

Admissions Policy

(for academic year 2018-19)

As part of the Spenborough Co-operative Trust Spen Valley High School is its own Admission Authority. We work closely in partnership with our local primaries and other feeder schools to ensure there is a smooth transfer between the different phases of education.

- Admissions include the following:
 - transfer from primary school at the end of KS2
 - transfer from a middle school at the end of Year 8
 - a parental request for transfer at any other time
 - a managed transfer agreed jointly with another high school
 - an admission made under the Local Authority's 'Fair Access Protocol'.

For admission to all Key Stages

- Places will be offered to students by the school in the following order of priority:
 1. Children in public care (looked after children) or a child who was previously looked after.
 2. Children who live in the school's Priority Admission Area (PAA) who have a **brother or sister** attending from the same address at the date of admission (**the sibling rule**).
 3. Children who live in the school's PAA.
 4. Children of staff employed by the school.
 5. Children who live outside the school's PAA who have a **brother or sister** attending from the same address at the time of admission (**the sibling rule**).
 6. Children who live outside the school's PAA.

* Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

- The school will admit students with Statements of Special Educational Needs where the school is named in the Statement.
- The LA Secondary Common Application Form (SCAF) is used for all admissions.

Transfers at Other Times

- Places will be offered to children by the school in line with the above criteria. Parents must apply directly to the school and not to the Local Authority.
- The school will maintain a waiting list for each year group that is full.

Admission Appeals

- The Headteacher or Deputy Headteacher will attend admission appeals which are administered by the Local Authority on behalf of the school.

Documentation for Prospective Students and Parents

The main documents giving information are:

- the School Prospectus
- information for Year 6 students
- the Home School Agreement
- the school's Behaviour Policy

In addition, copies of the following are made available:

- information about the school's last OFSTED Inspection
- the School Improvement Plan

Other information is also available on the school's website www.spennyvalleyhighschool.co.uk

Visits to School

Prospective students and parents can visit the school at any of the following opportunities:

- Open Evening (September – Years 5 and 6)
- Year 6 Parents' Evening (June/July Year 6)
- Year 6 Induction Day (July – students only)
- Any visit that is pre-arranged with a Pastoral Officer or a member of the Senior Leadership Team.

PAN

The School's PAN (Proposed Admissions Number) currently stands at 190.

Transfer Forms

The SCAF is issued to all Year 6 students (and Year 8 middle school students) and is returned directly to the student's current school.

Students living outside Kirklees who wish to apply to Spenny Valley High School complete the SCAF for their own Local Authority (LA) and return it accordingly to that LA's admission procedures.

See also:

Fair Access Protocol

Next Review: October 2017