



HOE VALLEY SCHOOL 2019 ADMISSIONS POLICY

1. HOE VALLEY SCHOOL ADMISSION ARRANGEMENTS FOR 2019

Hoe Valley School is a non-selective co-educational 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 arrangements. 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 2019 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 Hoe Valley School is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) 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. Children of individuals granted founder status
3. Sibling(s) at the school at the time of the child's admission
4. Children of staff at the school
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 child arrangements 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: Children of individuals granted founder status

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 continue to play a significant role in the running of the school. . A list of the individuals granted founder status is available on request from the school.

Applicants wishing to apply for a place for their child under Priority 2 will be required to complete a supplementary form set out in Appendix 1

2.3 Third Priority: Sibling(s) at the school at the time of the child's admission

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.

2.4 Fourth priority: Children of staff at the school

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

2.5 Applicants wishing to apply for a place for their child under Priority 4 will be required to complete a supplementary form set out in Appendix 2. Fifth priority: Nearest School to home address

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 centre of the entrance to the school's permanent site on Egley Road Woking GU22 0NH. This is calculated using the Surrey County Council Admission & Transport Team's Geographical Information System.

2.6 Sixth priority: Any other applicant

Any other applicant who does not qualify under priorities 1-5 as set out in sections 2.1 – 2.5 above.

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

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 centre of the entrance to the school's permanent site on Egley Road Woking GU22 0NH. This is calculated using the Admission & Transport Team's Geographical Information System.

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 the School, lots will be drawn to determine which child should be given priority.

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 their rank position.

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 2019
- Any application for Year 8, Year 9, Year 10 or Year 11

In Year applications for Hoe Valley School must be made directly to Surrey County Council using the IYA-SCCCMA 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 2020 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 2020.

After 27 July 2020, parents whose children are not already on the waiting list, but who wish them to be so must apply for in-year admission via Surrey County Council. 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 September 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.

9. APPLICATIONS TO PLACE CHILDREN OUTSIDE OF THEIR CHRONOLOGICAL YEAR GROUP

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case, what is in the best interests of the child concerned and the wishes of the parent. HVS will take into account the guidance published by SCC in relation to such applications.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the Head Teacher, the admission authority agrees for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort
- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the Head Teacher, the admission authority agrees for the child to have an

accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and, if they wish, provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

**APPENDIX 1:
SUPPLEMENTARY FORM CHILD OF FOUNDER**

Supplementary Information Form for Admissions 2019/2020

*To be completed for applications under criterion 2 (child of an individual of founder status).
Please send completed forms to:*

*The Admissions Officer
Hoe Valley School
Egley Road
Woking
GU22 0NH*

Child's Surname:

Child's First Name:

Child's Date of Birth:

Name of Founder:

Contact telephone number:

Contact email address:

I declare that the above pupil is the child of a founder of Hoe Valley School and, in line with the published oversubscription criteria, I believe they should be considered under the 'children of individuals granted founder status' criterion.

Signed:

Date:

Supplementary Information Form for Admissions 2019/2020

To be completed for applications under criterion 4 (child of a member of staff). Please send completed forms to:

*The Admissions Officer
Hoe Valley School
Egley Road
Woking
GU22 0NH*

Child's Surname:

Child's First Name:

Child's Date of Birth:

Name of Staff Member:

Address:

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Contact telephone number:

Contact email address:

Position at School:

Start Date:

I declare that I am a member of staff at Hoe Valley School and, in line with the published oversubscription criteria, I believe my child should be considered under the 'children of staff at the School' criterion.

- I have been working at the School for at least two years; or
- I meet a skills shortage

Please tick where appropriate.

Signed:

Date: