

# Kesgrave High School



## Admissions Policy

### Policy Approval

Where	Chair	When
Full Governing Body	Sue White	Wednesday 19 January 2022

Chair of Governors	Sue White
Headteacher	Julia Upton

### Policy History

Issue No.	Author	Date written	Approved by governors	Comments
1	C Breckell	10.1.22	19.1.22	No changes from previous version, format updated to new model.

## **Admissions Policy (not including the Sixth Form)**

### **Introduction**

Kesgrave High School participates in the Local Authority coordinated scheme and all deadlines within the Local Authority scheme should be adhered to by applicants.

Parents should note that for Suffolk Secondary Schools there is no automatic right to a place at the local school. It is essential that application forms are completed and returned by the deadline date. If you make an application for a school which is not your local school and, subsequently, are not allocated a place, there is no guarantee that secondary education will be available for your child at the local school.

Please note that this policy does not apply to sixth form admissions: please see our separate sixth form policy.

### **Procedures for admission**

The Governing Body, as the Admissions Authority for the School, has agreed that the Published Admissions Number (the maximum number of children to be admitted in any year) is 308. The School will decide its own admissions and will communicate all admission decisions to parents.

Procedures for applying to Kesgrave High School are explained in the publication Admission to Schools in Suffolk. Parents should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines, which apply to Kesgrave High School admission arrangements unless stated otherwise in this document.

Applications must be made using the Suffolk Common Application Form, which is available from Suffolk County Council on 0345 600 0981 or Kesgrave High School.

The deadline for ordinary Year 7 admissions is 31<sup>st</sup> October

### **Definitions and Details:**

#### **Priority Admission Area – ‘catchment’ area**

Our priority admission area is our **Catchment Area**. Living within a school’s catchment area is no longer an absolute guarantee that a place is available at your catchment school. You can obtain a catchment area map for a school from [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps) or from the Admissions Team at 0345 600 0981,

## **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

We do not include 'cousins' within our definition of sibling.

## **Partner Primary Schools**

Our nine Partner Primary Schools are:

- Bealings
- Martlesham: Birchwood Primary
- Bucklesham
- Kesgrave: Cedarwood Primary
- Martlesham: Gorseland Primary
- Kesgrave: Heath Primary
- Martlesham Primary
- Nacton CEVAP
- Waldringfield Primary

## **Admissions oversubscription criteria**

If the number of applications for Kesgrave High School is greater than our 308 PAN, we use our admissions oversubscription criteria to decide who gets a place.

**Children who have an Education Health and Care Plan which names the school must by law be offered a place at that school.**

The following admissions oversubscription criteria show the order of priority for places at Kesgrave High School. For entry year applications, these criteria will be applied according to the circumstances existing at the specified closing date.

- 1 **Children in Public Care** - Looked After Children 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) For further guidance please see the School Admissions Code, paragraph 1.7
- 2 **Children of staff at the school.** The school will give priority in their oversubscription criteria to children of staff in either or both of the following circumstances: a) 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 for which there is a skill shortage.

Staff using this criteria to apply for a school place for their child must complete the appropriate Supplementary Information Form found on the school website.

- 3 Children who are **ordinarily resident in the catchment area**.  
Places will be allocated in the following priority order:
  - a) Children with a brother or sister (**sibling**) attending Kesgrave High School at the time of application with a reasonable expectation they will be attending at the start of the new school year. Attendance at Kesgrave High School will include attendance at the Sixth Form.
  - b) Children who live **nearest to the school**, using a straight-line distance.
- 4 Children attending one of the **named partner primary schools**
- 5 Applications from children who **do not normally reside within the catchment** will be considered if there are still places available and will be determined by the following criteria:
  - a) Children with a brother or sister (**sibling**) attending Kesgrave High School at the time of application with a reasonable expectation they will be attending at the start of the new school year. Attendance at Kesgrave High School will include attendance at the Sixth Form.
  - b) The proximity criteria described below in 'Tie-Breaker'.

### **Tie-breaker**

In the event of oversubscription in any category above, priority will be determined by the proximity of the child's home to Kesgrave High School using a straight-line distance. Priority will be given to the applicant who lives nearest the school according to the following:

All straight line distances are calculated electronically by Suffolk County Council 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 the 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.

If after applying the distance tie-breaker there are more applications than places available a further tie-breaker of random allocation by draw will be used for the applications from this block. This would be drawn by someone independent of the school as required in the School Admissions Code.

### **Home Address**

As part of the tie-breaker process proof of residence such as a lease agreement may be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met. The School will check allegations of false addresses or other false information given on the Application Form and will withdraw offers of places if the details are found to be deliberately false or misleading.

**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 to be considered 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.

### **Waiting Lists**

Under the co-ordinated scheme the Local Authority will maintain a waiting list of all those unsuccessful in their initial application until the end of the first full week of the Spring term. The school will continue to maintain a waiting list for subsequent terms.

Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria. The order of children on a waiting list does not remain static – as circumstances change a child's place on the waiting list can go up or down, for example, due to withdrawals or additional applications. If you change your address while your child is on a waiting list you must let us know. Please be aware that this may change your child's position on the waiting list, particularly if you move into or out of the school's catchment area. Having your child's name on a waiting list will not affect your right to appeal for a school place in any of the schools you have applied for. If a place becomes available, we will offer it to children on the waiting list in priority order. We do not offer places on the basis of the date on which names were placed on the list.

We also maintain waiting lists for all 'full' year groups.

At the end of the summer term all those still on the waiting list will be contacted to confirm whether they wish to remain on the list for the next academic year. Failure to respond before the beginning of the Autumn Term will result in their removal from the waiting list.

### **Multiple births**

The School's policy is not to separate multiple births. In the event that one child secures a place at the School, the School will accommodate this multiple birth sibling/s.

### **In Year Admissions**

Admissions for all other year groups will be dealt with in accordance with this policy. Applications should be made direct to Kesgrave High School on the approved form.

### **Guardianship**

The School reserves the right to carry out necessary checks as to the legal guardianship of an adult making an application for admission for a child whether as an in year admission or as part of the general intake where it considers it necessary to do so. It is recognised that this can relate to safeguarding issues and is therefore of the highest priority to the school.

### **RIGHT TO APPEAL**

When an applicant is unsuccessful there is an automatic right of appeal to an Independent Appeal Panel. Parents will be informed of this right to appeal in their letter from the Local Authority informing them of the outcome of their application.

January 2022