

# Salendine Nook High School (Academy)

## Admission Policy 2023/2024 (Statutory)

<b>Date policy written:</b>	<b>September 2021</b>
<b>Produced by:</b>	<b>Craig Fenton</b>
<b>Approved by Governing Body:</b>	<b>Personal Development Behaviour &amp; Welfare 23.9.21</b>
<b>Review date:</b>	<b>September 2022</b>

The Academy is a non-selective, mixed secondary, 11-16 comprehensive school.

The Governing Body has responsibility for admissions and has agreed to a PAN of 275 in all year groups.

Kirklees School Admissions will co-ordinate normal round applications for entry at Year 7.

The Academy will co-ordinate and administer its own in-year applications.

### Entry at Year 7

To apply for a place at SNHS, an applicant must complete an online version of the Secondary Common Application Form (SCAF) supplied by their home Local Authority and return it as instructed. It is very important that the form is returned by the closing date given because forms received after this date will be treated as 'late'. Late applications are not dealt with until all those received on time have been through the application process.

Parents / Carers must list SNHS as one of their preferences of secondary schools on the SCAF.

If there are more applications than places available at the Academy, the oversubscription criteria will be applied.

### Over-subscription Criteria

There is no guaranteed place for any child in any of the priorities. If a place becomes available, it will be offered to children in the following order of priority:

1. Children in public care – looked after/previously looked after children
2. Children of staff employed by the Academy.
3. Children who live in the School's Priority Admission Area (PAA\*) who have an older brother or sister attending from the same address at the date of admission.
4. Other children who live in the school's priority admission area.
5. Children who live outside the school's PAA who have an older brother or sister attending from the same address at the time of admission.
6. Other children who live outside the school's PAA.

Salendine Nook High School will admit children with an Education, Health and Care Plan (EHCP) where the school is named in the EHCP subject to some important conditions. Any Admission which takes the school over PAN, must not be prejudicial to the efficient education of others and the deployment of the school's resources. Also, where the school is over PAN to the extent health and safety of compromised e.g. in practical subjects such as Design Technology, the school will notify SENDACT that it cannot admit students.

Notes:

Children in Priority 1 above may also be admitted above the Published Admission Number (PAN).

If the school cannot agree to requests for admission in Priorities 2 to 5 without exceeding the PAN, priority will be determined by numerical score. In some circumstances of admission and in accordance with the School Admissions Code (1.4, Page 9), the school may exceed PAN. Such decisions will be taken on a case by case basis at the discretion of the Governing Body.

For priority groups 3-6, where students are of the same priority grouping, rank ordering will be based upon distance from school. Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six figure National Grid Co-ordinates from the National Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.

- a. 'Live' means the child's permanent home at the date when applications close, or if a significant house move is involved, the latest reasonable date before the final allocation of places. It is expected that the allocation process will commence in January of each academic year.
- b. A Priority Admission Area means a geographical area determined by Kirklees in consultation with the governing body of the school.

If parents have any questions please contact School Admissions (who manage the new Year 6 to 7 intake admissions process on behalf of the school) on 01484 225007, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY.

There will be no selection based on ability.

#### Students with an Education, Health and Care Plan (EHCP)

The admission of students with an EHCP is dealt with by a completely separate procedure. This procedure is set out in the Children and Family Act 2014 which gave a new SEN Code of Practice (2014). Details of this are explained in the Special Educational Needs Code of Practice.

#### Pupils with disabilities

The school has a legal duty to be non-discriminatory towards students with disabilities and to provide equal access and opportunity to the curriculum. Every effort will be made to ensure that pupils with a disability are not treated less favourably and that reasonable adjustments are made, where appropriate, to avoid substantially disadvantaging groups who are disabled. We aim to foster positive attitudes towards disability within our community and enrich the lives of students by pursuing an inclusive approach for all students. A further statement of clarification is posted on the school website under the section on admission arrangements.

#### In Year Admissions

The school manages its own in year admissions. Applicants need to complete an ICAF to start this process and once received, notification will be given as to availability of places. In the event that a particular year group is full and a place refused, then an

offer to remain on a waiting list will be made. Applicants have the right of appeal which will be administered through School Admissions (contact details above). In some circumstances of admission and in accordance with the 2014 School Admissions Code (1.4, Page 9), the school may exceed PAN. Such decisions will be taken on a case by case basis at the discretion of the Governing Body.

### Notice of leaving or transfer

A note indicating that parents wish their child to leave the School is required well before the leaving date so that information may be forwarded to the new school. Parents should also complete the Kirklees 'In-Year Common Application Form' (ICAF). These forms are available from the school office.

### Appeals Process

Unsuccessful applicants may contact School Admissions for Year 7 pupils or the school for other Year Groups. You have a right of appeal to an independent Appeal Panel.

### Waiting List

As well as their right of appeal, unsuccessful applicants can apply to be placed on a waiting list. This waiting list will follow the order of over-subscription criteria set out above. The school is duty bound to keep a waiting list until 31 December each year.

### **Glossary**

#### **EHCP**

Education, Health and Care Plan

#### **ICAF**

In-Year Common Application Form

#### **PAA**

Priority Admission Area

#### **PAN**

Pupil Admission Number

#### **SCAF**

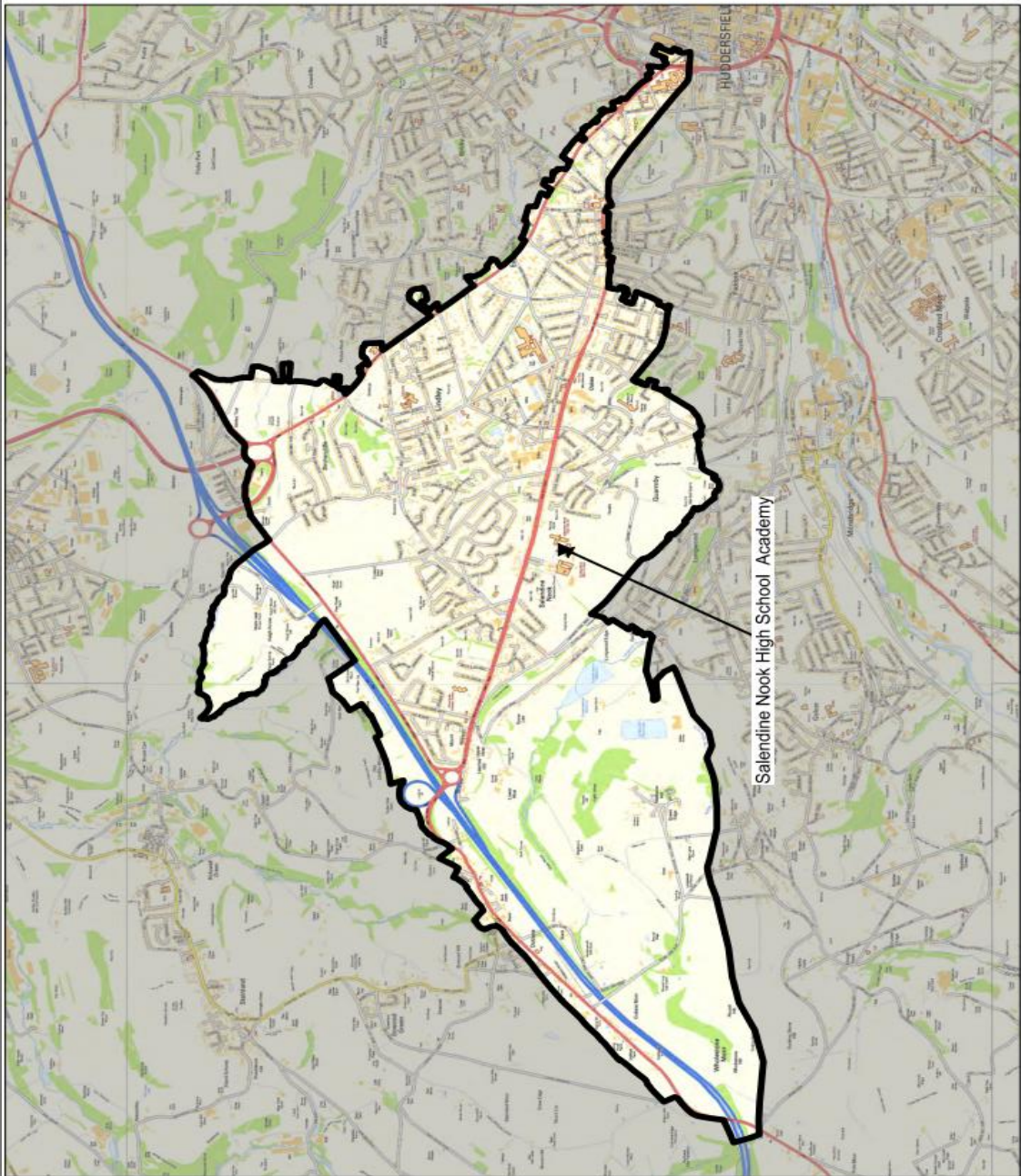
Secondary Common Application Form

#### **SEN**

Special Educational Needs

\*Pupil Priority Admission Area

Salendine Nook High School Academy



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