

# HIGHDOWN SCHOOL AND SIXTH FORM CENTRE



## ADMISSIONS POLICY AND ARRANGEMENTS FOR THE ACADEMIC YEAR 2021/2022

Title	Admissions Policy
Version	2021-22
Author	Ms R E Cave, Headteacher
Committee Responsible	Full Governing Body
Governor link	Chair of Governors
Date approved	February 2020

## **HIGHDOWN SCHOOL & SIXTH FORM CENTRE**

### **Admissions policy and arrangements for the academic year 2021-2022**

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 2014.

#### **1. Year 7 Entry**

- 1.1 The admissions number for entry in September 2021 is 250. Reading Borough Council may request Highdown to take an additional number of students. Highdown governors will consider this request and publish any changes to the admission number.
- 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 2021) 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 2020. Applications received after that time will be late applications.
- 1.5 Highdown School and Sixth Form Centre, in line with the School Admissions Code 2014, 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

- a). 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'.
- b). Children who have strong medical or social grounds for admission (see definition of social medical grounds below)

- c). To support Highdown staff, their children may access a preferential place after EHCP and Services children.
- d). 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 2021.
- e). Children whose permanent home address is in the designated area of the school
- f). 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 2021.
- g). Other applicants

Highdown will admit students out of year group as per the DfE School's Admissions Code, section 2.17. Parents should make the case for wanting an out of year admission and the school will give this appropriate consideration and will make a decision based on the best interests of the student concerned.

Furthermore, the school may recommend an out of year admission for a student in response to the emotional and educational interests of that student. This could be, for example, where a student has been educated out of the British system and there are gaps in education or where there has been a sustained period of school absence due to illness.

### **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.

## **2. Waiting Lists**

After 1 March 2020 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 by applying the over-subscription criteria.

Positions on the waiting list may go up or down due to student withdrawals or new or revised applications and no account is taken of the length of time spent on the waiting list.

Waiting lists will be maintained until such time as the policy is changed, to fill places that may become available during the school year.

Children who are the subject of a direction by the local authority to admit or who are allocated to Highdown in accordance with an in-year fair access protocol will take precedence over those on the waiting list.

## **3. In-Year admissions**

Applications for entry to Year 7, 8, 9 and 10 after the end of the routine admissions round (ending on 31 August 2021) are processed as in-year applications and applications will be co-ordinated by Reading Borough Council according to published admission arrangements and timescales.

Parents wishing to apply for a place at the school should obtain an in-year application from Reading Borough Council.

If there are students on a waiting list, then the student will be placed on that waiting list in a position determined by application of the criteria used in determining initial admissions to Year 7. Students will be admitted from the waiting list in order as space becomes available.

If there is no student on the waiting list for the year into which the applicant is seeking admission, then the Academy Trust will determine whether a place can be offered to the applicant. If at the time of this determination the school has applications from more than one student for admission to the same year group, all the applications will be ordered according to the criteria used in determining initial admissions to Year 7 and will be considered in that order. If you *have any queries please contact the School Admissions Team on 0118 937 3777 or email: [admissions.team@reading.gov.uk](mailto:admissions.team@reading.gov.uk)*

In reaching a decision on an application for admission to a full year group, the Academy Trust will normally refuse a place unless they are statutorily obliged to admit the applicant or the application is covered by Reading Borough Council's Fair Access Protocols.

Parents are required to accept or decline the allocated place using the form sent with the allocation letter in the same way as detailed in the normal round of admissions.

#### **4. Sixth Form Entry Policy**

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.

The general criteria for acceptance is that the applicant must meet the entry requirements for the preferred study programme and subject eligibility.

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.

#### **5. 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.