

## **FARLINGAYE HIGH SCHOOL – Admissions Policy for entry 2022/23**

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. 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 of children living in Suffolk should apply online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or submit a Normal Year of Entry Application Form (CAF1), available from their child's primary school or from the LA Admissions Team, no later than the national closing date of 31<sup>st</sup> October. Parents of children who don't live in Suffolk should contact their LA on how to apply. Offer letters will be issued on the National Offer Date of 1<sup>st</sup> March or the next working day. 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 co-ordination, available from the LA Admissions team or from the website [www.suffolk.gov.uk/admissions](http://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: 0345 600 0981 or [admissions@suffolk.gov.uk](mailto:admissions@suffolk.gov.uk)*) 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 308 children. This is the Published Admission Number (PAN) for that year group and has increased from a published PAN of 297 in 2021/22. This increase will allow the academy to do more to meet the demand for places from its catchment area. In the event that more than 308 applications are received, the oversubscription criteria will be applied to determine priority for places. The list below gives order of priority:

1. Governors have a statutory duty to admit applicants with an Education, Health and Care plan where this school is named.
2. 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).

(Note regarding '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 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.

3. Children of staff employed by the school in the following circumstances:
  - a) where the member of staff has been employed for two or more years at the time the application for admission to the school is made or
  - b) where the member of staff is recruited to fill a vacant post for which there is a skill shortage.

Staff using this criteria to apply for a school place for their child must complete the appropriate Supplementary Information Form found on the school website.

4. Children who are ordinarily resident in the catchment area who have siblings attending the school.

Definition of ordinarily resident:

*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. Do not 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 would obviously 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 address 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.*

Definition of catchment area: That area which is shown on the catchment area map for Farlingaye High School at [www.suffolk.gov.uk/school-catchmentareas](http://www.suffolk.gov.uk/school-catchmentareas) and those streets and postcodes listed at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). This detail can also be found on the school website.

*Definition of Siblings: The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.*

*Siblings must be 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 on the Normal Year of Entry application form (CAF1).*

5. Children who are ordinarily resident in the catchment area who have no siblings attending the school.
6. 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.

7. 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 tiebreaker 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 school 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 school 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 full 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.

### **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 Education Appeals Office will endeavour to arrange all late independent appeal panel hearings at the same time. However, if this is not possible, late appeal applications will be heard within 30 school days of the appeal being lodged.

### **In-Year applications**

The admission authority (school) will manage in year admissions. The application form ADM1, for in year admissions, is available on the school website. You should complete the form and send it to the school directly. Should you be a member of school staff applying for a place for your child, you should also complete the supplementary information form (SIF). This form is also on the school website.

We will consider your application and let you know whether we can offer your child 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 write to all successful and unsuccessful applicants within 10 working days of receipt of the application form. We will also let you know how to appeal against the refusal of a place. The school will also inform the local authority admissions team of all decisions made.

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 current applications for that place, any applications that have been refused in the last 30 working days (excluding weekends and school holidays) and any applicants for whom an appeal has been lodged and is still to be heard.' Applications will be priority ordered according to the oversubscription

criteria and offered accordingly. Parents should stay in regular contact with the school to determine whether school places are available or likely to become available in year.

If a place has been made available for your child, you must take up that place by the date given in the offer letter. The school will put your child on roll by this date. If you fail to take up that place, it may be withdrawn and may be reallocated.

### **In Year Appeals**

If you are unsuccessful in gaining an in year admittance you have the right to appeal to an independent panel. This process will be managed by the Education Appeals Office. Information relating to this process will be sent to you by the school, with the 'refusal of place' letter. Please ensure that appeals papers, when completed, 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.

**Admission of Children Outside of their Normal Age Group** It is expected that children will normally be educated within their chronological year group. However, the academy admissions committee 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. The decision will take into account the views of the head teacher and governing body. The academy requires that a parent makes an application for their child's normal age group at the usual time, but enables them to submit a request for admission out of the normal age group at the same time

Requests have to be made in writing including, where relevant, any supporting evidence. For the normal admissions round requests will need to be received at the academy before the national closing date of 31 October. An application should be made at the same time to the Local Authority.

The academy 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.

### **6th Form admissions**

All Sixth form admissions are managed by the academy.

Entry for all internal and external students will be subject to individuals meeting the deadline for application, grade entry requirements for sixth form and the specific grade entry requirements for the separate courses they wish to pursue, each as published in the prospectus for that year of entry.

Any admission for students who apply after the application deadline date will take account of the total number of students in year 12 and year 13 and the number of students in each class applied for. The admission authority is not obliged to admit any student solely on the basis of the 'Raising the Participation Age' legislation.

Our Published Admission Number for external students has been agreed with the Local Authority at 75 per year.

‘The Published Admission Number (for external students)...should be based on an estimate of the minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.’

References, or copies of latest reports will be sought for all candidates. Please note these will be used to help inform the guidance process and give best advice to all applicants, prior to results day. They will not be used to determine offers of places.

When there is oversubscription to sixth form courses, the following oversubscription criteria will apply:

In all cases the oversubscription criteria are;

1. Students ‘looked after’ or ‘previously looked after’ or with an ‘Education, Health and Care plan’ who meet the application deadline date and the course grade entry requirements
2. Students who meet the application deadline date and the course grade entry requirements
3. Students who do not meet the entry deadline date but do meet the course grade entry requirements

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