



HOE VALLEY SCHOOL ADMISSIONS POLICY 2017

1. HOE VALLEY SCHOOL ADMISSION ARRANGEMENTS FOR 2016

Hoe Valley School is a non-selective co-ed mainstream secondary school in South Woking. Our admissions policy reflects these aspirations.

Hoe Valley School will provide school places for young people aged 11 - 18 and the admissions arrangements for the Year 7 intake are set out below.

Hoe Valley School is committed to straightforward, open, fair and transparent admissions arrangement. The school will act fully in accordance with the School Admissions Code (as revised in December 2014), the School Admissions Appeals Code and admissions law as they apply to academies.

1.1 Allocating Places

For admission to Hoe Valley School for September 2017 Hoe Valley School will be part of the local authority's co-ordinated arrangements for Year 7 admissions. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives.

1.2 Admission number(s)

Hoe Valley School has an admission number of 120 for entry in year 7.

Hoe Valley School will accordingly admit this number of pupils each year if there are sufficient applications.

Where fewer applicants than the published admission number for the relevant year group are received, places at Hoe Valley School will be offered to all those who have applied.

1.3 Oversubscription criteria

When the Hoe Valley School is oversubscribed, after the admission of pupils with an Education, Health and Care plan or statement of special educational needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after and previously looked after children
2. Exception Social/Medical Need
3. Children of individuals granted founder status
4. Sibling(s) at the school at the time of the child's admission
5. Nearest School to home address
6. Any other applicant

2. ADMISSIONS CRITERIA

2.1 First priority: looked after and previously looked after children

Looked after and previously looked after children will be considered to be:

- children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

2.2 Second priority: exceptional Social/Medical Need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances.

This evidence must confirm the circumstances of the case and must set out why the child should attend Hoe Valley School and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at Hoe Valley School and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at Hoe Valley School above any other.

2.3 Third priority: children of the Founding Directors

The individuals who have already been granted this provision by the Secretary of State are those who played a major role in establishing the school, undertaking activities during the application and pre-opening stages and who will continue to play a significant role in the running of the school once open. A list of the individuals granted founder status is available on request from the school.

2.4 Fourth priority: brothers and sisters (siblings)

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or stepsister or an adoptive or foster sibling, living as part of the same family unit, at the same address.

A child will be given sibling priority if they have a sibling at Hoe Valley School at the time of the child's admission. This will apply both at the initial allocation of places and also when prioritising the waiting list. Giving sibling priority has the effect of maximizing the opportunity for children in the same family to be educated at Hoe Valley School.

Where a sibling is in Year 11 or Year 12 at Hoe Valley School at the time of application for a younger child to start Year 7 they will be deemed as being in the school at the time of admission, unless the parent/carer has specifically expressed that they will not be continuing in the following academic year.

2.5 Fifth priority: children for whom the school is the nearest to their home address

Where two or more children share a priority for a place when using distance as a tie breaker, e.g. where two children live equidistance from a school and only one place remains, lots will be drawn to determine which child should be given priority.

The nearest school is defined as the school closest to the child's home address that admits students of the appropriate age range, as measured by a straight line from the address point of the student's house, as set by Ordnance Survey to the nearest school gate for students to use. This is calculated using the Surrey County Council Admission & Transport Team's Geographical Information System.

2.6 Sixth priority: any other applicant

If the school is oversubscribed within any criteria, then places will be offered on the basis of nearness to the school measured in a straight line from the address point of the student's house, as set by Ordnance Survey to the nearest school gate for students to use. This is calculated using the Admission & Transport Team's Geographical Information System.

2.7 Tie-break and the admission of twins, triplets, other multiple births or siblings born in the same academic year

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by the drawing of lots.

3. LATE APPLICATIONS

All applications made after the deadline will be considered to be late applications. Late applications will be considered in accordance with Surrey County Council's coordinated admissions scheme.

4. IN YEAR ADMISSIONS

The following applications will be treated as In Year Admissions:

- Applications for Year 7 received after 1 September 2017
- Any application for Year 8 or Year 9

In Year applications for Hoe Valley School must be made directly to Surrey County Council using the IYA-SCCMA form available from the School website or directly from Surrey County Council. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for Hoe Valley School.

5. WAITING LISTS

Where there are more applicants than places available, Hoe Valley School will operate a waiting list for each year group according to the oversubscription criteria shown for Hoe Valley School and without regard to the date the application was received or when a child's name was added to the waiting list. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Waiting lists for Hoe Valley School will be maintained until the last day of the Summer Term 2017/18 when they will be cancelled. Parents wishing to remain on the waiting list after this date must write to Surrey County Council by 27 July 2018.

After 27 July 2018, parents whose children are not already on the waiting list, but who wish them to be so must apply for in-year admission via the School. Waiting lists for all year groups will be cancelled at the end of each academic year.

6. APPEALS

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

In order to appeal please contact the Surrey Schools Appeals Service on 0300 2001004 or visit the Surrey County Council website for an appeals pack. Please check the Surrey Schools Appeals timetable for the closing date for appeals.

7. HOME ADDRESS

The home address of the child excludes any business, relative or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody, it will be up to the parents to agree which address to use. In other cases it is where the child spends most of their time. We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child. All distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions and Transport Team.

The address to be used for the initial allocation of a place for Year 7 will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's Coordinated Schemes if there are exceptional reasons behind the change, such as if a family has just moved into the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Surrey County Council and Hoe Valley School of any change of address.

8. SIXTH FORM ADMISSIONS

From 2020 Hoe Valley School will operate a sixth form for a total of 120 students for its own pupils progressing from year 11.

The academy will only admit external applicants if it is undersubscribed by pupils progressing from its own year 11 and in such circumstances it will apply the same minimum entry requirements as for pupils already on roll in the academy.

The academic progression criteria will be published on the school's website from 2020.

If a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria detailed above for entry to Y7.