are required to produce a medical certificate or other appropriate supporting information from an independent source. A claim for "significant reasons" will not be considered unless independent supporting information is attached to your Supplementary Application Form when submitted. The validity of any such claim will be determined by the Admissions Committee of the Governing Body.

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.

Home

Home is defined as the address where the student usually lives at the time of application and which is the address of the parent who receives Child Benefit for the student. Documentary evidence may be required.

Places cannot be offered on the basis of a possible future address. If you move house after the closing date for applications but before 30 January (for example, a move into the catchment area from outside), this may be considered as your new address in certain circumstances in accordance with the Local Authority's co-ordinated admission scheme. However, you must provide acceptable documentary evidence to the Governing Body of Haybridge High School by 30 January, including evidence that you have exchanged contracts to buy your new home or taken out a new tenancy and either exchanged contracts on the sale of your old home or given up the tenancy of your old home.

If applications have to be ranked according to distance from home to school, the measurement will be taken from the front entrance of the student's home (front door) to the nearest school entrance along a road or made-up footpath. Measurements may be made using software commonly used for such purposes or by other means. 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).

Section 4. Useful contact details

Worcestershire Pupil Admissions and Transfers

Tel: 01905 765765

Web: www.worcestershire.gov.uk/admissions

Postcode catchment area on-line check

Web: www.worcestershire.whub.org.uk/home/wcc-edu-sch-catchment

Parent Partnership Service (information and independent advice on pupil admissions and transfers to schools)

Tel: 01905 727940

Web: www.ppsworcs.co.uk

Haybridge High School and Sixth Form

Tel: 01562 886213

Web: www.haybridge.worcs.sch.uk

Email: office@haybridge.worcs.sch.uk

Headteacher: Ms Caroline Hoddinott

Haybridge High School and Sixth Form

Supplementary Application Form 2010 – Entry to Year 7

This form will be used only to assess whether an applicant meets the criteria under the “Significant Reason for Admission” category as defined in the Admissions Policy.

Student's First Name:	
Student's Middle Names (if applicable):	
Student's Family/Surname:	
Student's Date of Birth:	
Student's Current School:	

Student's Address
Post Code:

Parent/carer's address if different from above:
Post Code:

Please describe any medical, social or compassionate grounds for admission in this box . The validity of such reasons will be determined by the Governors' Admissions Committee. Parents/carers will need to show that attendance at Haybridge High School, as opposed to any other school, is essential and that only Haybridge High School can meet the medical, social or compassionate need of the young person.
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Parents/carers should detail in this box (and securely attach) any supporting information (e.g. medical or from another appropriate independent source) to this Supplementary Application Form when it is submitted.
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N.B. A student with a Statement of Special Educational Needs will be offered a place if Haybridge High School is named in the Statement and provided that the Local Authority has observed the proper procedures with regard to its duty to fund such a statement.

Please return this form to Haybridge High School by the first working day in November.