POLICY DOCUMENT No P01

DEBENHAM HIGH SCHOOL

A Church of England High Performing Specialist Academy

ADMISSIONS POLICY – 2027/28

This policy is reviewed annually in line with the School Admission Code

History of Document

Issue No	Author/Owner	Date Written	Approved by Governors on	Comments
Issue 1	Richard Boulter	Feb 11	1 Feb 2011	Amended by Governors and Trust
Issue 2	Richard Boulter	Oct 11	29 Nov 2011	Amended by Governors
Issue 3	Richard Boulter	Mar 11	19 June 2012	Updated,to comply with DfE and SCC
Issue 3A	Richard Boulter	Sept 12	9 Oct 2012	Minor amendments
Issue 4	Richard Boulter	Mar 13	30 Apr 2013	Minor amendments
Issue 5	Richard Boulter		25 Feb 2014	Review. No changes
Issue 6	Richard Boulter		15 Sep 2014	Review. No changes
Issue 7	David Carruthers		7 Oct 2014	Review. Clarity added
Issue 8	David Carruthers			Updated following consultation
Issue 9	David Carruthers		3 Dec 2015	Review. No changes
Issue 9b	David Carruthers	Jan 16		Updated following consultation
Issue 10	David Carruthers		4 Oct 2016	Review. No changes
Issue 11	David Carruthers		3 Oct 2017	Minor amendment
Issue 11a	David Carruthers			Minor amendment to definition
Issue 12	David Carruthers		3 Oct 2018	Review. No changes
Issue 13	David Carruthers		2 Oct 2019	Minor amendment to layout
Issue 14	David Carruthers		6 Oct 2020	Amendment to ranking
Issue 15	David Carruthers		5 Oct 2021	Review. No changes
Issue 16	David Carruthers	Sept 22	4 Oct 2022	Review. No changes
Issue 17	David Carruthers	Sept 23	3 Oct 2023	Minor amendment to pyramid primary schools
Issue 18	David Carruthers	Sept 24		Review. No changes
Issue 19	Helena Tiernay	Sept 25		Priority Change for HoSET schools & Pyramid

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1. Introduction

The County Council is responsible for co-ordinating the admission arrangements for all Community, Voluntary Controlled, Voluntary Aided, Foundation, Trust schools, Academies and Free schools in Suffolk. As an Academy, the Governing Body of Debenham High School (DHS) is responsible for its admissions and has a statutory duty to consider all applications where DHS is named as a preferred school. This admission policy will be reviewed annually by the governors following consultation with the Academy Trust members and, if changes are proposed, the county council, diocesan authorities and parents.

The Governing Body has agreed the Published Admission Number (PAN) of 125 for each year in the school. Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.

2. Definitions

a. 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. If you 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 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 is required) 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. Gypsy, Roma or Traveller children will be considered as 'ordinarily resident'.

For children of UK service personnel with a confirmed posting or Crown servants (Officers employed by departments of the UK Government, such as FCO, DFID, UKVi, UKTi) returning from overseas to live in the area, we will allocate a school place in advance of the family arriving in the area, provided their application is accompanied by an official letter (Official Government letter issued by a Government department, e.g. FCO, DFID, UKVi, UKTi) declaring a relocation date.

b. Sibling

By sibling we mean:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by a parent's marriage
- Children living at the same address whose parents are living as partners at this address

c. Regular Worship of a family member

Regularly worship is defined as attendance on average at least once a month for a least the last six months at a Christian church which is a member of Churches Together in Britain and Ireland or of the Evangelical Alliance. The "families" means one or both parents/carers/guardians.

d. Schools within The Heart of Suffolk Education Trust

- Creeting St Mary Church of England Primary School
- Worlingworth Church of England Primary School
- Any further schools which are part of the Trust as of 31st October 2027

e. Pyramid Primary Schools

- Bedfield Church of England Primary School
- Earl Soham CP
- Helmingham CP
- Sir Robert Hitcham CEVAP, Debenham
- Stonham Aspal CEVAP
- Trinity CEVAP
- Wetheringsett Church of England Primary School

f. Distance from the school

We will measure the distance by a straight line ('as the crow flies'). All straight-line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates 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.

In the unlikely event of two or more applicants who live the same distance from the school competing for a single place, a random allocation process will be supervised by someone independent of the school.

3. Admission Priorities

If the number of applications for Debenham High School is greater than our 125 PAN, we use our admissions oversubscription criteria to decide who gets a place.

The following admissions oversubscription criteria show the order of priority for places at Debenham High School. These criteria will be applied according to the circumstances existing at the specified closing date.

In order that the Governors have legitimate information on which to base a decision, applicants are asked to complete a Supplementary Information Form (SIF) (see Appendix B) if their application refers to this category. These forms are available at the school or from the Local Authority. Completion of a SIF is NOT a valid application in itself – the CAF1 or ADM1 for in-year applications must be completed by hand or online to make a valid application for a place.

Governors have a statutory duty to admit applicants with an Education, Health and Care plan (EHCP), where this school is named as being the best able to provide the most appropriate educational provision for the named child.

1. Children who are 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), including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

   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's 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.

   Children adopted from state care outside of England: A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society and ceased to be in state care as a result of being adopted.

Places will be awarded on the basis of the following criteria and priorities:

2. Children of families who are ordinarily resident in the school's catchment area (see Appendix A; also available from the Local Authority's Admission Team).

   Those within catchment will be sub-ranked with the following priority:
   a. Those who have a sibling who will still be attending the school at the time of admission.
   b. Those who regularly worship or whose families regularly worship.
   c. All other in-catchment applicants ranked by distance from the school.

3. Children of families who are not ordinarily resident in the school's catchment area (see Appendix A; also available from the Local Authority's Admission Team).

   Those not ordinarily resident in catchment will be sub-ranked with the following priority:
   a. Those who have a sibling who will still be attending the school at the time of admission.
   b. Those who regularly worship, or whose families regularly worship.
   c. If the parent or guardian of a child is a member of staff at Debenham High School and the member of staff has either been employed for a minimum of two years at the time at which the application for admission to the school is made; and/or has been recruited to fill a vacant post for which there was a demonstrable skill shortage.

d. Those children who attend one of the Schools within The Heart of Suffolk Education Trust (but who do not reside in the school's catchment area).
e. Those children who attend one of the designated Pyramid Primary Schools (but who do not reside in the school's catchment area).
f. All other beyond catchment applicants ranked by distance from the school.

If the final place available at the school is offered to a twin, triplet etc and the remaining siblings would be ordinarily refused, the Governors will offer places to the remaining sibling(s) at the same school. It is not the Governors' policy to separate twins or triplets.

4. Applying for a place in the School at any other time

Applications should be made on the ADM1 and then sent by the applicant directly to us at the school. (We recommend that this is sent by recorded delivery and that if sent electronically, a receipt is received. Available places will be allocated in the order that the School receives applications. If two or more applications are received for a single place at the same time then the Admission Priorities criteria laid down in section 2 of this Policy (A1 to B5) will be applied. Once a place is offered and accepted the school will only hold this place for one term from the date of the offer.

5. Application Procedures

a. Applications for Year 7 places

Applications for these places must be made on the Local Authority's Normal Year of entry application form (CAF1) together with a Supplementary Information Form (SIF) if necessary. The CAF1 can be obtained from the Local Authority or can be completed online at www.suffolk.gov.uk/admissions. Completed forms should be returned, in all cases, to the Local Authority by the date designated by them. Applicants will be notified of the result of their application directly by the Local Authority. The national closing date for applications for the following September is 31 October and the national offer date is 1 March or the next working day. Further information can be found in the Local Authority publication – Admissions to Schools in Suffolk.

b. Applications in-year or for admission to Years 8, 9, 10 or 11

Applications should be made on the ADM1 which should be sent directly to us. Available places will be allocated in the order that the School receives applications. The school will then convene a meeting or communicate with 3 governors from the Admissions Committee to consider the application. If the year group has vacancies, ie has less than 125 pupils, the application will normally be accepted. Upon receipt of an in-year application, the admission authority...should aim to notify the parents of the outcome of their application in writing within 10 school days, but they **must** be notified in writing within 15 school daysof receiving the application form. If your application for a school place is refused, we will not consider a further application for a place in the same school in the same academic 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.

c. Waiting List

The school keeps a waiting list of those unsuccessful in their initial application for Year 7 entry. Names are placed on the waiting list according to the Admission Priorities set out in section 2 above. Each

admission authority **must** maintain a clear, fair, and objective waiting list until at least **31 December** of each school year of admission, stating in their arrangements that each added child will require the list to be ranked again in line with the published oversubscription criteria.Names can be added until this time.

The order of children on the waiting list will not remain static; it will change as circumstances change, for example due to withdrawals or additional applications.

Parents/carers must inform the school if their address changes as their child's place on the waiting list may be affected.

Having your child's name on the Debenham High School waiting list will not alter your right to appeal for a school place in any of the schools you have applied for.

The school will offer places that become available in accordance with the Admission Priorities laid down in section 2 above and not on the basis of the date on which names were placed on the list.

The school will not hold a waiting list for applications for school places in-year or for those entering Years 8-11.

6. Out of Normal Age Group Requests

It is expected that children will normally be educated within their normal age group (chronological year group). However, we 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.

You can make a request to the school in writing. This will need to include, where relevant, any supporting information about why the child should be admitted out of their normal age group.

When considering the request this will include, but is not limited to, taking account of the parent's views; information about the child's academic, social, and emotional development; whether the child has previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Any evidence in respect of these or any other reasons can be submitted. Where relevant, consideration can be given to the child's medical history and any evidence from a medical professional involved with the child's care or treatment such as:

- a speech and language therapist
- an occupational therapist
- a social worker
- a paediatrician
- the child's nursery, childminder or current school.

We will make a decision on the request, taking into account the views of the headteacher.

Parents and carers are not expected to get evidence that they do not already have.

We will write to you with the outcome including the reasons for the decision. If the request is refused, you we be given the details of how to complain to the school.

A CAF1 application form must be sent to Suffolk County Council along with the decision letter from the school

and other relevant evidence by the national closing date. Even if the request is agreed there is no guarantee there will be a place available.

7. All Applicants

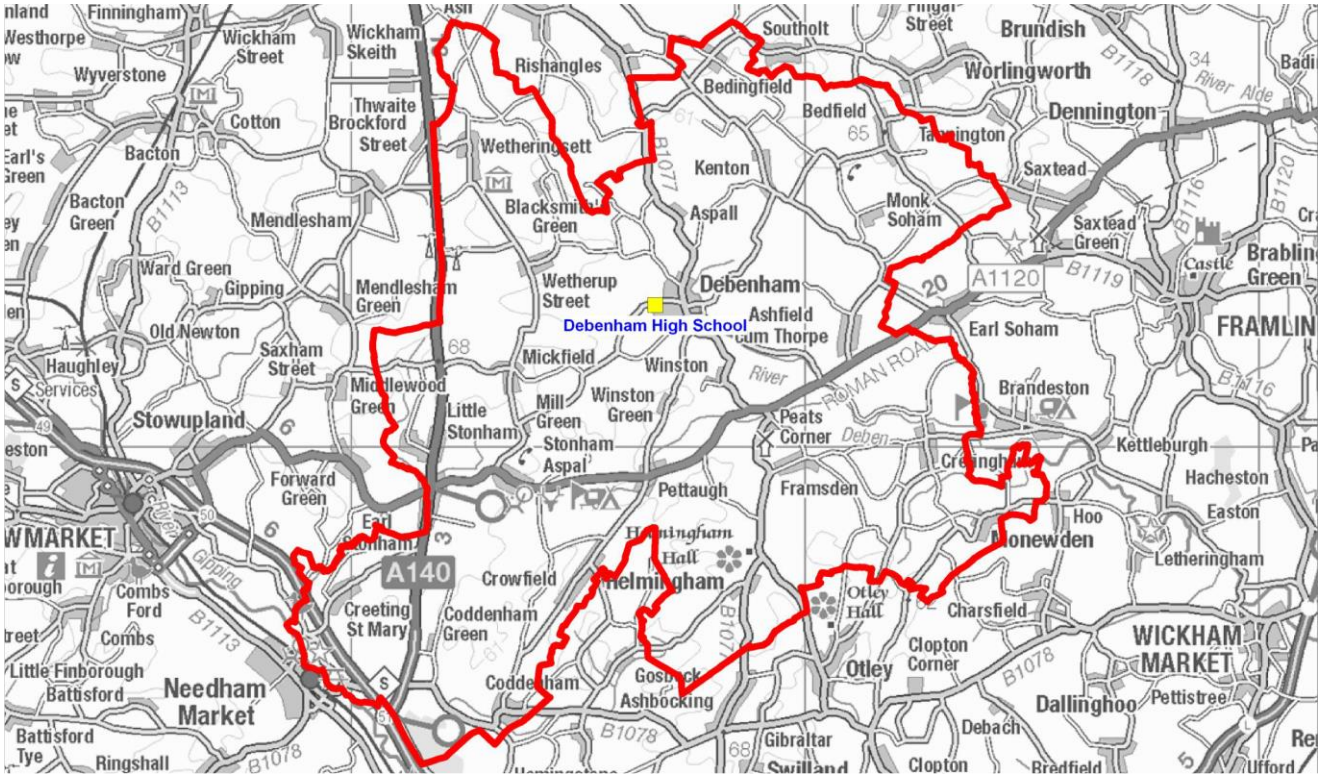
If the Governing Body's decision is not to grant a place for your child, you have the right to appeal against their decision. You will be sent information on how to appeal. There is no deadline for the submission of appeals, which are independently administered.

8. Contact

For any queries please contact in the first instance the School Admissions Officer on 01728 862918 or Suffolk County Council, Admissions Team, Endeavour House, Russell Road, Ipswich, IP1 2BX. Tel: 0345 600 0981.

Appendix A

Map of School Catchment Area.



Appendix B

SUPPLEMENTARY INFORMATION FORM (SIF) 2027/28

To be completed and returned when applying for a place at:

Debenham High School, Gracechurch Street, Debenham, IP14 6BL

Please check our Admissions policy (available on our website) before completing this form.

This is not an application form. Applications for a school place MUST be made using the online facility or by completing a paper application form. For a "normal" year of entry, this is by a CAF1 form. A separate form should be completed and returned to school applied for. For "in-year" applications, this is by an ADM1 form.

Christian name of child _____ **Surname of child** _____

Male / Female

DOB _____ **Primary School** _____

Names of parents/carers _____

Address _____

_____

Postcode _____ **Tel No** _____

Contact email address: _____ **Child's Date of Birth** _____

Current Primary School: _____

Does your <u>family</u> regularly (monthly or more) worship in a Christian church? YES / NO – If so, where –

_____

(written evidence from Church Leadership is required)

Is either parent/guardian of this child a member of staff, who has either been employed for a minimum of two years at the time at which the application for admission to the school is made and/or has been recruited to fill a vacant post for which there was a demonstrable skill shortage at Debenham High School?

YES / NO