



# **Durrington High School**

## **Admissions policy**

### **Introduction**

We recognise children change schools for a variety of reasons from moving home to changes in family circumstances or for other personal reasons.

If you wish to change your child's school, we would advise you to discuss your reasons for moving with a senior member of staff from your current school prior to making a decision to apply. This is particularly important for students of secondary school age as any move is likely to disrupt the courses/course content they have begun to study. Changing school during year 10&11 are likely to have a negative impact on GCSE results; it is unlikely that a perfect curriculum/match will be possible.

Durrington High School is an academy and part of the Durrington Multi Academy Trust. As such we are our own admissions authority (operate our own admissions) for in-year admission requests. Should you wish to apply for a place (other than the usual time of transition which takes place between primary and secondary school (year 6 to 7 from 2016 onwards) you should complete an application form (available on the website and from WSCC) and send it directly to our school.

### **1.0 Start of year junior to secondary school transfer admissions (each September)**

- 1.1 Durrington High School has a PAN (Pupil Admission Number) of 330 students for year 7 entry.
- 1.2 WSCC (as per its statutory responsibility) coordinates transfer admissions for children in year 6 in junior schools to year 7 at Durrington High School. Further information is available from <https://www.westsussex.gov.uk/learning.aspx>

If/when more applications are received than places available, the offer of a place will be determined through the application of the oversubscription criteria (see sections 9 & 10).

### **2.0 In year admissions**

- 2.1 **Definition of an "in-year" admission:** An "in-year" admission is defined as a request made for a place at Durrington High School after the commencement of school for the stated academic year **or** if at the start of the academic year (i.e. for start in September) for entry to a year group other than year 7.

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- 2.2 Durrington High School operates its own in-year admissions although WSCC remain informed of applications received and places offered/not offered. The school manages its own in-year waiting lists.

### **3.0 Application forms**

- 3.1 The school and WSCC can both provide copies of the Durrington High School admissions application form which should be used for all in year admissions. Forms are available by emailing [admissions@durring.com](mailto:admissions@durring.com) or by calling the school direct on 01903 244957.
- 3.2 Fully completed forms should be returned directly to the school in an envelope marked "admissions"

***Admissions,  
Durrington High School,  
The Boulevard,  
Worthing,  
West Sussex  
BN13 1JX***

- 3.3 Along with the form applicants should send proof (from within the last 3 months) of their address. This may be in the form of a photocopied utility bill or similar alternative.
- 3.4 Only fully completed forms can be considered; we will advise applicants should we consider the form incomplete or key information to be missing.

### **4.0 The application process upon receipt of a completed form/s for in year admissions:**

- 4.1 Durrington High School will make WSCC aware of received application forms within 5 days of receiving them.
- 4.2 If, having received and checked an application form the school believes there to be a case for the student to be considered under the fair access protocol (see <http://www.westsussex.gov.uk/learning/>) the application will be re-directed to WSCC.
- 4.3 Students who are designated Children Looked After (CLA), have a statement of special educational needs or an Education Health & Care Plan (EHCP) and/or qualify for consideration under the fair access protocol will receive priority over those on the waiting list in accordance with the School Admissions Code.
- 4.4 Where parents/carers believe there are exceptional/compelling circumstances in relation to the application submitted for their child (that do not fall under those

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highlighted within paragraph 4.3) the reasons should be documented & evidence provided at the same time as the application form.

- 4.5 Where a parent wants a place outside of their child's chronological year group, this should be clearly set out on the application form and any relevant evidence relating to the application provided with the form. Decisions on such applications will be dealt with alongside other applications for admission and in line with the framework set out in the School Admissions Code 2014.
- 4.6 A decision on whether a place can be offered is for the admission authority for Durrington High School to determine. In accordance with the School Admissions Code and the powers delegated by the admission authority, the decision will be made by a panel of senior staff to include a minimum of two representatives from the Head teacher & and three deputy head teachers (see sections 5 and 6 below).

## **5.0 Waiting Lists**

- 5.1 Should a place not be offered (for example because the year group is already full) then the student's name will, unless requested otherwise, be added to the relevant year group's waiting list.
- 5.2 A student's position on the waiting list for the relevant year group will be determined solely in accordance with the schools oversubscription criteria (see sections 9 & 10).
- 5.3 If/when a place does become available it will be offered to the student who is next in line according to the oversubscription criteria (after any necessary re-ranking of the waiting list has taken place).  
As new applications are received the order of the waiting list may change. As a consequence of this the school will not automatically share information on the position of any particular student on the waiting list.
- 5.4 If a place is not offered the letter confirming this will advise of the parent/carer's right to appeal. Appeals panels are independently coordinated on behalf of Durrington High School by WSCC. The Appeal Panel process operates within the framework set out in the School Admission Appeals Code 2012.
- 5.5 The waiting list for year 7 entry will initially be held until the end of the Autumn term of the year of entry. It is the policy of the school to re-set all waiting lists on a termly basis and parents/ carers should be aware of this at the point of admission. It is the parent/carers responsibility to contact the school to indicate they wish for their son/daughter to remain on the waiting list.

## **6.0 The school has a space/is under PAN in the requested year group**

- 6.1 If the school has a space in the requested year group the current waiting list will be reviewed by the admissions panel. Following this, and after observing due processes and checks, the student at the top of the list will be offered the available place.
- 6.2 An offer letter will then be sent out along with a start date; this letter will be copied to WSCC.
- 6.3 The school will make reasonable attempts to contact the applicant to which the place is offered. However, if there is no response within 10 days of the date of the offer letter the offer will be withdrawn and place offered to the next ranked student. Details of who to contact to make the necessary arrangements will be in the offer letter.

## **7.0 Visits to the school**

- 7.1 Prospective students and their parent/carer are welcome to book into one of our weekly school tours. This can be done by email [mainoffice@durring.com](mailto:mainoffice@durring.com) or by calling the main school telephone number.
- 7.2 Tours will operate once a week and have a maximum of four places available. Tours will not be available at any other time other than the published times on our website.
- 7.3 Attending a tour does not form any part of the admission process or constitute an offer of a place at the school. Staff conducting tours will have no knowledge or role in allocating places.

## **8.0 Students with Special Educational Needs who do not have a statement/ Education Health Care Plan**

- 8.1 Students who have identified additional needs (but not a SEN statement or EHCP) should apply through the normal in-year admission process. Additional information on the facilities and SEN provision within the school is available through our Local Offer on the website.
- 8.2 Any additional questions relating to SEN provision should be emailed into the school on the admissions email ([admissions@durring.com](mailto:admissions@durring.com)) and a response will be provided where possible.

## **9. Admissions/Over subscription ranking criteria (Sep 2019 onwards)**

Where there are more applicants than places available (and after the admission of children with SEN statements or EHCPs which name the school), the following criteria will be used to determine priority for admission. Durrington's published admission number will remain at 330.

- 1) **Looked after children (CLA students - children in public care) and all children who were previously looked after.** (Children who were 'previously looked after' are defined for the purposes of the legislation as those who immediately after being in care became subject to an adoption, child arrangement/residence, or special guardianship order)
- 2) **The son/daughter of a member of staff** who works (on a permanent contract) for Durrington High School and has worked at the school for more than two years/or fills a position where there is a demonstrable skill shortage.
- 3) **Children who need a place at the school on exceptional and compelling social, psychological or medical grounds.** Relevant professionally sourced evidence (medical, social care etc.) setting out the needs of the child and the requirement to attend Durrington High School must be provided with the application.
- 4) **Children who will have brothers or sisters\* already attending the school** and who will still be there when the child starts, who reside<sup>^</sup> within the Borough of Worthing~;
- 5) **Children who attend a primary school which is part of the Durrington Multi Academy Trust**
- 6) **Children residing<sup>^</sup> within the Borough of Worthing~;**
- 7) **Children who reside<sup>^</sup> outside the Borough of Worthing~, with brothers\* or sisters\* already attending the school** and who will still be there when the child;
- 8) **Other children** who live outside the Borough of Worthing~.

### **Tiebreaker**

The tie breaker in any category will be straight line distance between the child's permanent residence<sup>^</sup> and the school as measured from the centre point of each building

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## The Borough of Worthing



^Residence will be determined as the place where the child sleeps for the majority of the school week.

\*Brothers and sisters are defined as including half-siblings, step-siblings and adopted siblings living in the same household on a permanent basis.

-The borough of Worthing includes all wards as named in the map to the left (source Adur-Worthing councils)

● Durrington High School

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