



<b>Adopted:</b>	<b>1 March 2016</b>
<b>Next review:</b>	<b>November 2016</b>

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# Harrogate High School

## Admissions Policy: Academic Year 2017-18

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### Applying for a place at Harrogate High School

Harrogate High School is an Academy Trust for students in Years 7 to 13 (age 11 to 18). As an Academy Trust, we are our own admission authority, but admissions to Years 7-11 are co-ordinated on our behalf by North Yorkshire County Council.

Parents who wish to apply for a place in Year 7 – 11 should do so online at [www.northyorks.gov.uk](http://www.northyorks.gov.uk) or by contacting The Education Office on 01609 533679.

Parents who wish to apply for a place in the Sixth Form, should contact the school directly.

### Admissions Criteria

Children with a statement of special educational need (SEN) or education health care plan (EHP) naming that school will be allocated a place in line with section 324 of the Education Act 1996. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) or education health care plan (EHP) has been issued.

### Published Admission Number

The admission limit for pupils into Harrogate High School is 125 for year 7 and 20 for the sixth form. All applicants will be admitted if PAN number or fewer apply and, in the case of sixth form applications, if they have also met the school's sixth form entry criteria.

If the number of applications exceeds the Published Admission Number (PAN), after the admission of children where the school is named in the statement of special educational needs (SEN) or education health care plan (EHP) the following **oversubscription criteria** will apply:

### **Priority 1**

Children and young people in public care and previously looked after children, that is children who were previously looked after but ceased to be so because they were adopted or subject to a child arrangement order or special guardianship order for whom the school has been expressed as a preference.

*This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application. In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application. It includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Childrens Act 2002. Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.*

### **Priority 2**

Children the Authority believes have special social or medical reasons for admission.

*We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. The school will seek professional advice in considering all applications made under priority group 2.*

### **Priority 3**

Children living in the Harrogate rural zone and Harrogate town zone.

### **Priority 4**

Children of staff members, where the staff member has been employed at the school for two or more years at the time of application, or where the staff member has been recruited to fill a post for which there is a demonstrable shortage.

### **Priority 5**

Children living outside the Harrogate rural and Harrogate town zones.

*Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally.*

If there are not enough places for all children in Priority 3 at Harrogate High School, places will be allocated on the following basis:

Once places have been allocated to those with a statement of special education need or education health care plan and those in priority groups 1 and 2, the remaining places will be allocated on the basis of 21% of places being available to children living in the Harrogate rural zone and 79% of places being available to children living in the Harrogate town zone.

Unallocated places in either of the Priority 3 zones would be assigned to the other zone before giving priority to children from Priority 4 or 5.

**Tie break:**

If there are not enough places for all of the children in one of these priority groups we will give priority first to those with a sibling at the school in September 2017.

*In all cases sibling refers 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.*

Within Priority 3, town children with a sibling will have highest priority for town places and rural children with a sibling will have highest priority for rural places.

If, within each zone there are not enough places for all those with a sibling at the school in September 2017, we will give priority within that zone to those children living nearest the school.

All distance measurements are based on the nearest route recognised by the County Council's electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team.

Priority will then be given within each zone to Priority 3 children without a sibling at the school but who live nearest to the school.

If, within Priority 5, there are not enough places for all those with a sibling at the school in September 2017, we will give priority to those children living nearest the school. Priority will then be given to Priority 5 children without a sibling at the school but who live nearest to the school.

**Sixth Form Admissions**

Both internal and external applicants will have to meet the same minimum academic requirements of specific courses to gain entry into the sixth form. These are outlined in the school's sixth form prospectus.

A meeting may be held to discuss options and academic entry requirements for particular courses, but these meetings will not form part of the decision making process on whether the governing body offers a sixth form place.

Where there have been more applications to the sixth form than available places, the highest priority will be given to existing students at the school followed by students in the order of the oversubscription criteria.

### **Appeals**

Where we are unable to offer a place at the school, parents will be offered the statutory right of appeal against the decision. The offer letter will give the reasons why we are unable to allocate a place and will advise parents to contact the school directly to confirm appeal arrangements.

No limits will be made to the grounds on which appeals can be made.

### **Waiting Lists**

If the school is oversubscribed, a waiting list will be maintained by the local authority until 31 December 2017. Each child added will require the list to be ranked again in line with the published oversubscription criteria. Where places become available they will be allocated from the waiting list in accordance with the published oversubscription criteria.

### **Equal Opportunities**

Harrogate High School is an equal opportunities school and, as such, our admissions procedure will not, either directly or indirectly, unfairly discriminate an applicant from a particular social or racial group, or a child with a disability or special educational need, or any other protected characteristic.

### **Monitoring and review**

On an annual basis, the admission arrangements outlined in this policy will be formally reviewed and agreed upon no later than 15 April 2016 for September 2017 admissions even if no changes have been made.

The admission arrangements outlined in this policy must also be consulted on at least every 7 years, even if no changes have been made throughout this period.