

# **Salendine Nook High School (Academy)**

## **Admission Policy for 2019/20 (Statutory)**

<b>Date policy written:</b>	<b>September 2018</b>
<b>Produced by:</b>	<b>Mrs S Johnson</b>
<b>Approved by Governing Body:</b>	<b>Curriculum &amp; Monitoring Committee 20.9.18</b>
<b>Review date:</b>	<b>September 2019</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 Year 7 Y 8. This will be reviewed on a yearly basis. The PAN for Years 9-11 will remain 267 for the academic year 2019/20.

Kirklees School Admissions will co-ordinate normal round applications for entry at age 11. The Academy will co-ordinate and administer their own in-year applications.

### Entry at 11

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

Although there is no longer a guaranteed place for any child in any of the priorities, places will be offered to children in the following order of priority:

1. Children in public care (Looked after children).
2. 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.
3. Other children who live in the school's priority admission area.
4. Children of staff employed by the Academy.
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.

Notes:

- a. Children in priority 1 above may also be admitted above the Published Admission Number (PAN).
- b. If we cannot agree to requests for admission in priorities 2 to 5 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.
- c. Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using seven-figure grid references for each address taken from Ordnance Survey data. The 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 derived from Ordnance Survey Land-Line data. For smaller, residential properties the grid reference denotes 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 0.1 metres.

- d. '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.
- e. 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 intake admissions process on behalf of the school) on 01484 225008 / Ground Floor, Civic Centre 1 North, High Street, Huddersfield. HD1 2NF

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).

### 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. Names

are normally taken off the list after a term but you will be contacted and you may request an extension to this.

### **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