



# High Storrs School

## Admissions Policy

Reviewed: May 2019

By: Ben Lacey

Next Review: September 2020

Minor Amendments:

## Introduction

The admission authority for High Storrs School is Sheffield Local Authority. These arrangements are in line with legislation and statutory guidance (School Admissions Code 2014) and designed to ensure there is a fair admissions procedure for all applicants, and to help guide parents through the application process.

These arrangements will apply to all admissions from September 2019, including in-year admissions.

**Please be aware of the closing date for applications. This will have been communicated to you from Sheffield Local Authority.** The applications are made to Sheffield Local Authority. Any applications received after this date will be considered after those applications received before the closing date. We also strongly advise you to put a second and third choice, in case of situations where High Storrs is oversubscribed.

Our annual Indicated Admission Number (IAN) is 240 for entry into Y7 in 2020.

### 1.1 Applying for a place

High Storrs School welcomes all applications. Our principal admission is at the beginning of Year 7. We encourage entry at these times so as to aid the progression of the child academically without interruption.

Parents are encouraged to visit the school with their child if they are planning to apply for a place and we have a number of open days during the year. Arrangements for visits outside of these dates are made through the school office.

Children are admitted to the school using the criteria outlined by the Local Authority. Parents are invited to express a preference for the school and return the application to Sheffield Admissions Service at the Local Authority who will process the application on behalf of the school using the policy outlined in this document.

The Sheffield City Council guide for parents is available on their website (<https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place>). A guide is available there to download called **Transfer to Secondary Guide**. A leaflet that summarises the key points and dates is sent to every Y6 parent in the city.

Children with an Education Health & Care Plan (EHCP) that names the school, must be offered a place at the school regardless of whether the school has places or not. Pupils who are in care or previously in care (children who were in care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following being In Care). Children in this category will be prioritised at their preferred school.

The **Transfer to Secondary Guide** on the Sheffield City Council's website explains in detail what happens when there are more applications available than places (ie. the school is oversubscribed).

### **1.2 Admissions into sixth form**

There is a separate policy for admission into Sixth Form at High Storrs School. Please see our website for this policy, or contact the school on 0114 2670000.

### **1.3 Children with special educational needs or a disability (SEND)**

As stated above, school must admit all children who have an EHCP (Education Health and Care Plan) where this school is named.

Children who have special educational needs but who do not have an EHCP will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments.

### **1.4 In-year admissions**

The criteria for in-year admissions is the same for admissions at the start of the academic year. They are processed through the Local Authority.

In-year admissions forms should be obtained from your child's current Sheffield school, or from the Local Authority. These should be completed and returned to the School Admissions team. If your child is new to Sheffield you will need to make an appointment to meet with an Officer from the Children Missing from Education service. This officer will complete an application form with you.

The Sheffield City Council Admissions Team contacts are below:

**Address:** Secondary Admissions, Floor 5, West Wing, Moorfoot, Sheffield, S1 4PL

**Telephone:** 0114 273 5790

**Email:** [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

The Children Missing from Education team details are below:

**Address:** Secondary Admissions, Floor 5, West Wing, Moorfoot, Sheffield, S1 4PL

Telephone: 0114 2736462

Email: [ed-missingchildren@sheffield.gov.uk](mailto:ed-missingchildren@sheffield.gov.uk)

### **1.5 In-year fair access protocol**

High Storrs School participates in the Fair Access Protocol which is implemented by our Local Authority. All Local Authorities are required to establish a protocol for placing vulnerable children over and above the normal admission procedures. The protocol is designed to ensure that access to education is secured quickly for children who have no school place and to ensure that schools within an area admit their fair share of children with challenging behaviour. Under the protocol the Authority may admit a child to a school that is

full. The protocol provides a definition of categories of children that may be considered under the arrangements.

## **2. Appeals**

Parents or carers can appeal to the independent appeal panel against refusal of admission to the school. The independent appeal panel will act in accordance with the framework set out in the School Admission Appeals Code 2012. In order to ensure a fair appeals process, the members of the panel are independent from the governing body, academy trust and local authority that made the original decision against the application.

A child is allowed to be on the school waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the admissions authority.

## **3. Waiting list**

The Local Authority operates a waiting list for pupils who have been refused admission. The waiting list for entrance into Y7 is maintained until 31<sup>st</sup> December. If parents do not secure a place at the school by this date, they can if they still wish to pursue a place, make a fresh in-year transfer by securing an application from your child's current secondary school.

The In Year Waiting List for year groups Y8-Y11 is maintained until the end of the academic year.

In both cases pupils refused admission will automatically be placed onto the waiting list. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children request a place on the waiting list, the list will be re-ordered in line with the oversubscription criteria. The child may gain entry to the school if the number of pupils falls below the admissions limit of the school.

If a child on the waiting list is offered a position at the school, they will be notified and will have the option of accepting or rejecting the place within 14 days.

## **4. Changes to admission arrangements**

The admission arrangements for the school may be changed by the admission authority in accordance with the requirements of the School Admissions Code 2014. There will be an opportunity for consultation in accordance with the Code.

Parents must notify the school immediately if there are any changes that may affect their child's application, such as a change of address. Where the child has multiple addresses, the address given to the school should be the one where the child spends the majority of the school week. If it is an equal split, the parents must decide which address to give.