



## Admissions Policy and Procedures for Admissions 2023/2024

### DOCUMENT CONTROL

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### Huntcliff School - Admissions Policy and Procedures for Admissions 2023/2024

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## SUMMARY:

Huntcliff School as an academy is the admission authority. This policy outlines the admission arrangements for the academic year 2023/24. It covers admissions for Year 7 and mid-year / occasional admissions, and comes into effect for admissions commencing 1st September 2022 and onwards.

Legislation now states that School Admission Policies only need to go to consultation every 7 years if there are no changes to admission criteria.

### 1. ADMISSION ARRANGEMENTS FOR THE SCHOOL FOR ACADEMIC YEAR 2023/2024

The arrangements are in line with those applied by the Local Authority for all schools and academies within the Local Authority area.

### 2. ADMISSION ZONE

No change is proposed to the schools' admission zone. The schools' admission zone is that covered by the admission zones of Saltburn only.

### 3. ADMISSION NUMBERS

Students will be admitted in Year 7 without reference to ability or aptitude. The schools' admission numbers has been set with regard to the physical capacity of the schools. The proposed admission number for Year 7 for the 2023/24 school year is 112. These figures are based on the assessed capacity of the school at the present time and may be subject to variation, depending on future plans and developments which may impact on the schools' physical capacity.

### 4. APPLICATION PROCEDURE AND TIMETABLE FOR ADMISSIONS TO Year 7 2023

The application process for admissions Y7 is co-ordinated by Redcar & Cleveland Local Authority (LA), which acts on behalf of our Governing Committee (admission authority) to offer Year 7 places at our schools. At the appropriate time, Parents/Carers will receive information from Redcar & Cleveland Admissions on how to make an application on relevant dates. Offer letters will be issued by the LA on 1st March 2023 for Y7– the national schools places offer days. Applications can also be made on-line. An Independent Choice Advice service will be available to assist families with their applications. For details, please contact the Redcar & Cleveland Admissions Team on 01642 837740 / 837730 or log onto [www.redcarcleveland.gov.uk/admissions](http://www.redcarcleveland.gov.uk/admissions).

All parents/carers are strongly advised to read the Redcar & Cleveland Local Authority Guide for Parents/Carers 2023/2024.

The timetable for secondary school admissions arrangements for Y7 2023/2024 is available from Redcar & Cleveland Admissions Office.

### OVER-SUBSCRIPTION CRITERIA

Where more parents/carers have expressed a preference for the school than there are places available; criteria will be applied to determine which parents/carers' preferences can be met. The proposed over-subscription criteria are outlined as follows –

CRITERIA (in priority order)	EXPLANATORY NOTES
i) children who are cared for by a Local Authority	Children who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22 (1) of the Children’s Act 1989).
ii) children who are permanently resident in the admission zone defined by our school	<p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents/carers are separated and the child lives for periods of time with both parents/carers, the address used will be of a parent who receives child benefit for the child. Parents/carers may be asked for proof. Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The Authority will take action should false information be submitted in order to secure a place at a particular school.</p> <p>Please note that admission to the Nursery at Saltburn does not guarantee admission to Saltburn Primary School and subsequently does not guarantee admission to Huntcliff School.</p>
iii) children not living in the admission zone who has elder siblings attending the school in the 2023/24 school year	<p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2023/2024 school year.</p> <p>Siblings refer to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p>

<p>iv) children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by appropriate professional advisors to the school.</p>	<p>Social reasons generally do not include domestic circumstances such as parents/carers working commitments, childcare arrangements separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>Parents/carers are strongly urged to provide independent third party information (e.g. from a professional person who knows or is involved with the medical or social reason why they think their child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the only school which could meet their child's needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the relevant professional advisors as to whether or not an application falls into this category.</p>
<p>(v) children living closest to the school</p>	<p>The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.</p>

**6. CHILDREN IN RECEIPT OF A LOCAL AUTHORITY STATEMENT OR EDUCATION HEALTH CARE PLAN (EHCP)**

Any child who has a current Statement of Special Educational Needs or Education Health Care Plan (EHCP) naming Huntcliff School as the designated school will be automatically admitted, unless the school has previously demonstrated (if necessary to an independent tribunal) that to admit the child would not be in her/his best interests, unreasonable in terms of its impact on the school, or detrimental to health and safety.

**7. TIE-BREAK**

If it is necessary to distinguish between children within categories (i)-(iv) places will be offered using the criteria listed above in priority order and determined by criteria (v) – measurement on a straight line basis as defined above.

**8. LATE APPLICATIONS AND MID-YEAR ADMISSIONS**

Every effort will be made to ensure parental applications are received by the published closing date. However, applications may still be received after the closing date if there is a good reason for their lateness. In this instance, the Local Authority will accept applications for over-subscribed schools if they are received before places in the school have been allocated. Examples of good reasons may include when a parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

**9. ALLOCATION OF PLACES WHICH BECOME AVAILABLE BEFORE APPEAL HEARINGS**

Where places become available prior to an appeal hearing, they will be allocated in accordance with the over-subscription criteria.

#### 10. WAITING LISTS

Those pupils who have not been allocated their highest rank preference for Huntcliff School will automatically be placed on a waiting list.

Parents/carers may request that their child's name be placed on a waiting list for Huntcliff School. If places become available in the school they will be allocated to children on the waiting list in accordance with the over-subscription criteria. Waiting lists will be maintained until the end of the Autumn Term 2023.

#### 11. APPEALS

The parents/carers of any child who is refused a place at Huntcliff School have a right of appeal to an Independent Appeals Panel. The panel consists of three people who are fully independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of each appeal case before putting them against the Planned Admission Number of the school as a whole. Both the Governing Body and the parents/carers must abide by the decision it makes.

#### 12. ADMISSION TO YEARS OTHER THAN YEAR 7 – SEPTEMBER 2023-24

Applications for places in these year groups can be received at any time of year. In the event of over-subscription, the criteria set out above will be applied and places offered in accordance with those criteria.

To apply for a place after the start of the autumn term in September 2023, please contact the Local Authority Admissions Office on 01642 837740.

Parents/carers wishing to visit the school prior to submitting an application are welcome to do so.