

2018 SCHOOL ADMISSIONS ARRANGEMENTS FOR THE HAYESBROOK SCHOOL

NB within these criteria the term parent is used to refer to parents or legal guardians.

1. Students will be offered places without reference to aptitude or ability.
2. From September 2018, the published admissions number (PAN) for admission of students in Year 7 will be 151.
3. Children with a Statement of Special Educational Need or Education (SSEN), Health and Care Plan (EHCP) which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.
4. In the event of over subscription for these places, the following criteria are used in the order given here to decide which students should be offered a place.

- a) Where the student is in local authority care or has previously been in local authority care

Definition: A child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers. (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act), or a child adopted from care.

Previously looked after children are 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.

- b) Where the student has a sibling on roll at the time of application or admission

Definition: A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters

- c) Proximity of the student's permanent residence to The Hayesbrook School, measured by a straight line, with those living nearest being accorded the highest priority

The distance between the child's permanent home address and the academy is measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.

- d) In the event of two applications that cannot otherwise be separated, a clear and fair tie-breaker will be applied to decide between them.

5. Students who are offered and have accepted a place at The Hayesbrook School are invited, with their parents, to an interview later in the school year to establish a firm working relationship between the school and parents and to explain the process of home school partnership and the School Code of Conduct. There is an expectation that both parties agree to this partnership for the benefit of the student.

6. Admission to the Sixth Form

Students are able to join The Hayesbrook School in Year 12 for Sixth Form studies. Students in Year 11 at The Hayesbrook School have priority over those seeking to join the Sixth Form from other schools. No more than the PAN (151 students) are admitted to Year 12 and in the event of over subscription the criteria to be applied for admission will be those listed in paragraphs 3 and 4 above. No more than 50% of this number will be new admissions from other institutions.

The current entry requirement is for a student to have 5 GCSE grades or equivalent at grade C or above. Specific entry requirements for each subject are detailed in the Sixth Form prospectus.

Parents have a statutory right of appeal, should an application be refused, by writing to the Clerk of the Governors, care of the school.

The academy will apply to the Office of the Schools Adjudicator for any in-year changes to its admissions arrangements.

ADMISSION PROCEDURE FOR YEAR 7 FOR SEPTEMBER 2018

Application for admission will be in line with the agreed scheme put into place by the Secretary of State for Education and will be co-ordinated by Kent County Council Local Education Authority. This application procedure will follow the requirements as specified by the Secretary of State and will follow the timetable as set out by both Secretary of State and Kent County Council.

Application Procedure

Application is made by completing the Local Authority **School Common Application Form (SCAF)** which will be made available through your child's current primary school along with an Admission to Secondary School information booklet. In most previous years the booklet has been made available in early September. The usual deadline for completing and returning the School Common Application Form (SCAF) to the Local Authority Admissions Team is 31st October in the year prior to their admission (i.e. 2017 for admission in 2018).

Parents applying for places are usually informed on the national "offer date" of 1 March by the Local Education Authority, whether their child had been offered a place. Parents are asked to accept any offer of a place at The Hayesbrook School by 31st March in the year of admission.

Oversubscription

Where applications for admission exceed the number of places available and if the criteria in paragraph 3 of the admissions criteria, above, have been met, then subject to availability, students are admitted on the basis of the criteria in paragraph 4.

Waiting list

The school's waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

LATE APPLICATIONS

Other applications for admission to the school such as

- (a) late applications for admission to Year 7 in 2018
- (b) applications for admission to years other than Years 7 and 12
- (c) application for admission to any year after the beginning of the school year

will be dealt with by the school and places will be offered, if they are available, to applicants according to the criteria specified in paragraph 3 and 4 above.

Expressions of interest and applications for in-year admission can be made directly to the school to Mrs Sarah McMurray, Admissions Secretary, via mcmurrays@hayesbrook.kent.sch.uk.