

# **PROPOSED ADMISSION ARRANGEMENTS FOR SAMUEL WARD ARTS AND TECHNOLOGY COLLEGE YEAR COMMENCING IN SEPTEMBER 2011**

## **Introduction**

Parents should note that for Suffolk Secondary Schools there is no automatic right to a place at the local school. It is essential that application forms are completed and returned by the deadline date. If you make an application for a school which is not your local school and, subsequently, are not allocated a place, there is no guarantee that secondary education will be available for your child at the local school.

Please note that this policy does not apply to sixth form admissions: please see our separate sixth form policy.

## **Procedures for admission**

Although the School will decide its own admissions, the local authority co-ordinates all admissions in its area, and will communicate all admission decisions to parents.

Procedures for applying to Samuel Ward Arts and Technology College are explained in the publication Admission to Schools in Suffolk. Parents should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines, which apply to Samuel Ward Arts and Technology College admission arrangements unless stated otherwise in this document.

Applications must be made using the Suffolk common application form, which is available from Suffolk County Council on 0845 6000981 or Samuel Ward Arts and Technology College. **No completed forms will be accepted at the school.**

The deadline for ordinary Year 7 admissions will be that published in the Admission to Suffolk Schools Publication.

## **Oversubscription Criteria for Students Aged 11+**

The planned admission number (PAN) for September 2011 for Year 7 is 200. In deciding the admissions of pupils in other years, the PAN which applied to that year when it first entered the school will usually be used.

Children who have a statement of special educational needs naming Samuel Ward Arts and Technology College will be admitted as required by law.

If the School is oversubscribed, the following criteria will be applied in the descending order set out below to decide which applicants will be admitted:

1. Children in care (looked after children).

2. Children who live in the defined area and will have a sibling attending the school at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
3. Other children who live in the defined area.
4. Children who live outside the defined area, but will have a sibling attending the school at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
5. Other children who live outside the defined area.

### **Oversubscription: Distance Tiebreaker**

In the event of there being more applicants meeting any of the above criteria than remaining places available, distance between the applicant's residence and the school will be used as a tie breaker, with those living nearest being given priority. Distance from the school is measured from the main entrance to the front door of the applicant's residence in a straight line using the Local Authority's computerised measuring system. For applicants living in flats, the distance will be measured from the school's main entrance to the front door of the overall building containing the applicant's residence.

In the unlikely event that two applicants competing for a single place at the school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by an officer of the County Council not involved with admissions.

### **Oversubscription Criteria: Definitions**

#### "Defined Area"

The defined area for Samuel Ward Arts and Technology College is attached as a map.

#### "Residence"

In all cases proof of residence will be required. Acceptable proof of residence is a current Council Tax bill and a copy of the Child Benefit statement which confirms the child lives at the normal home address.

#### "Sibling"

A sibling is a brother or sister, which for admission purposes means brothers and sisters of whole or half blood or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility. Where a place is awarded to a twin, triplet or member of other multiple birth group, all their multiple birth siblings who have also applied will be admitted, even if this goes above the published admission number for the year group.

### **Checking Information**

The school reserves the right to make its own enquiries to verify any information supplied by the applicant. If subsequently the school finds that a

place has been offered in reliance on information that was materially incorrect or misleading (e.g. the parental address or the applicant's date of birth) and the place would not have been offered if the information had been correct, the Governing Body may withdraw the offer, even if the applicant has already started at the school.

### **Right of Appeal**

When an application is unsuccessful there is an automatic right of appeal to an Independent Appeal Panel.

### **Waiting List**

Samuel Ward Arts and Technology College will maintain a waiting list. This will be operated in accordance with the above oversubscription criteria, and length of time on the list will not be a factor in offering a place. Waiting list will be held for all years (with the exception of year 11) for the whole of each academic year. After the first term of their child's Year 7, their parent(s) must write to the school at the start of each term if they wish their child to remain on the waiting list for that term. Children whom the Local Authority directs the school to admit and who are allocated a place at the school in accordance with the Fair Access Protocol, will take precedence over those already on the waiting list.

Samuel Ward Arts and Technology College  
Chalkstone Way  
Haverhill  
Suffolk

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