Durrington High School Admissions Policy

(Admissions policy valid for admissions up to and including year 6-7 admissions for September 2027)

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Introduction

Durrington High School is an academy and part of the Durrington Multi Academy Trust. The Trust is its own admissions authority. Durrington High School operates its own in-year admissions arrangements. The school has a Published Admission Number (PAN) of 330 for year 7 each year. The term Published Admission Number only applies to the year of entry to Durrington (year 7). In other year groups the school determines the appropriate (and maximum) number of places in a particular year group.

Applying for a place:

Should you wish to apply for a place (other than the usual time of year 6-7 transition) you should complete an application form which is available on both the Durrington High School and WSCC websites. If your admission request relates to primary-secondary admissions you should apply exclusively via the WSCC website.

How we may be able to help:

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 think carefully about your reasons for moving and get in contact with our admissions lead at Durrington to see what we would be able to offer. This is particularly important for students in years 10/11 as school to school movement would potentially impact on which GCSE courses they can study.

1. Start of year primary 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 coordinates admission arrangements for children in year 6 in primary schools to year 7 at Durrington High School. Further information is available from School places - West Sussex County Council

If 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. 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.

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

3. Application forms

3.1 The school and WSCC can both provide copies of the Durrington High School admissions application form used for in-year admissions. The quickest and simplest way to apply is using the web-form **here.** If you require help in completing the form or wish to have a paper form sent to you please contact admissions@durring.com

3.2 The admissions form contains further guidance on how the process works and decisions are made.

4. The application process upon receipt of a completed form/s for in year admissions:

4.1 To support local working processes Durrington High School will make WSCC aware of application forms within 5 days of receiving them. As per the Schools Admissions Code 2021, Durrington High School aim to make a decision on the application within fifteen school days

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 Appendix 1) the application will be re-directed to WSCC.

Those completing the application form are advised to be honest in their information sharing. Failure to do so may mean that a place offer may be withdrawn; this even after the student has started at the school.

4.3 Students who are designated Children Looked After (CLA), have an Educational 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 2021.

4.4 In situations where parents/carers believe there are exceptional and /or compelling circumstances relating to a child's application (that do not fall under those highlighted within paragraph 4.3) the reasons should be documented & evidence provided at the same time as the application form. Information from involved professionals is generally considered as more powerful in assessing the case for exceptional/compelling consideration.

4.5 If a parent/carer is requesting 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. 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 2021.

4.6 The decision on whether (or not) a place is offered is delegated to a panel of senior staff to include a minimum of two representatives from the Headteachers and deputy headteachers (see sections 5 and 6 below). All decisions are made according to the requirements as set out in the school admissions code.

4.7 The admission authority will determine whether there are available spaces **or** whether admissions beyond a particular level would cause prejudice to the provision of efficient education within that year group.

5. Waiting Lists

5.1 Should a place not be offered then the student's name will, unless requested otherwise, be added to the relevant year group's waiting list. This unless their application is referred under the criteria set out for Fair Access or the student has an existing EHCP.

5.2 A student's position on the waiting list for the relevant year group will be determined
solely in accordance with the school's oversubscription criteria (see sections 9 &10).

5.3 If/when a place does become available it will be offered to the student who is at the top of the year group's waiting list, this according to the school's published oversubscription criteria. 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 2021.

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/carer's responsibility to contact the school to indicate they wish for their son/ daughter to remain on the waiting list.

6. The school has a space 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 Staff 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.

6.3 An offer letter will then be sent out along with a start date; this letter will be copied to WSCC

7. Visits to the school

7.1 We are keen to meet prospective students (and their parents/carers) and encourage you to book into one of our weekly school school tours. This can be done by email mainoffice@durring.com or by calling the main school telephone number.

7.2 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. 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. Applications for potential students with a special educational need may be referred to the Fair Access Panel. This decision is at the discretion of the school and aligns to the criteria as defined in the WSCC Fair Access Protocol.

8.2 Any additional questions relating to what Durrington can/can't provide in terms of specific support for students with Special Educational Needs can be sent into the school via the admissions email (admissions@durring.com). A member of staff with knowledge of SEND will then be in contact with you. We advise you to make contact pre-application; this to ensure you can make an informed decision.

9. Admissions/Over subscription ranking criteria

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 in year 7 remains 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 as well as looked after children and previously looked after children who had ceased to be looked after due to an adoption, child arrangements or special guardianship order having been made in respect of them)

2 **The son/daughter of a member of staff** who, at the point of submitting the application for a place,
- works (on a permanent contract) for Durrington High School, and
- has worked at the school for more than two years, or
- The permanent member of staff has worked for the school for <2 years but their job role is one 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^ within the Borough of Worthing~;

5 **Children who attend a primary school which is part of the Durrington Multi Academy Trust**. As of May 2026 this means The Laurels, Oak Tree Primary (Burgess Hill) Or Ringmer Primary (Lewis)

6 **Children residing^ within the Borough of Worthing~**;

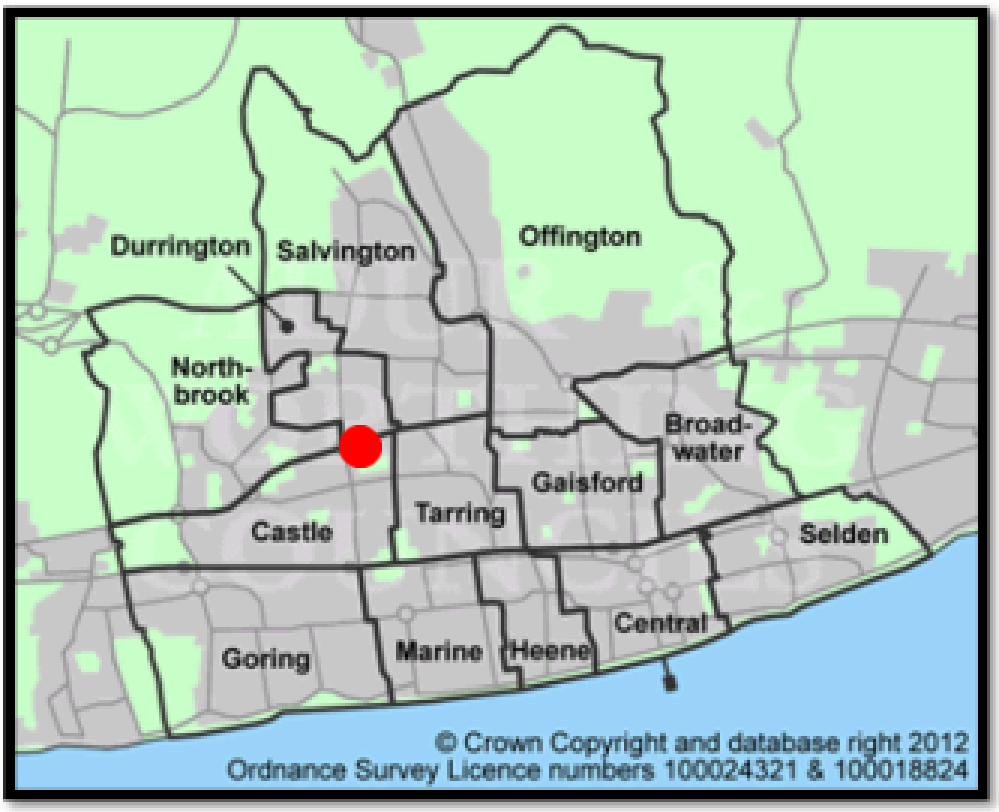
7 **Children who reside^ outside the Borough of Worthing~, with brothers* or sisters* already attending the school** and who will still be there when the child;

8 **Other children** who live outside the Borough of Worthing~.

Tiebreaker

The tie breaker in any category will be the straight line distance between the child's permanent residence and the school as measured from the centre point of each building. For the purpose of the centre of the school is defined as 50.827699N, -0.407044W

The Borough of Worthing



Notes:

^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's location

Appendix One – Fair Access Protocol possible referral criteria

The admissions authority of Durrington High School will use the information provided on the application form submitted by applicants to determine if a referral needs to be put forward to the Fair Access Protocol panel.

Please note that not every piece of criteria will be used to determine a FAP referral as all applications will be considered on an individual basis. Any factors selected may be used along with other factors to determine if a FAP is required.

- Children currently attending a Pupil Referral Unit who are ready to be reintegrated back into mainstream education (please confirm that this application has been discussed with the Access and Exclusion Team on 033 022 28543 or 033 022 28547). If it has not been discussed with the current provider please do this before completing the application form. If it has been discussed, please provide details of who you have discussed the application with along a date.

- Children who have been out of education for longer than one term (please provide an explanation in the next section).

- Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places.

- Children being withdrawn from school by their family, following fixed term exclusions having difficulty finding an alternative school.

- Children of refugees or asylum seekers (please provide evidence from the Home Office):

- Homeless children (please provide supporting evidence):

- Children living in refuge or in other Relevant Accommodation (please provide supporting evidence):

- Children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education (please state their current APC centre and contact details for the lead member of staff)

- Children who have classified as missing in Education:

- Children known to the police or other agencies or returning from the criminal justice system

- Children without a school place and with a history of serious attendance problems (i.e. Less than 90% so classified as a persistent absentee)

- Traveller children (please provide supporting evidence):
- Children with special needs but without a statement (please provide details from the professional's assessment evidencing the Need(s) as well as who completed the assessment and their contact details:
- Children with disabilities or medical conditions affecting admission (please provide details from a medical professional of the confirmed diagnosis):

- Children of returning UK service personnel or other Crown Servants (please provide supporting evidence of parent(s) posting/role):
- Children who are carers (please provide supporting evidence):
- Children who have been refused a school place on the grounds of their challenging behaviour and referred to the FAP in accordance with paragraph 3.10 of the Code;
- Children for whom a place has not been sought due to exceptional circumstances
- Children who have been out of education for 4 or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted;

Linked legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

School Admissions Code 2021
School Admission Appeals Code

Appeals

Applicants who are refused a place will be advised of their right to appeal. Appeals for Durrington High School are managed (via a service level agreement) by West Sussex County Council.

Appendix 2: Full policy consultation

Next full (7 year) consultation on the Durrington High School admissions policy will be in Summer 2028.