

HIGHDOWN SCHOOL AND SIXTH FORM CENTRE



ADMISSIONS POLICY AND ARRANGEMENTS FOR THE ACADEMIC YEAR 2018/2019

Title	Admissions Policy
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HIGHDOWN SCHOOL & SIXTH FORM CENTRE

Admissions policy and arrangements for the academic year 2018/2019

Highdown School and Sixth Form Centre is an 11 – 18 co-educational comprehensive academy with specialist status for mathematics and computing. This document details the policy to be followed for admissions to Highdown School and Sixth Form Centre prepared in accordance with the DfE School Admissions Code 2010.

1. Year 7 Entry

1.1 The admissions number for entry in September 2018 is 250.

1.2 The school uses the Reading Borough Admissions Service which publicises the school to parents in the same literature as for other Reading schools.

1.3 The school will participate in the co-ordinated arrangements made by Reading Borough Council Local Authority. Parents/carers wishing to send their children to Highdown School and Sixth Form Centre should submit an application to their home Local Authority and follow the guidance of that Local Authority regarding deadlines for submitting the application. This information will be published in Local Authority admission guides.

1.4 In line with the co-ordinated admission arrangements of Reading Borough Council applications received after the published deadline (31 October 2018) will be treated as a 'late' application and be considered after the on-time applications have been allocated. If there is good reason i.e. the family has moved to the area after the closing date or the illness of a single parent prevented them submitting an on-time application the application will be treated as on-time if submitted by 31 December 2018. Applications received after that time will be late applications.

1.5 Highdown School and Sixth Form Centre, in line with the School Admissions Code 2010, has agreed that the over-subscription criteria will no longer give priority according to order of preference and will consider applications on equal preference basis against the over-subscription criteria.

If there are more applicants than places available applications will be prioritised in accordance with the following over-subscription criteria;

Children with an Education, Health and Care plan that names the school will be allocated a place above all other applicants

1. Looked after children or previously looked after children. (A previously looked after child is a child who was looked after, but has been adopted (under the Adoption Act 1976 (section 12) or the Adoption and Children's Act 2002 (section 46)) or become subject to a child arrangement order or special guardianship order immediately following having been 'looked after'.
2. Children who have strong medical or social grounds for admission (see definition of social medical grounds below)

3. Children whose permanent home address is in the designated area of the school who has an older sibling(s) who will still be attending the school in Years 7-11 in September 2018.
4. Children whose permanent home address is in the designated area of the school
5. Children who do not live in the designated area who will have an older sibling(s) who will still be attending the school in years 7-11 in September 2018.
6. Other applicants

Tie –breaker

If the school does not have enough places for all applicants in a particular category – places will be allocated to those living nearest to the school measured in a straight-line between the data point of the home and the data point of the school. The data point is the unique address point for each property supplied by Ordnance Survey. The distance between the two points is measured using Reading Borough Council's mapping software. The data point for the home and the school can be seen on Reading Borough Council's website. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority, on behalf of the governing body, will randomly select the child to be offered the final place by drawing lots.

Definitions

Sibling

Siblings are children who have either the same mother or father, or they are children who live together in a family unit and with their parent/carers(s). Siblings must also live at the same address as each other. If they do not live at the same address, then they are not treated as siblings.

Home address

The home address is the permanent address of the parent/carer(s) and their child. That is taken to be the address of the parent/carer who is statutorily responsible for the child and is assumed to be the address where the child spends the majority of their time, even if he or she lives at a different address for some days of the week. Further clarification of home address is provided by Reading Borough Council in the guide for Parents & Carers issued at the time of application.

Strong Medical/Social Grounds

Children with a chronic medical condition or strong social grounds which is fully supported by written confirmation from the professional person involved in the case, and which states that Highdown School and Sixth Form Centre is the only school that the student can attend because of the medical or social reasons.

Multiple Births

In the event that it is possible to offer a place to one child and not others the Governing Body would agree to allocate additional places beyond the admission number to accommodate children of multiple birth. In these circumstances, in the event of vacancies occurring after allocation day the Governing Body would not allocate any further places until the number is below the published admission number.

Waiting Lists

After 1 March 2018 a 'waiting list' will be administered if the school has more applicants than places available. A child's position on the waiting list is determined according to the over-subscription criteria. When a place becomes available this will be offered to the next child on the waiting list. Positions on the waiting lists may go up or down due to student withdrawals or new arrivals. The waiting list will be retained until the end of December 2018 after which parents/carers must submit a new application. Waiting lists are not held after that date or at any time for any other year group.

2. Applications outside the routine admissions round

In Year Admissions

2.1 Applications for entry to Year 7 after the end of the routine admissions round and applications for entry Year 8 to Year 11 at any time are treated as in year admissions and applications must be submitted to the home Local Authority and will be co-ordinated by Reading Borough Council according to published admission arrangements and timescales.

Highdown School and Sixth Form Centre, in line with the Education and Inspections Act 2006, will have a Fair Access protocol in place and will participate in the Reading Local Authority's agreed protocol.

2.2 If numbers in that year group are below the admission number and there is no waiting list (Year 7 only until December 2018) at the time the application is received then the place will be allocated. If there are more applications than places available then the place(s) will be allocated according to the over-subscription criteria.

2.3 Applications will normally be considered for entry to their chronological year group. Applications for entry to a different year group (e.g. in the case of a student moving from overseas where it may be more appropriate to consider intake one year below chronological age) are considered by the school. Each case will be considered on its own merits and circumstances. Those refused places outside the normal age groups will be informed of their statutory right of appeal.

2.4 As part of the induction process a meeting is arranged, prior to admission, to discuss how the school can best meet the educational needs of the student. The meeting forms no part of the admission process.

3. Sixth Form Entry Policy

- 3.1 Highdown School and Sixth Form Centre operates an open policy for entry to the Sixth Form. Applications from students wishing to enrol in our Sixth Form who have studied their GCSEs and Technical qualifications at different institutions are considered alongside those from existing students at Highdown School and Sixth Form Centre.
- 3.2 The general criteria for acceptance is that the applicant must meet the entry requirements for the preferred study programme and subject eligibility.
- 3.3 To study A-Levels, students must attain five or more passes at grade 4 or above (or equivalent). Highdown School and Sixth Form Centre offers Level 3 and Level 2 Technical Study Programmes which require fewer passes at GCSE level. Specific entry criteria and subject eligibility criteria are indicated on our Academy website.

Students must pass their exams at the end of Year 12 in order to continue to study the subject in Year 13, although it is desirable to achieve at least a D grade at this stage. If students are at risk of not achieving passes at the end of A-Level courses, students will be required to have a formal interview with the Head of Achievement for the Sixth Form.

4. Appeals

Parents refused a place for their child in all years groups of the school, are entitled to appeal to an independent appeals panel. Information about this process will be given in the decision letter sent either by Reading Borough Council on behalf of the Governing Body or by the school. Students and parents can appeal for places in the Sixth Form.