



# HENLEY-IN-ARDEN SCHOOL

*Achieving Excellence Together*

<b>Name of Policy</b>	<b>Admission Policy for 2019-20</b>	
<b>Lead</b>	Mr S Jefferies, Headteacher	
<b>Governor Committee</b>	Chair of Governors	
<b>Policy Status</b>	Originally Drafted	September 2017
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<b>Review Frequency</b>	1 Year	
<b>Next Review</b>	September 2018	

# Admission Arrangements for Henley-in-Arden School 2019/20

Warwickshire County Council manage school admissions for Henley-in-Arden School

The Published Admission Number of Henley-in-Arden School is 123.

In the event that Henley-in-Arden School is oversubscribed, then the following oversubscription criteria will be used when allocating places.

1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children living in the priority area who have a sibling at the school at the time of admission.
3. Children living in the priority area who attend a partner primary school.
4. Children living in the priority area who have a sibling at the partner primary school at the time of admission.
5. Other children living in the priority area.
6. Children living outside the priority area who have a sibling at the school at the time of admission.
7. Children living outside the priority area who currently attend the partner primary school.
8. Children living outside the priority area who have a sibling at the partner primary school at the time of admission.
9. Other children living outside the priority area.

“Partner primary school” refers to Henley in Arden Primary School, Wootton Wawen Primary School, Claverdon Primary School and Tanworth in Arden Primary School

## **Please note that:**

Children with a Statement of Special Educational Needs or an Education and Health Care (EHC) Plan that names the school will be admitted first. In this event the number of places that remain for allocation will be reduced. Where a child with an EHC or Statement of Special Educational Needs that names Henley in Arden School lives out of county, the school and the local authority must be consulted before a child is named on the plan or statement.

Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

## **Priority Areas (Catchment area)**

The priority area for this school is defined as can be viewed on the Warwickshire County Council Admissions at:

<http://www.warwickshire.gov.uk/mapsecondaryschools>

## **Priority within each oversubscription criterion**

For applicants allocated the same criterion, priority is given in order of distance between the child's home and school (shortest distance = highest priority).

Distance will be calculated by straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point and all distances are subject to changes which may occur with updates of mapping data).

## **Sibling, i.e. brother or sister, attending the school at the time of admission**

Sibling is defined as; a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister, or the child of the parents' partner, where the child for whom the school place is sought is living in the same family unit and at the same address as that sibling.

## **Definition of Home Address**

Where the child normally resides / sleeps when they attend school. Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place can be withdrawn. This includes situations where the address used to allocate a place changes prior to the place being taken up.

There is also an expectation that a child will be resident at the address used to allocate a place from the start of term and will continue to reside at that address for a reasonable period of time. All circumstances surrounding the application will be taken into account in deciding whether or not this requirement has been met.

Short-term house moves which occur only to secure a school place and which are considered fraudulent or intentionally misleading may therefore result in the place being withdrawn.

## **Postal Address File (PAF)**

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

## **Applications made from the same multiple dwelling sharing a single Postal Address File (PAF) / Other applications where the distance from home to school is identical**

Where required, individual priority for such applicants within a particular criterion will be set by random allocation (lottery). The draw will be carried out independently of the school.

### **Waiting Lists**

Any child who is refused a place at this school will be automatically added to the school's waiting lists. Waiting lists will be held by Warwickshire's Admissions Service. Applicants are advised also to contact the school if they find themselves on the waiting list.

Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.

Waiting lists will be held until the end of the Autumn term. Parents / Carers will be responsible for contacting Warwickshire's Admissions Service should they wish for their child to remain on the waiting list and will be required to complete a new in-year application form.

### **Appeals**

Any parent whose child is refused a place at this school has the right to appeal the decision. Appeals are administered by Warwickshire County Council and can be lodged at:

<http://www.warwickshire.gov.uk/schoolappeals>

Applicants are advised also to contact the school in the event of an appeal.

### **Applications for other children to be taught out of year group**

In some situations parents applying for a school place may wish to request that their child is admitted to a school outside of their normal year group – for example if they are moving from overseas and their child has not been educated in the English school system. In such situations parents should contact the school for further advice

### **In-Year applications**

Please contact the school in the first instance. The application process is then administered by Warwickshire County Council.

### **In-Year Fair Access Protocol**

This school is part of Warwickshire's In-Year Fair Access Protocol.