



<b>Policy title</b>	<b>School Admissions</b>
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<b>Governing Body Sub-Committee</b>	<b>Steering Group</b>

The Hayfield School  
Hurst Lane  
Auckley  
Doncaster  
DN9 3HG

## **The Hayfield School Policy Statement: Admission - 2019 - 2020**

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The Hayfield School administers admissions in such a way as to reflect and have due regard to:

- (a) Statutory Calculation related to the size of the building. It is these calculations, which indicate the pupil admission limit for each year group. This is currently at 210 pupils in Years 7, 8, 9 and 10 for September 2019 and 180 pupils in Year 11.
- (b) Local and historical practice of giving priority where possible to pupils residing within the formal catchment area of the school, as defined by the collective catchment of Pyramid schools.
- (c) The admissions code currently in force.
- (d) Advice and guidance as appropriate from the local Admissions Forum established under the above code and the DCSF.

### **Co-ordination of Admission Arrangements for Year 7 September Entry Only**

Under the Statutory Admissions Code referred to in (c) above the school, in line with all other schools in Doncaster and the surrounding area will be subject to Co-ordination of Admission Arrangements by Doncaster LA.

This in effect means that parents will be allowed to complete only one application form for admissions and on that form they will be allowed to express up to three preferences for the school of their choice.

Parents should note that The Hayfield School Admissions Committee will deal with any application forms on the basis of all preferences being treated as equal. This means that all application forms, which name The Hayfield School, irrespective of preference, will be considered when deciding places to be offered.

In the event of the Pupil Admission Limit being exceeded the Over-subscription Criteria will be applied to all applications.

All applicants should note that once criteria related data has been sent to the LA (i.e. by the end of the second school week in December) the address on the original application form will be the one used for the basis of all decisions.

All application forms should be submitted to the LA. The LA will in turn forward the forms to the relevant Admissions Authorities for consideration.

### **Application for Admission: In Year Applications**

Applications for admission can be forwarded to the Local Authority, and are considered, where appropriate, by the Admissions Committee of the school. Applications are invited from any parent or guardian who should note the following:-

- The school is non-selective. The school accepts applications on behalf of any pupil and admits pupils on roll without reference to ability, aptitude, or religion.
- The pupil admissions limit into any one year group is 210 pupils in Years 7, 8, 9 and 10 for September 2019 and 180 pupils in Year 11. This limit is set by statutory calculations already referred to in (a) above.
- Prior to formal meetings of the Admissions Committee the school reserves the right to check the details on any application form and ask for any necessary evidence to support the application in order to deter fraudulent or misleading applications.
- After consideration the school advises the Local Authority regarding any offers of a place or refusals, who then issue the appropriate letter on the school's behalf.
- In terms of an offer of a place no deadline for acceptance or decline is set, however a reasonable time scale for response is expected and the LA will follow up on any offer if need be.
- The offer of a place does not constitute enrolment within the school, this only occurs on the first day of attendance.
- After due consideration offers of a place or refusals will be sent in writing to applicants as soon as possible:
  - The offer of a place will be on the basis of a strict time limit for acceptance (usually 14 days) or the offer may be withdrawn.
  - The offer of a place does not constitute enrolment within the school, this only occurs on the first day of attendance.

Parents also need to be aware of additional constraints that are operative:

- Clearly there is more chance that a year group will be full and a refusal to admit would be "more normal" in an oversubscribed school.
- If a place is offered in-year formal acceptance will be required in the normal way and in addition there is an expectation that the place will be taken up (i.e. the child attend on the first day) by an agreed date or the offer may be withdrawn.
- All refused applicants in Year 7 - 11 will be added to the Waiting List according to the over-subscription criteria.

### **Over Subscription Criteria**

In the event that there are more applications than there are places available in any one year then over-subscription criteria will be applied:-

1. 'Looked After' children as defined by the Children's Act 1989 (subject to Care Orders and/or accommodated by the Doncaster Local Authority).
2. All other children permanently residing within the formal catchment area of the school.
3. Children who are living within the same family unit who are attending the school at the time of application, and who will also be on role at the school at the point of admission.
4. Children of staff
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admissions to the school is made, or

- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children not resident in the formal catchment but who will have attended a current Pyramid school of The Hayfield School for the full academic year prior to admission. The current Pyramid schools are as listed in the Explanatory Notes.
6. In the event that the Pupil Admission Limit is not reached after application of the above criteria (i.e. there are still places left), then distance to the school is used as the deciding factor for all other applications. Distance is measured by a straight line from the main foyer entrance door of the school to the main entrance door of the permanent residence. The application with the permanent residence closest to the school will be offered the place.

In the event that the Pupil Admission Limit is reached within any of the criteria above then distance to the school is applied as a tie-breaker.

**Note:** Please refer to the attached Explanatory Notes/Definitions at the end of this policy.

### **Waiting Lists/Refused Applications**

The school operates and maintains waiting lists for Years 7 - 11 which are kept in strict rank order according to the application of the over subscription criteria. The school is statutorily not allowed to keep waiting lists in 'date of application form received' order. As and when places become available at the school the persons at the top of the waiting lists are duly offered places automatically.

Parents should be aware that their place on the waiting list is not fixed, and that they can move up or down according to the application of the over-subscription criteria as new applications are received. Periodically the Admissions Secretary will consult with each person on the waiting list to ascertain whether or not they wish to remain upon it.

The waiting list for entry into any new Year 7 in September is established once administrative procedures have been completed following the formal formation of the new year group.

### **Offers of Place:**

It should be noted that once an offer has been made and accepted, the child must attend school within 10 school days of the acceptance date.

### **Right of Appeal:**

- All refused applicants in Years 7 – 11 will be advised of a right of Appeal given a refusal of an offer of place

### **Explanatory Notes/Definitions**

**Formal Catchment Area:** The formal catchment area of the school which is defined as the existing collective LA catchment areas of the Pyramid schools (Auckley Junior and Infant; Bawtry Mayflower Primary; St. Oswald's Church of England Academy Finningley; Hayfield Lane Primary; and Branton St Wilfrid's Church of England Primary) and includes: Bawtry, Austerfield, Finningley, Blaxton, Auckley, Branton and Old Cantley.

**‘Looked After’ children:** Children who are subject to care orders and interim care orders, or who are accommodated by the Local Authority in full time placements.

**Residence:** “A permanent residence for purposes other than solely for educational reasons at which the person or persons with parental responsibility for the child resides with said child”

All applicants are required to satisfy this definition in order to qualify as living In Catchment, for this reason Tenancy Agreements, proposed property sales and transactions and continued ownership of other property in the local area may be thoroughly investigated to ensure that the application address is valid. The above also applies where there is a split family situation

**Split Families:** For admission purposes, where more than one person holds parental responsibility and those persons reside in separate properties, the child’s ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the school week. The school will require legal or other verified documentation to support the address information.

**False Information:** Where the Admissions Committee has made an offer of a place on the basis of information which subsequently proves to be fraudulent or intentionally misleading, then the offer of a place will be withdrawn.

Where a child has started attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn by the Governing Body taking into account the length of time the child has been at the school.

Where a place or an offer has been withdrawn the application will be reconsidered by the Admissions Committee and a right of appeal offered if the place is refused.

**Siblings:** Are defined as those children who legally share one parent in common, and reside with that parent in the same family unit.

**Twins:** The schools considers applications received on behalf of twins/triplets etc as equal applications and for the purpose of an offer of a place are treated as one application in the event of over-subscription i.e. if only one place is available but twins are applying and are top of the waiting list both will be accepted.

**Travellers Children:** Can only be deemed to be ‘resident’ at a registered/designated site

**Tie-breaker:**

In the event of there being more applicants in any one of the above criteria than there are places available, priority will be given to those whose permanent address is nearest to The Hayfield School (as measured by a straight line distance from the main foyer entrance door of the school to the main entrance door of the permanent address).

Should the 'tie-breaker' rule have to be applied, the school will use whatever reasonable facilities that may be available to them to determine the straight-line distance from the main foyer entrance door of the school to the main entrance door of the permanent address.

These facilities will include some or all of the following:-

- Liaison with the Doncaster LA and use of their GPS system
- Visits to the site

**Waiting Lists:**

Once established this is maintained for Years 7-11 and names will be added in rank order according to the Criteria (including application of the tie-breaker when appropriate).

Waiting Lists cannot legally be kept in 'date of application form' received order

For the incoming Year 7 in September of each year, no Waiting List is established until the final date for the return of the acceptance of the offer (plus an additional 3 working days to allow for administration) has passed.

**Re-Application:**

The Admission Panel will not be required to determine an application during the same academic year unless there has been a significant change of circumstances relevant to the application.

**Appeals against Refusal:**

Parents have the right of appeal. Appeals should be requested and lodged with the local authority within 20 school days of receiving your decision letter. Your appeal will be heard by an Independent Appeal Panel organized by the local authority within 30 school days from the date your appeal is lodged. All appeal decisions made by the panel are final and binding on the admissions authority.

The school will not respond to any enquiries that concern pending appeals.

