

HARLINGTON UPPER SCHOOL

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ADMISSIONS CRITERIA WITH EFFECT FROM SEPTEMBER 2018

Principles

The Governors are committed to continuing the present admissions policy for the school with respect to its comprehensive character, age range and traditional catchment area. They reserve the right, however, to respond to changes instituted by national and local authority initiatives. The following arrangements with respect to admissions from September 2018 onwards will apply to all applications.

Children will be admitted to Year 9 at age 13 without reference to ability or aptitude. The number of intended admissions will be 300.

If the number of applications for places exceeds the number of places available the following criteria will be applied, in the order set out below, to decide which children to admit.

1. All 'looked after' children or children who were previously 'looked after' (see definitions).
2. Children living in the catchment area (see definition) with siblings at the school (see definition of sibling).
3. Other children living in the catchment area (see definition).
4. 'Very exceptional' medical grounds (see definition).
5. Other siblings (see definition).
6. Children attending feeder middle schools (Arnold, Parkfields, Robert Bloomfield).
7. Any other children.

Notes

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the child lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the child's home to the entrance to the front car park. The Local Authority will not give priority within each criterion to children who meet other criteria. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the School Admissions Team database to allocate the place.
2. The Local Authority will normally offer a place at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a child moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest school or academy which caters for children of the same age and has places available.
3. Children who have a Statement of Special Educational Needs or an Education, Health and Care Plan are required to be admitted to the school which is named on

the statement/plan, even if the school is full. Children identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

Definitions

'Looked after' children

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

Previously 'looked after' children

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Catchment area

Children whose home address (see definition) is in the parishes of: Barton, Beadlow / The Baulk, Chalgrave, Chalton, Clophill, Eversholt, Fancott, Flitton, Gravenhurst (excluding Old Mill Lane in parish of Shillington), Greenfield, Harlington, Milton Bryan, Pulloxhill, Ridgmont only Beckerings Park Farm in HUS catchment, Sharpenhoe, Silsoe, Steppingley, Streatley, Sundon, Tebworth, Tingrith, Toddington, Upper Sundon, Westoning and Wingfield.

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner, and in every case the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

'Very exceptional' Medical Grounds

'Very exceptional' medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Governors reserve the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother or sister or other relative/childminder.

Home Address

A child's home address will be regarded as the address of the parent / carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents / carers at more than one address, the address used to allocate a school place will be the one at which the child is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official

documentation, e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

The parents of Year 8 children due to transfer to an Upper School in September 2018 will receive information about applying for a school place. Parents **must** apply to the Local Authority in which they live. Parents living in Central Bedfordshire or Bedford Borough can apply using the online application system for the Local Authority in which they live. When completed, the form must be returned by the specified date.

The allocation of places will take place after this deadline and parents will be notified on the national offer day in early March 2018, by their home Local Authority of whether their applications have been successful. Parents, who make applications after the official deadline, even if they live in, or move into one of the catchment area will **not** be entitled to automatic places if this would mean exceeding the Published Admission Number.

Whilst admission will normally be into Year 9 or into Year 12, children may be admitted to Year 10 and Year 11 where there are vacancies (i.e. less than 300 on roll in the year group concerned). The above criteria will apply in these circumstances.

Requests for admission into other year groups should be made direct to the school. The form is available from the school or Local Authority. .

If your child is attending an independent school, please contact the school for further information

The Published Admission Number for September 2018 is **300** places.

Waiting Lists

Any pupil refused a place will be placed on a waiting list, which will be prioritised in accordance with the admissions criteria. Waiting lists for the normal year of entry will be maintained until the end of the academic year.

Admission of children outside their normal age group

Parents who want their child to transfer to the next phase of school out outside of their normal age group must make the request in sufficient time for it to be considered before the application deadline.

Parents/carers need to make their request in writing to the academy trust via the Principal who will then consider the request, making their decision on what they determine as in the best interests of the child. The request should include the parent's reasons for the request, information regarding the child's academic, social and emotional development, including any supporting evidence the parent deems relevant and whether the child has previously been educated outside their normal age group. Once determined the decision will be communicated by the academy to the parent(s)/carer(s) in writing and will include the reasons for the decision.

Requests which have been granted must be followed up by a formal application to the Local Authority using the appropriate paper application form within the admission timetable. The application will be considered within the normal allocation process under the relevant admission criterion.

APPEALS

Parents who may wish to appeal against non-admission will have the right of appeal to an **Independent** Appeals Panel. The decision of the Appeals Panel will be binding. Details of admissions and appeals arrangements will be published each year.

SIXTH FORM ADMISSION ARRANGEMENTS

ADMISSIONS CRITERIA WITH EFFECT FROM SEPTEMBER 2018

Principles

The Governors are committed to maintaining the present policy for Year 12 admissions into the school with respect to its comprehensive character and age range. Students who are currently at other schools will be admitted to Year 12 at age 16 without reference to ability or aptitude. However **acceptance onto individual courses of study will be dependent on students meeting specific course entry requirements, as outlined in the Sixth Form Prospectus, and the viability of the course.** They reserve the right, however, to respond to changes instituted by national and local authority initiatives.

The anticipated Sixth Form capacity (Year 12 and Year 13) will be 380 children.

The following arrangements with respect to admissions from September 2018 onwards will apply to all applications. The minimum number of external admissions for children to join the Sixth Form from other schools will be 10.

If the number of external applications exceeds the number of places available the following criteria will be applied, in the order set out below, to decide which children to admit.

- (a) All 'looked after' children or children who were previously 'looked after' (see definitions).
- (b) Children whose home is in the catchment area (see definition).
- (c) Siblings of children currently attending the school and likely to remain in the school the following year.
- (d) Any other children.

Notes

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the child lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the child's home to the entrance to the front car park. The Local Authority will not give priority within each criterion to children who meet other criteria.
2. Children who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Children identified for admission through the Fair Access Protocol will also be admitted even if the school is full.
3. The Governing Body does not guarantee to offer places to children who live in the catchment area or who move into the catchment area outside the normal admissions round (or after the allocation has begun) if this would mean exceeding the admission number.
4. Parents not offered a place are kept on a waiting list to be re-allocated if places become available. The waiting list for places in Year 12 will be maintained until 15 September of the term following the normal admission date of Year 12 children.

Definitions

'Looked after' children

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

Previously 'looked after' children

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Catchment area

Children whose home address (see definition) is in the parishes of: Barton, Beadlow / The Baulk, Chalgrave, Chalton, Clophill, Eversholt, Fancott, Flitton, Gravenhurst (excluding Old Mill Lane in parish of Shillington), Greenfield, Harlington, Milton Bryan, Pulloxhill, Ridgmont only Beckerings Park Farm in HUS catchment, Sharpenhoe, Silsoe, Steppingley, Streatley, Sundon, Tebworth, Tingrith, Toddington, Upper Sundon, Westoning and Wingfield.

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner, and in every case the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

Home Address

A child's home address will be regarded as the address of the parent / carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents / carers at more than one address, the address used to allocate a school place will be the one at which the child is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation, e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

An application to 'Transfer into the Harlington Sixth Form Application Form', will be available from Harlington Sixth Form office for all parents of children seeking to transfer to the Harlington Upper School Sixth Form in September 2018. When completed, this form must be returned to the Harlington Upper School Sixth Form Administrator by the deadline date of **22 January 2018**.

The allocation of places will take place after this deadline and parents will be informed on the national offer day in early March 2018 whether their applications have been successful. Parents, who make applications after the official deadline, even if they live in, or move into one of the catchment area parishes listed in criterion (b), will **not** be entitled to automatic places if this would mean exceeding the Published Admission Number.

The school will agree any changes to its Sixth Form admission arrangements with the Local Authority's Admissions Forum.

The Published Admission Number for intended new external Sixth Form Admissions for September 2018 is **10** places.

APPEALS

Parents who may wish to appeal against non-admission will have the right of appeal to an Independent Appeals Panel. The decision of the Appeals Panel will be binding. Details of admissions and appeals arrangements will be published each year.