



Worthing High School Admissions Policy 2020/21	
Last Reviewed - Autumn 2018	Next Review - Autumn 2019
Trustee Board	Author: Headteacher

1. Introduction

Academies are responsible for setting their own admission arrangements. They must:

- Consult with all other schools in the locality, parents/carers and other interested stakeholders including the local authority if they wish to make a change.
- Consultation must not begin before 1 October, must be completed by 31 January and must last for at least 6 weeks.
- They must consult in any year if changes are proposed or as a minimum every 7 years.
- The admissions policy must cover:
 - > The admission number for each year of entry
 - > Proposed over subscription criteria
 - > Tie-break criterion
 - > Information about appeals
- The Admissions Policy must be published on the school website

2. General Principles

Worthing High School is an 11-16 mixed comprehensive school and one of six secondary schools in the town of Worthing. The School converted to academy status in December 2012 and has a non-selective policy.

The main principle of admission to Worthing High School is to maintain the character of the school as a comprehensive school with a calm and purposeful learning ethos, providing for the needs of young persons within the 11-16 age range, who live in Worthing and the surrounding areas. There is no guarantee of a place for children living in this admission area in the case of oversubscription.

The school will endeavour to provide places for pupils who live outside this area whose parents/carers wish them to attend Worthing High School provided they can be accommodated within the admission limits.

Worthing High is an inclusive school with a family feel and welcomes all applications. Our uniform policy is intended to encourage a professional appearance and a pride in the school. The school has tried to keep this at a reasonable cost while maintaining a level of conformity. Parents and carers can discuss any concerns you may have about uniform items directly with the school.

Admission to our school is not dependent on any voluntary contribution and we have a full range of extra-curricular activities available for all students at no cost. The school has a full programme of both

residential and non residential visits for which a charge is made. Parents and carers can discuss any payment concerns you may have directly with the school.

- Pupils will be admitted at the age of 11+ without reference to ability or aptitude.
- The admission number from September 2020 will be 210 for Year 7 and subsequent new intake years.
- Mid-year and admissions will be dealt with in accordance with this policy.

The school participates in the Local Authority (West Sussex County Council) co-ordinated admissions scheme and all deadlines within that should be adhered to by applicants.

Information about admissions into the school and access to the common application form may be obtained from the Local Authority by emailing admissions.south@westsussex.gov.uk or calling 033 301 42903.

3. Visits to the school

Prospective parents/carers and students are welcome to book a tour of the school. This can be done by emailing office@worthinghigh.net or calling the school main reception on (01903) 237864. Tours operate weekly and can be organised at a convenient time for all parties. Attending a tour does not form part of the admission process or constitute an offer of a place at the school.

4. Children who are Looked After or previously Looked after Children

Evidence is required to support applications for Looked after Children or previously Looked after Children who ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Applications for Looked after Children should be made by the relevant social worker.

- Applications for children who are adopted should be supported by a copy of the adoption order - made under the terms of the Adoption and Children Act 2002 (which came into force on 30 December 2005) - and the new birth certificate.
- Applications for children who are subject to a residence order - made under Section 8 of the Children Act 1989 should be supported by a letter from social services confirming the details of the arrangements for the child.
- Applications for children who are subject to a special guardianship order - made under Section 14A of the Children Act 1989 (as amended by the Adoption and Children Act 2002) should be supported by a letter from social services confirming the details of the arrangements for the child.

5. Oversubscription Criteria

These are the criteria that apply to Worthing High School:

- The tie-break used is a straight line distance.
 - All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey address point data from a central point in each building.
 - In the case of shared parental/care responsibility with parents/carers living at different addresses, the home address will be determined as the one which is nearest to the school.
 - Where priority is given for a sibling, brothers or sisters may be half, step-siblings (by marriage or co-habitation) or foster siblings but must be living permanently at the same address in the Borough of Worthing.
 - Worthing High School only gives sibling priority if the older sibling will be in the school at the time of application and will still be in the school at the time of admission i.e. in years 7 -11.

Any child with a statement of special educational needs naming the school will automatically be admitted to that school, under Section 324 of the Education Act 1996.

1. Looked after children (CLA students - children in public care) and children who were previously looked after. See section 4 for more information. Evidence must be provided.
2. Children of staff who work (on a permanent contract) for SDET, have worked for more than two years for the Trust or have been recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children with brothers or sisters* already at the school and who will still be attending when the child starts who reside in the Borough of Worthing (*brothers or sisters may be half, step-siblings or adopted but must be living permanently at the same address).
4. Children attending a school that is part of SDET.
5. Other children who reside in Borough of Worthing.
6. Children with brothers or sisters* already at the school and who will still be attending when the child starts who reside outside the Borough of Worthing (*brothers or sisters may be half, step-siblings or adopted but must be living permanently at the same address).
7. Other children who reside outside the Borough of Worthing.

When available places have been offered, a waiting list will be established for each year group using the above oversubscription criteria. Waiting lists will be cleared each 31st December. You must contact WSCC Admissions or the school if you wish your child's name to remain on the list after this time.

Parents/carers have the right to appeal. The process is as outlined in any refusal letter issued by West Sussex County Council.

7. Applications after the normal admissions rounds (In-Year applications Years 7- 11)

Applications for entry to Year 7 after the end of the routine admissions round (ending on 31st August) and applications for entry into Year 8 to Year 11 (if available) at any time will be processed as in-year applications and applications must be submitted directly to Worthing High School as the school is its own admission authority. If there are students on a waiting list for the year into which the applicant is seeking admission, then the student will be placed on that waiting list in the position determined by applying the oversubscription criteria. Students will be admitted from the waiting list in order if space becomes available. If there is no student on the waiting list for the year into which the applicant is seeking admission, then the governors will admit the student if there is space or place him/her on the waiting list if there is no space. If at the time of this determination the school has applications from more than one student for admission to the same year group, all the applications will be ordered according to the admission criteria and will be considered in that order. Please contact Worthing High School admissions on either telephone 01903 2378641 or email: office@worthinghigh.net

8. Waiting lists - Admissions into Year 7

In the case of oversubscription, waiting lists are created using the criteria as stated above. This waiting list is maintained until the last day of the Autumn Term. From the start of the Spring Term a new waiting list will be created and kept. Parents wishing to remain on the waiting list for the Spring Term must contact the school by the end of the Autumn term, stating their wish to remain on the waiting list and providing their child's name, date of birth and the name of the child's current school. The children on this Spring waiting list will be ranked according to our admission criteria.

9. Waiting lists - Admission into Year 8 to Year 11

Waiting lists for 'In -Year' applications will be maintained by Worthing High School in accordance with our admission policy. No account is taken for the length of time spent on the waiting list. Positions on the waiting lists may go up or down due to student withdrawals or new or revised applications received; therefore waiting lists will be reviewed and revised:

- each time a child is added to, or remove from, the waiting list
- when a child's changed circumstances will affect their priority
- when parents respond to periodic requests to see if they wish to remain on the waiting list

Children who are the subject of a direction by the Secretary of State for Education to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list. Parents will receive termly requests to see if they wish to remain on the list for Worthing High School. Where no response is received, the child's name will be removed from the waiting list. All waiting lists for all year groups will be cancelled at the end of the academic year.