

The Howard Partnership Trust

Howard of Effingham School



Admission Arrangements for September 2017 entry

The school will admit students without reference to aptitude or ability from the locality and other areas to a level at which we can provide a quality of education for all. The current Published Admission Number (PAN) is 240. As an Academy within The Howard Partnership Trust, Trustees and Governors have decided to adhere to LA procedures which are summarised in the following paragraphs.

We operate Surrey's equal preference system and the Howard of Effingham School has a fixed catchment area as set out in the Local Authority map. Parents will be given the opportunity to state six ranked school preferences. Applications must be made by 31 October 2016. Where the number of applications exceeds the PAN the following prioritised criteria will apply in strict accordance with the school's Admission Policy:

Children with a statement of Special Educational Needs and Disabilities (SEND) or an Education, Health and Care plan (EHCP) will be allocated a place before the admission arrangements below are applied. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

1. First priority: Looked After and previously Looked After Children

Within the admission arrangements, looked after and previously looked after children will receive the top priority for a place (see Note 1 for further information relating to looked after and previously looked after children).

2. Second priority: Exceptional social / medical need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply. (see note 2)

3. Third priority: Brothers and sisters (siblings) living in the catchment area

A sibling is a child who will have a brother or sister at the school at the time of the sibling's admission. This would apply both at the initial allocation of places and also when prioritising the waiting list. (see notes 3 & 4)

4. Fourth priority: Children who both live in the catchment area and who attend one of the following partner/feeder schools:

Oakfield, Eastwick, St Lawrence, The Raleigh, The Dawnay, The Royal Kent (see note 4).

5. Fifth priority: Those children who live in the catchment area but do not attend one of the partner/feeder schools named in 4 above. (see note 4)

6. Sixth priority: Brothers and sisters (siblings) living outside the catchment area

A sibling is a child who will have a brother or sister at the school at the time of the sibling's admission. This would apply both at the initial allocation of places and also when prioritising the waiting list. (see notes 3 & 4)

7. Seventh priority: Any other applicant (see note 5)

ADDITIONAL CONSIDERATIONS

Where parents live at different addresses, the address to be used will be the parental address where the child spends most of the time.

Where two or more children share priority for a place, e.g. where two children live equidistant from the school in accordance with the tiebreak arrangements in note 4 and 5, random allocation will be used to determine which child should be given priority.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and only one place remains, each child will be offered a place.

Waiting Lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the admissions criteria without regard to the date the application was received or when a child's name was added to the waiting list.

Late applications will be considered in accordance with Surrey's Co-ordinated Admission Scheme.

The admission of children outside of their chronological year group

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide evidence to support this.

TRANSITIONAL ARRANGEMENTS

Families with children on the school roll on 31st August 2014 will retain the original sibling criterion for any subsequent siblings. This is regardless of whether they live in the catchment area, so long as they have a sibling at the school at the time a subsequent sibling applies and is due to enter the school.

NOTES

Note 1: Looked After Children and Previously Looked After Children

Looked after and previously looked after children will be considered to be:

- Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Note 2: Exceptional social / medical need

If, when you apply, your child has a disability or a serious or life-threatening medical condition and you feel he or she must go to Howard of Effingham School and, where these needs can only be met at this school, you must put this on the application form. We will only consider this if you upload or send in medical evidence from a consultant doctor. Please note: a letter from your GP will not normally be sufficient evidence.

We may then consult the Local Authority's medical advisors. We only agree to a priority placement if the medical advisors consider that it is essential for your child to attend this school. It is expected that all mainstream schools and, not just this, will support children with the more common medical illnesses, common allergies (including nut allergy) or stress-related symptoms (or both).

If there are sensitive family circumstances, such as a significant family disability or involvement of support services (for example, Social Services), we may also consider these when you apply. Again, you must provide documented evidence or reports as appropriate. If your child is the subject of an Education Supervision Order or is permanently excluded from school, exceptional circumstances may also give priority for offering your child a place.

It is important that any exceptional circumstances, as described before, are shown on the application form when you upload or send in supporting evidence. If you do not do this, we cannot consider offering your child a priority placement.

Note 3 - Siblings

A sibling will be considered to be a brother or sister (that is, another child of the same parents), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

A sibling needs to have a brother or sister at the school at the time of the sibling's application and when they enter the school.

Note 4 - Tiebreak within catchment

If there is an oversubscription of applicants within the catchment area, priority will be given to children who live furthest from their nearest alternative school (whether or not places are known to be available) as measured by straight line from the address point of the student's home, as set by Ordnance Survey, to the nearest school gate for students to use. This is calculated using the Local Authority's Admissions and Transport Team's Geographical Information System.

Note 5 - Tiebreak outside catchment

If the school is oversubscribed from applicants living outside the catchment area we will offer places, after all other criteria have been satisfied, according to distance from the permanent home address to the school. Home to school distance will be measured by a straight line from the address point of the student's home as set by Ordnance Survey, to the nearest school gate for students to use. This is calculated using the Local Authority's Admissions and Transport team's Geographical Information System.

ENTRY TO SIXTH FORM: FOR SEPTEMBER 2017

Internal Students

The school welcomes applications for entry to the Sixth Form from students who have attended the school in Year 11 in 2016-17 and wish to enter the Sixth Form in September 2017.

External Students

The school also welcomes applications for entry to the Sixth Form from external candidates who attended another school for Year 11 during 2016-17. The Published Admission Number for Year 12 in September 2017 will be 15; this figure refers only to Year 12 students being admitted to the school for the first time and not to the students entering from Year 11 within the school. Please note that more places may be available subject to the take up by internal applicants.

Entry Requirements for both Internal and External Students

Entry to the sixth form is subject to a student having achieved the entry requirements for the programme of subjects/courses they wish to pursue.

Students should refer to the school's Sixth Form Prospectus for individual subject requirements for further details; individual subjects may be limited in the number of students they are able to accommodate.

Admissions Criteria for External Students

Should applications from suitable qualified external students exceed the number of places available, the following over-subscription criteria will be applied:

1. Looked After and previously Looked After Children.
2. Exceptional social / medical need (defined as for Year 7 admissions)
3. Any applicant

If there is over-subscription in any category, priority will be given to those living closest to the school. Home to school distance will be measured by a straight line from the address point of the student's house, as set by Ordnance Survey, to the nearest school gate for students to use.

Please refer to the SCC Admissions website: <http://new.surreycc.gov.uk/schools-and-learning/schools/school-admissions> or contact the school's Admissions Officer for advice and guidance through the process.