Worthing High School Admissions Policy 2027/28

	For admission to school Sept 2027
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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 nonselective policy. The school is part of the South Downs Education Trust. The trust is its Own Admissions Authority and manages its own In Year Admissions.

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.

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 2027 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 at phase transfer age and access to the common application form may be obtained from the Local Authority by their website https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/schoolplaces/apply/secondary-school-places,emailing admissions.south@westsussex.gov.uk or calling 033 301 42903.

In Year Application forms can be requested from the school by emailing office@worthinghigh.net.

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 fortnightly at a set time. 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.
- A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions(see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- A child regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society.
- This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002(see Section 46 adoption orders).
- Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

- See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

5. Oversubscription Criteria

These are the criteria that apply to Worthing High School:

- Please see ordnance survey grid reference 514143 and 103889 on the map attached at Appendix A
- The tie-break used is a straight line distance. All distances are measured by a straight line from the school main entrance to the child's home address, using Ordnance Survey address point data from a central point of the main entrance to the centre of the child's building. In the event that two or more children live at the same distance from the school (including flats within the same building), and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining places. This will be by supervised drawing of lots, carried out by at least two members of staff.

- Shared residency. We can only use one address to allocate a school place. Further details can be found on the West Sussex County Council website. Priority for your application will be based upon the address which the Pupil Admissions Team determines as your child's main address. WSCC - Shared residency

- 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 an agreed Education Health Care Plan (EHCP) naming the school will be admitted to the school. (An EHCP is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child.

1. Looked after children [15] and all previously looked after children, including those children who appear(to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted [16]. Previously looked after children are children who were looked after but ceased to be so because they were adopted [17] (or became subject to a child arrangements order [18] or special guardianship order [19]). Applications for Looked after Children should be made by the relevant social worker. See section 4 for more information. Evidence must be provided

2. Children of staff employed at Worthing High School where the member of staff has been employed at the school for two or more years at the time the application for admission is made and/or was recruited to fill a vacant post at the school for which there is a demonstrable skills shortage. For the purposes of this criterion, staff employed at Worthing High School includes teaching and support staff working at the school and staff employed centrally by South Downs Education Trust who work for a significant proportion of their time at Worthing High School.

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 Clapham and Patching C of E Primary School (a school that is part of South Downs Education Trust).

5. Other children who reside in the 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 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 or by the school in the case of In Year Applications.

6. Definitions & Clarifications

Twin, Triplet and children from multiple births

In the case of multiple births, where children are ranked consecutively in the order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place.

Home address

Applicants will be asked to declare that the address used will be their place of residence beyond the date of the student starting school. The school reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if a false address is given or the child does not live at the address. In such cases, the applicant will have recourse to putting their application through the independent appeals process. Temporary addresses cannot be used to obtain school places. Where an applicant has two or more properties, evidence will be required showing the rental or disposal of the previous property. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at the school, or normally withdraw the offer of a place.

Applicants from abroad

An application for the school can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode, or in the case of children of service personnel with a confirmed posting or crown servants returning from overseas, the application is accompanied by an official letter that declares a relocation date. The address used will be the address where the child is living at the closing date for application unless evidence is provided that the family is returning to a property that they own in the UK by 27 November in the year of application. In the case of children of service personnel with a confirmed posting or crown servants returning from overseas, the address used will be the address the child will live at provided the parents can provide evidence of their intended address or if the parent so requests, the Unit or quartering address. In all other cases, third party written evidence confirming the details and timing of the relocation will be required.

Admission outside the normal age group

Parents may request that their child is admitted outside their normal age group. The request should be made to admissions@worthinghigh.net at the time of application and should explain why admission outside the normal age group is being requested and which year group the parent wishes their child to be admitted to.

Each request will be considered on the circumstances of the individual case and in the best interests of the child, taking account of the factors set out in the School Admissions Code. Parents will be informed in writing of the decision and the reasons for it.

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 237864 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

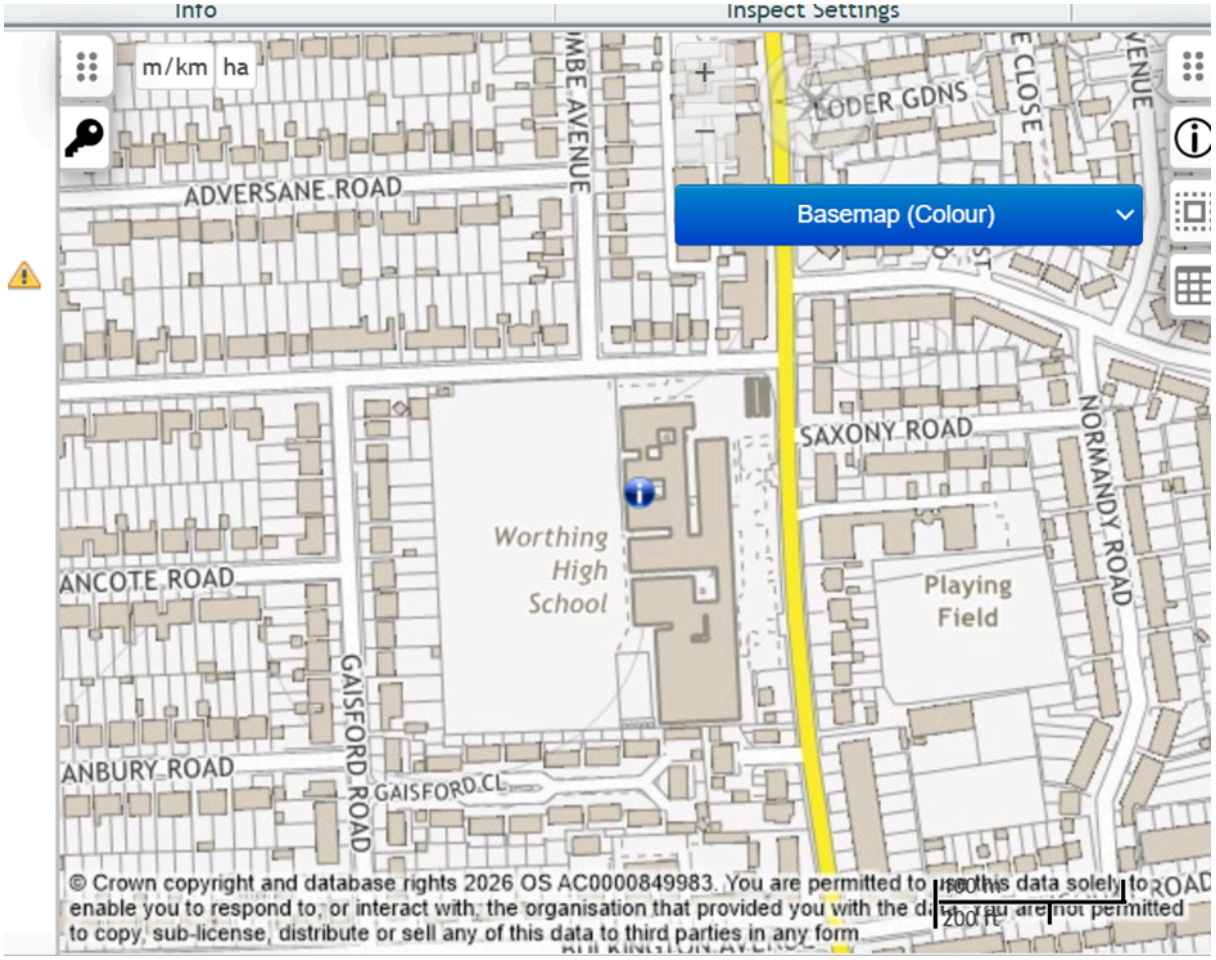
Waiting lists for 'In –Year' applications will be maintained by Worthing High School in accordance with our admission policy. No account is taken for the length of time spent on the waiting list. Positions on the waiting lists may go up or down due to student withdrawals or new or revised applications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

- each time a child is added to, or removed 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
- We do not give out information regarding which position a child is 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 regular contact 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.

Appendix A


Info
Inspect Settings
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ADVERSANE ROAD
Basemap (Colour)
SAXONY ROAD
NORMANDY ROAD
Worthing
High
School
Playing
Field
ANCOTE ROAD
GAISFORD ROAD
ANBURY ROAD
GAISFORD CL
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