



Hardenhuish School Admissions Policy 2023-2024

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Administration Manager**



Hardenhuish School

Admissions Policy 2023-24

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1. Policy and Planned Capacity

- 1.1. Year 6 Pupils will be admitted at and after, age 11 without reference to ability, aptitude or culture, except in the exceptional circumstances outlined in point 4. The Published Admission Number (PAN) is 243.
- 1.2. Pupils with a statement of special educational needs or Education Health and Care (EHC) Plan are automatically entitled to a place at Hardenhuish if it is the named school on the statement or plan.
- 1.3. Application forms are available from the Local Authority. They should be returned by midnight on 31 October 2022. Applications may also be made on-line at www.wiltshire.gov.uk.
- 1.4. Where applications for admission exceed the number of places available, priority will be given to applications for a place at Hardenhuish up to the PAN, using the criteria in the order listed. *National offer day is the 1 March 2023 (or next working day). Letters will be despatched to all parents who submitted an application form by 31 October 2022 offering a place at one school. Parents who applied on-line can log into the parent portal on the 1 March 2023 to view and accept their offer.*

2. General Procedures

- 2.1. The Admissions Panel will decide on the number of places to allocate,
- 2.2. The Admissions Panel will allocate places for in-year transfers, if necessary, using the over-subscription criteria,
- 2.3. The Admissions Panel will rank all pupils in Year 6 who have indicated Hardenhuish as a preference by reference to the over subscription criteria.

3. Over-Subscription Criteria – Year 6

- 3.1. Looked after children/previously looked after children. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order including those who appear [to the admission authority] to have state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22 (1) of the Children Act 1989)
- 3.2. Vulnerable pupils with specific medical conditions verified by a senior clinical medical officer and G.P. with evidence setting out Hardenhuish as the most suitable school. Children registered with the asylum support service, resident in 3.5 and 3.6 below.

- 3.3. Children who have a sibling attending or former sibling. A sibling refers to brother or sister, half brother or sister, adopted brother or sister, or the child of the parent/carer's partner, and in every case, who is living in the same family unit at the same address.
- 3.4. Children of a member of staff employed by Hardenhuish School Ltd for more than two years at the time of which the application is made, living in the same family unit at the same address.
- 3.5. Children resident in or attending the local primary school of the designated rural parishes for "shared site" transport as indicated on the Wiltshire LA Transport Catchment Area Map, published November 2006 and also indicated on the Hardenhuish School Oversubscription Map. These include the parishes of Biddestone, Castle Combe, Christian Malford, Grittleton, Kington Langley, Kington St Michael, Lacock, Langley Burrell, Nettleton and Burton, North Wraxall, Seagry, Stanton St Quintin, Sutton Benger, Yatton Keynell. Also, children resident in, or attending the local primary school of, rural parishes where transport has traditionally been provided by parents with the support of the LA Marshfield, Acton Turville, Colerne, Derry Hill.
- 3.6. Children resident in or attending local primary schools within, urban Chippenham as defined on the Hardenhuish School Oversubscription Map.
- 3.7. All other children not previously covered by these criteria.
- 3.8. The Academy Trust will endeavour to place siblings born at the same time (e.g. twins, triplets etc.) in the school and will admit over PAN to accommodate such children.
- 3.9. In the event of a "tie" with regard to the above criteria, the Panel will make its decision based on distance. Distances supplied by the Local Authority will be used and these will measure the straight-line distance using the Ordnance Survey eastings and northings of the home and school address. Those with the least distance will be given priority. Should this prove to be inconclusive, random selection by ballot will be applied. This process will be supervised by the Local Authority.

4. Admission of children outside their normal age group

- 4.1. In exceptional circumstances the Academy Trust's Admissions Panel will consider admission of children outside their normal age group. All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Council's Co-ordinated Admissions Scheme, which has been drafted in line with the School Admissions Code.
Applications will be considered on the following basis:
 - a pupil has a statement or Education Health and Care Plan which stipulates admission outside their normal age group or
 - the parents request early/late entry and give valid educational and social reasons.
 - When an application is made without the support of a statement of special educational needs or an Education Health and Care Plan, the following will be required:
 - detailed information from the Headteacher of the current school on,
 - academic maturity,
 - social development,
 - physical maturity,
 - discussion with the parents and pupil, organised by the Primary Liaison Co-ordinator,
 - the advice of an educational psychologist.
- 4.2. When the current school is unable to support the application, the recommendation of the educational psychologist will be placed before the Admissions Panel.
- 4.3. When the current school supports the application, the Admissions Panel may choose not to request the advice of the educational psychologist.
- 4.4. The above procedures and policy will work in conjunction with the School's Admissions Policy and the admissions criteria contained therein will determine all admissions to the school, irrespective of age.

5. Over-Subscription Criteria Years 7-11

As Year 6 (3.1-3.9).

6. Sixth Form Admissions Policy

- 6.1. Students will be admitted to the sixth form based on their ability to follow a programme of A-Level subjects. Entry into the sixth form is not dependent on a student's previous pattern of attendance or behaviour.

- 6.2. The Year 12 admission number for external applicants is 50.
- 6.3. Enrolment in the Sixth Form is subject to achieving the minimum entry requirements of a GCSE grade 4 in English Language and Mathematics plus a GCSE grade 5 or equivalent in 3 additional subjects, in addition to meeting the criteria for individual subjects to be studied as detailed in the sixth form prospectus.

7. Over Subscription Criteria Year 12

As Year 6 (3.1-3.9).

8. Children of UK service personnel (UK Armed Forces)

Families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, can be allocated a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. This address can be considered when using the oversubscription criteria.

9. In Year Applications and Waiting List Management

- 9.1. All applicants must complete an application form provided by their local authority and return it to that authority. All applications stating Hardenhuish School as a preference will be forwarded to the Admissions Panel who will decide the outcome of the application and notify the local authority within 2 school days of receipt.
- 9.2. Waiting lists are established for each year group and applications are considered by criteria rather than by the date of the application. When the Admissions Panel is unable to offer a place, parents are notified in writing by the LA and invited to contact the school if they wish to be placed on the waiting list.
- 9.3. The school has protocols in place for ensuring the smooth transition of new starters, including those who start in year.

10. Appeals

Any parent wishing to appeal against an Admission Panel decision should do so in writing within 20 working school days stating their reason. This should be sent to the appealsclerk@hardenhuish.wilts.sch.uk. An appeals timetable will be published on the school website by 28 February 2023 for September 2023 entry.