

Salendine Nook High School (Academy)

Admission Policy 2023/2024 (Statutory)

Date policy written:	September 2022
Produced by:	Darren Christian
Approved by Governing Body:	DRAFT
Review date:	na

Contents

	Page
1. School Context	3
2. Entry at Year 7	3
3. Oversubscription Criteria	3
4. In Year Admissions	4
5. Notice of leaving or transfer	5
6. Appeals Process	5
7. Waiting List	5
8. Requests for admission outside of the normal age group	5
9. Withdrawal of an offer	5
10. Glossary	5
11. Priority Admission Area (map)	6

1. School Context

- 1.1 The Academy is a non-selective, mixed secondary, 11-16 comprehensive school.
- 1.2 The Governing Body has responsibility for admissions and has agreed to a Published Admission Number (PAN) of 275 in Year 7.
- 1.3 Kirklees School Admissions will co-ordinate the normal round applications for entry at Year 7.
- 1.4 The Academy will co-ordinate and administer its own in-year applications outside of the normal round of applications.

2. Entry at Year 7

- 2.1 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.
- 2.2 Parents / Carers must list SNHS as one of their preferences of secondary schools on the SCAF.
- 2.3 If there are more applications than places available at the Academy, the oversubscription criteria will be applied. Salendine Nook High School does not have a specific feeder school.

3. Oversubscription Criteria

- 3.1 There is no guaranteed place for any child in any of the priorities. The following order of priority will be applied when there are more applications than places available in Year 7:
 1. Children in public care. Looked after children. Previously looked after children¹.
 2. Children of staff employed by the Academy².
 3. Children who live in the school's Priority Admission Area³ (PAA) who have an older brother or sister attending from the same address at the date of admission⁴.
 4. Other children who live in the school's PAA.
 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 admission⁴.
 6. Other children who live outside the school's PAA.
- 3.2 Salendine Nook High School will admit all children with an Education, Health and Care Plan (EHCP) where the school is named in the EHCP. All children with an EHCP will be admitted prior to the application of the oversubscription criteria. This will reduce the number of places to other pupils.

Notes:

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

- ² where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and / or b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
- ³ A Priority Admission Area (PAA) or catchment area is the geographical area from which children may be afforded priority for admission to Salendine Nook High School. This area determined by the Governing Body in consultation with Kirklees LA. It is shown on page 6 of this document.
- ⁴ For over-subscription criteria 3, 4 and 5, this also includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.
- 3.3 If the school cannot agree to requests for admission in Priorities 2 to 6 without exceeding the PAN, priority will be determined by distance is measured in a straight line from a child's 'live' or current home address⁵ to the school for each oversubscription group. 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. In the event where the criterion and distant measured is tied, the use of centimetres will be put in place. 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.
- ⁵ '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.
- 3.4 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.
- 3.5 There will be no selection based on ability.

4. In Year Admissions

- 4.1 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. If 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 for year 6 into 7 appeals and directly with the school for year 7 – 11 in year admission. 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.

5. Notice of leaving or transfer

- 5.1 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 or school website.

6. Appeals Process

- 6.1 Unsuccessful applicants may contact School Admissions for Year 7 pupils or the school for other Year Groups. This is available via the school website or directly from the school reception. You have a right of appeal to an independent Appeal Panel.

7. Waiting List

- 7.1 As well as their right of appeal, unsuccessful applicants will be placed on a waiting list. SNHS will maintain a clear, fair, and objective waiting list until at least 31 December of each school year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received, or their name was added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

8. Requests for admission out of the normal age group

- 8.1 A request for admission out of the normal age group maybe considered under the following situations:
- The student has a medical reason that may have hindered progression in their normal age group.
 - The student has an EHCP that states that they must be placed in a year group outside their normal age group.
- 8.2 The Principal will have a final decision as to whether to admit any student outside of their normal age group.

9. Withdrawal of an offer

- 9.1 An offer may be withdrawn in the following situations:
- The student does not attend school. If a start date is agreed and the student fails to attend.
 - Failure to sign the home school agreement
 - Submission of false information

10. Glossary

- 10.1 EHCP -** Education, Health and Care Plan
10.2 ICAF - In-Year Common Application Form
10.3 PAA - Priority Admission Area
10.4 PAN - Pupil Admission Number
10.5 SCAF - Secondary Common Application Form
10.6 SEN - Special Educational Needs

11. Priority Admission Area

