



# Heathfield Community School

## Admission Policy



### **Part 1 – General information**

#### **1.1 About the School**

Heathfield Community School is an Ofsted-rated ‘outstanding’ school with a record of high attainment and achievement that has been sustained over a number of years. We foster a supportive family atmosphere and a strong sense of belonging for every student.

We have a Performing Arts Specialism. We have an outstanding reputation in all the Arts both locally and nationally. We are proud of our exceptionally talented teachers and support staff. Our aim is for every child to achieve, participate and belong.

We are currently full in every Year Group and as such will be unable to offer a place without consultation and agreement with the LA Admissions Team. If a refusal is made the LA will provide details of how to appeal against the decision (Part 5).

Somerset Local Authority (LA) is responsible for all admissions.

However, an in-year application should be sent into the school in the first instance and the application process will then be managed accordingly. These admission arrangements should be read in conjunction with the LA’s published coordinated admissions scheme which is available at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions)

#### **1.2 Contact details**

HEATHFIELD COMMUNITY SCHOOL  
School Road  
Monkton Heathfield  
Taunton  
Somerset  
TA2 8PD

**Telephone:** (01823) 412396

**Fax:** (01823) 413119

**Email:** [sch.585@educ.somerset.gov.uk](mailto:sch.585@educ.somerset.gov.uk)

**Website:** [www.heathfield.somerset.sch.uk](http://www.heathfield.somerset.sch.uk)

Local Authority (Somerset County Council) website: [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions)

#### **1.3 The Published Admission Number (PAN)**

Statutory PAN applies for the year of entry (Year 7) and this indicates the number of places available in accordance with the School Admissions Code.

The statutory PANs set for the **2017/18 academic year are Year 7 - 225.**

#### **1.4 Relevant documents**

**(Please refer to this information before applying for a school place)**

School Admission arrangements must comply with The School Admission Code and School Admission Appeals Code published by The Department For Education [www.education.gov.uk](http://www.education.gov.uk)

Important documents published by Local Authorities are also relevant to some areas of school admissions procedure. Applicants are strongly advised to contact their 'home' Local Authority (the Local Authority area in which your child lives) or access the Local Authority website and ensure that they read and understand this information before proceeding with an application for a school place.

Related of particular importance are:

- The Composite Prospectus 'Secondary Guide for Parents'.
- The Local Authority Fair Access Protocol.
- The Local Authority School Transport policy.
- Free School Meal Entitlement.
- The Local Authority Appeals process.

## **Part 2 – Oversubscription Criteria**

**2.1 The Special Educational Needs Code** requires the Local Authority to admit any children with a Statement of Special Needs naming Heathfield Community School before the consideration of any other applications for which the following procedure will apply:

- Where there are more applications than there are places available within the required year group the Local Authority will consider all applications received against the following oversubscription criteria. This will enable the Local Authority to rank children according to priority and identify children who should be allocated a place within the PAN admission limit (see section 1.3) and those who should be refused. Where there are fewer applications than places available within the PAN for Year 7 places will be provided for every child.

### **2.2 Oversubscription Criteria**

- The admission arrangements contain the oversubscription criteria, which is the criteria used to determine a child's priority for a school place.
- The oversubscription criteria are only used if there are more applications than the number of places available. For example, if 100 children apply for a school with 60 places, the oversubscription criteria will be used to decide which 60 children get a place.
- Schools must first give priority in their oversubscription criteria to Looked after Children (children in care) or previously looked after children who have been adopted or are subject to a special guardianship or residency/child arrangement order.
- Other common oversubscription criteria can include the measurement of distance from home to the school, faith criteria, children of staff and having a brother or sister at the school.
- The oversubscription criteria for Somerset schools can be found in the Primary or Secondary Admissions guide (on the pages Apply to start school or Apply to transfer school).

### **2.3 Tie Breaker**

Where the PAN (see section 1.3) is reached part way through any criterion, places will be allocated in priority order up to the PAN to those children living nearest to the school by straight line measurement between the calculated 'address point' of the school and the 'address point' of the child's permanent home. Where two or more children are assessed as exactly equal and it cannot otherwise be determined which child had the higher priority for a school place or a position on a waiting list, the order of priority will be determined by the independent drawing of lots for these children. The Local Authority will process this.

### **Part 3 – Transferring School to Year 7 for the first time**

- 3.1** The following information should be read in conjunction with the **Coordinated Admissions Scheme** published by the Local Authority in which area the child subject to the application lives (the home Local Authority). Additionally applicants should read the information contained in the Local Authority's admission guide for parents which will explain the admission application process in detail. These documents should be available on the home Local Authority's website or upon request from that Local Authority.
- 3.2** Parents must submit their application form for a child to transfer from primary to secondary education in September 2016 directly to the **home Local Authority** to **arrive no later than 23.59 hours on 31 October**. Applications may be made using the 'Common Application Form' electronically (online) or by completing a paper application form available from the home Local Authority.
- 3.3** The Local Authority will inform parents of individual decisions on **1 March by email or letter post**.

### **Part 4 – Admission to any year group during the academic year (in-year admission)**

- 4.1** Applications can be submitted at any time during the academic year by completing the School in-year application form and returning this directly to the School Office. The school will not consider any applications received during school holiday periods until school resumes. The application form is available to download from the school website [www.heathfieldsomerset.sch.uk](http://www.heathfieldsomerset.sch.uk) or a copy can be provided upon request from the school office.
- 4.2** Applications will be considered by the School Admission Officer and the Head of the School. The applicants will receive a response within 10 school days. If a place is offered a meeting will be arranged with the relevant Year Head and a start date will be confirmed.
- 4.3** Where the school have more than one application to consider at any one time for the same year group they may need to apply the 'published oversubscription criteria' in order to determine a priority for admission where insufficient places exist (see Part 2 – Oversubscription Criteria).
- 4.4** Where the requested chronological age year group is oversubscribed, the Local Authority will carefully consider whether an additional student might still be admitted to the school without impacting on the available resources and affecting the delivery of education. Normally the decision will be to refuse admission if the year group is full and where this is the case, will be notified in writing of the reasons for refusal and about how to appeal against the Local Authority decision (see Part 5 of these arrangements).
- 4.5** The Local Authority Admissions refer some in-year admission applications in accordance with the Somerset Local Authority 'Fair Access Protocol' where the information provided by an applicant on the school place application form indicates that the child concerned may require additional support or an alternative school provision. Applicants are advised to read the Local Authority 'Fair Access Protocol' document before completing an in-year application form. This document can be downloaded and/or read on the Somerset County Council – [www.somerset.gov.uk](http://www.somerset.gov.uk)

## **Part 5 – Appeals Procedure**

- 5.1** Parents have the legal right to appeal against the Local Authority decision to refuse a place at Heathfield Community School for a child in their care, providing a formal application for a school place has been submitted and a decision letter sent out on behalf of the school and Local Authority explaining the reasons for refusal. Full details explaining the appeal application process will be enclosed with the decision letter.

## **Part 6 – Important information**

### **6.1 Admissions**

Where an application has been refused in any year group, the child will be placed on a waiting list. This will be kept strictly in order of oversubscription criteria by the Local Authority, as the Admission Authority, and the child will remain on the waiting list until the end of the academic year in which the application was refused. Parents are responsible for informing the Admission Authority of any changes in their circumstances, which could affect their place on the waiting list.

### **6.2 Waiting lists**

Somerset County Council hold a Year 7 waiting list only from September – December of the Year 7 entry. The school does not hold a waiting list.

### **6.3 Multiple birth applications (for example twins)**

In the case of multiple birth applications, the PAN will be increased at the point of allocation or exceeded to ensure that multiple birth siblings can be allocated places at the same school (the sibling definition still applies).

### **6.4 Children from Overseas**

Heathfield Community School will consider applications submitted on behalf of children from overseas in accordance with European Union Law of Home Office rules for non-European Economic Area nationals. However they will not allocate a place to anyone moving into the country from abroad prior to their arrival in the county. Proof of actual residency will be required (see section 6.8). The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the local area. In these circumstances an official letter declaring a relocation date and a Unit postal address or quartering area address will be acceptable.

### **6.5 Looked After Children**

A Looked After Child is a child who is in the care of a Local Authority or being provided with accommodation by a Local Authority in the exercise of their Social Services functions at the time making an application to a school. Also, previously Looked After Children are children who were looked after but ceased to be so when they were adopted or became subject to a residence order or special guardianship order.

### **6.6 Siblings**

For the purpose of school admission, the school's definition of a sibling is 'a child living at the same address as a half or full brother or sister, an adoptive brother or sister, step-brother or sister, or children of the same household at the time of application'. For applications to transfer from primary to secondary school, siblings must be on roll at Heathfield Community School on the application closing date (31 October and remain on roll in the September of the Year 6 joining in Year 7). For application at any other time (in-year admissions) siblings must be attending Heathfield Community School at the time of application.

### **6.7 Children of staff at the Heathfield Community School**

Children of staff at the school either, where the member of staff has been employed at the school for two or more years at the time the application for admission is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. This criteria is not considered if an in-year admission application is made and the year group applying for is full.

### **6.8 Parent**

A 'parent' in education law includes natural parents, whether they are married or not and a person other than the natural parent(s) who has parental responsibility or care of a child or young person. Having 'care' of a child or young person means that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

### **6.9 Home address**

For the purpose of school admission, the school definition of a child's home address is considered to be where the child spends the majority of their time with the person(s) who legally have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of the child's residence at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed formal lease agreement in place at the time of application. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The Local Authority may withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

### **6.10 Distance measurements**

For the purpose of measuring home to school distance, all calculations will be based on a straight-line measurement calculated using the 'address point' of Heathfield Community School and the 'address point' of the student's home address using a Geographical Information System (GIS) method. In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

### **6.11 Children with a Statement of Special Educational Needs**

Children with Statement of Special Educational Needs are admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the child lives.

### **6.12 Withdrawing an Allocated Place**

The Local Authority/Heathfield Community School will require **parents to confirm** their acceptance of any place offered and to have made arrangements for their child to start attending Heathfield Community School. The Local Authority reserve the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child/young person on a waiting list, or to a new applicant where no waiting list exists.

### **6.13 Catchment map**

The Local Authority/Heathfield Community School prioritise some school places on the basis of living within a designated catchment area.

A map indicating the catchment boundary can be provided by (see section 1.2 Contact details). For applications to transfer from primary to secondary school, children must be living in the designated catchment area on the **application closing date 31 October**. For applications at any other time (in-year admissions) children must be living in the designated catchment area at the time of application. <http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/find-a-school/>

