



Worthing High School Admissions Policy 2018/19	
Last Reviewed - Autumn 2016	Next Review - Autumn 2017
Full Governing Body	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 for all year groups from September 2018 will be 210 per year group.
- 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.

Our admissions area - The borough of Worthing.

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 achieve@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. Applying under the exceptional and compelling category

Many admission authorities have criteria where priority will be given to applicants if there is a strong medical case or exceptional need for the child to attend the school named first on their application. When considering applying under this category parents/carers should bear in mind that all schools can cope with special educational needs such as Asperger Syndrome, Dyslexia etc. Schools are also experienced in managing common childhood complaints such as asthma and allergies.

Issues such as difficulties with childcare arrangements or the child's ability/school performance are not covered by this category.

Parents/carers wishing to apply under this category must submit independent professional evidence with their application which explains clearly why it is essential for the child to attend the school named as their first preference. (This evidence should be posted to the Southern Pupil Admissions Office by Recorded Delivery mail.)

The supporting evidence from the qualified professional (e.g. medical consultant or a psychologist) must detail fully the child's needs and address the reason why these needs can only be met at the preferred school. Letters from parents/carers alone are not sufficient nor are letters that do not address the

question of which school the child must attend. Letters from teachers at the child's current school will not be taken into account.

The Pupil Admissions Office will not contact third parties to obtain information relating to an application. It is the parent/carers responsibility to send any evidence relating to their child to support their application. Applications will not be considered under this category if they do not provide the supporting evidence. The evidence must be received by the published deadline.

As priority under this category cannot be assumed, parents/carers are strongly advised to name three different preferences. Doing so will not mean the first preference is treated with less consideration. Should priority not be given on the basis of the evidence submitted, the application will be considered against the remaining admission criteria, for example, residency within the catchment area.

6. 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 or step-siblings (by marriage or co-habitation) or foster siblings but must be living permanently at the same address.
- 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 who need a place at the school on exceptional and compelling social, psychological or medical grounds. See section 5 for more information. Evidence must be provided.
3. Children with siblings already attending the school and who will still be there when the child starts.
4. Children of staff who work (on a permanent contract) for Worthing High School, have worked for more than two years for the school or have been recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. Other children who reside in the catchment area.
6. Other children who live outside the catchment area.

If oversubscribed Worthing High School will maintain waiting lists for all year groups using the above oversubscription criteria. Waiting lists will be reviewed each summer and parents/carers will be contacted to ask if they wish their child's name to remain on the list.

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