



HASTINGS HIGH SCHOOL

ADMISSIONS POLICY FOR 2018 ENTRY

APPLYING FOR A YEAR 7 PLACE

Hastings High School has engaged the services of the Local Authority to administer the admissions procedures. This means parents must apply through the LA online system or by using the LA's common application form. The application forms must be completed and submitted or returned by the national closing date (31st October).

The admissions website is:

<http://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/applying-for-a-school-place>

The Admissions Timeline

- 31 October 2017 Closing date for applications to the Local Authority
- 28 February 2018 Publication of appeals timetable on website
- 1 March 2018 National offer day for secondary school places
- April and May Appeals process and outcomes
- September 2018 New intake starts at school

Late Applications

Any applications received after the closing date and will be accepted but considered only after those received by the closing date. You are therefore encouraged to ensure that your application is submitted on time. All supplementary information i.e. medical consultant letters to proof of change of address, remains the parent's responsibility to supply.

Places available

There are 160 places available in year 7 for 2018 entry.

Oversubscription Criteria

If Hastings High School has more applications than places available, Governors will draw up a ranked list based on the criteria listed below and inform the local authority accordingly. Children who have an EHCP that names Hastings High School will be admitted even if the school is full.

Oversubscription (OSL 'Waiting') List

Parents whose children have been refused a place Hastings High School will automatically be added to the Hastings High School's OSL (waiting) list. The OSL for admission will remain open until the end of the Autumn Term in the admission year. The OSL is ranked using the oversubscription criteria listed above. The OSL may change, this means that a child's OSL position during the year could go 'up' or 'down'. The OSL makes no distinction between on time or late applications.

Appeals

If your child has been refused a place at Hastings High School, you retain the statutory right to appeal. Hastings High School has engaged the services of the LA to conduct all our appeals. Therefore, you can appeal using the LA's 'Notice of Appeal' available through the following link:

<http://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/appeal-against-a-school-decision>

The LA will arrange the appeal on behalf of the governors to be heard by an independent panel, whose decision is binding on all parties.

Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

Fair Access Protocol

Hastings High School will participate in full with the LA's Fair Access Protocol in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number of a school that is already full.

Objections

Objections to any aspect of the determined admissions arrangements may be made to the office of the schools adjudicator (www.education.gov.uk/schoolsadjudicator), but must be made before 30th June.

APPLICATIONS DURING THE SCHOOL YEAR

Hastings High School has engaged the services of the LA to co-ordinate mid-term applications. This is because the LA's online systems operate 24/7, and throughout school holidays.

If Hastings High School has a space, the LA will offer the place. If there are more applications than places the Governors will rank the applications and inform the LA, who in turn inform parents of outcomes.

The applications website is:

<http://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/applying-for-a-school-place>

OVERSUBSCRIPTION CRITERIA

If there are too many requests for Hastings High School, priority will be given to children in the appropriate age-range, whose parents applied on time, in the following order (see note i below):

1st	Children who are in public care and those children who were previously looked after children. (See note ii).
2nd	Pupils who live in the catchment area. (See note iii).
3rd	Pupils who will have an older brother or sister attending the same school at the same time. (See note iv).
4th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application). (See note v).
5th	Pupils who will have attended a feeder school for at least two years before the time of transfer. (See note vi).
6th	Children of staff who are employed on a permanent contract at the school at the time at which the application for admission is made.
7th	Pupils living nearest to the school measured in a straight-line distance (home to school front gate). (See note vii).

Notes:

i. Combinations of the above criteria are used in priority order. Where the computerised system throws up an equality of distance for more than one child (who do not have the same home address) the final tie breaker will be by drawing lots.

ii. Children who are in the care of local authorities as defined by section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is only considered as such if the local authority confirms the child will be in public care when the child is admitted to a school.

iii. The child's place of residence is taken to be the parental home.

iv. The term "brother or sister" includes half brother or sister or legally adopted child being regarded as the brother or sister.

v. If criterion 4 is used, professional supporting documentation from the Lead

Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:

- Crown Servants (serving members of the armed forces).
- Children subject to Child Protection Plans.
- Hard to Place children – who fall under the Fair Access Protocol.
- Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional).
- A child for whom transfer to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child having attended the present school for at least a year).

Each case will be assessed on its individual merits.

vi. For criterion 5 above, the child must have been enrolled at the feeder school on or before the start date of the Autumn Term two years before transfer. The feeder schools are Burbage Junior School, Sketchley Hill Primary School and Sharnford Church of England Primary School.

vii. For Criterion 7 above, measurement of distance is in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Geocoding). Where there is equal distance then lots will be drawn supervised by an independent officer.

