

Admissions Policy



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Opportunity and Excellence for All





Admissions Policy

Governing Body of Bungay High School is the admission authority for the school now that it has Academy status. This means that it is the Governing Body that sets and applies the admissions policy for the school. All Policy decisions regarding the admission of children into the school are made by a sub-committee of the Governing Body.

How to Apply

The application process for admissions into Year 9 (Years 7 and 8 from 2012 and Year 7 from 2013, due to School Organisation Review changes) is co-ordinated by Suffolk Local Authority (LA), which acts on behalf of the Governing Body to offer places at the school.

Parents should apply online at www.suffolk.gov.uk/onlineadmissions or submit a Suffolk Common Application Form (CAF1), available from their child's primary school (no later than 12th September) or from the LA Admissions Team, no later than the national closing date – advertised by the LA in the local press. Offer letters will be issued by the LA on the National Offer Date (or first working day after). Late applications (those submitted after the national closing date) will be handled by the Admissions Team. (For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA Admissions team or from the website www.suffolk.gov.uk/admissions). To apply for a place after the start of term or in any other year group, please contact the LA Admissions Team for an application form. LA Admissions Team Contact: 01473 584955 or admissions@suffolk.gov.uk

Parents wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school office on 01986 892140 to make arrangements.

How places are offered

For admission into Year 9 (Years 7 and 8 from 2012 and Year 7 from 2013) each September, the LA, on behalf of the Governing Body, will offer places to 260 (210 from 2012) children. This is the Published Admission Number (PAN) for that Year group. In the event that more than 260 applications are received, the oversubscription criteria will be applied to determine priority for places. If the school is named in a statement of special educational needs, the Governing Body has a duty to admit the child to the school.

- Looked after children or children in Public Care are given priority in the oversubscription criteria;
- Children who live in the Bungay catchment area, who have a sibling at Bungay at the time of admission;
- Children who live in the Bungay catchment area;
- Children who have a sibling at Bungay at the time of admission.
- Children who attend a primary school within the Bungay catchment area
- Children who live nearest Bungay by the shortest straight line distance by measuring a straight line from the centre point of the home to the main pupil entrance to the secondary school.

In cases of equal merit, priority will go to children living nearest the school according to the shortest straight-line distance. The distance, for admissions purposes, is measured using the straight line distance from the centre point of the home address to the main pupil entrance to the school. These distances are produced by the LA Admissions team for the school. For families who live outside the area covered by the Suffolk mapping system, distances are determined using a combination of local maps and on-line resources.

- Sibling means any child of compulsory school age living in the same family unit.
- Home address means the place the child resides for the majority of school nights with an adult who has parental responsibility.
- A map of the catchment area is available from the school or the LA Admissions Team. Details of which streets are in the catchment are available from the Admissions Team.



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How to apply for places in all other Year groups, or Year 9 after the beginning of the Academic Year

Applications for places in these Year groups at any time of the year, a Suffolk Common Application Form (CAF2) must be completed. It is obtainable from the schools and the LA Admissions Team, but currently not available on-line, and returned to the LA Admissions Team who will then contact your preferred schools to determine the availability of a school place. The LA Admissions Team will then write to you to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date. Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next nearest alternative school with places available.

In the event of over-subscription the criteria set out above will be applied and places offered in accordance with those criteria. Parents wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decision regarding the availability of a place. Where a place is not available at the parents' preferred school, the LA will inform the parents of the reasons and their right to appeal, sending them the necessary documentation to lodge an appeal if they so wish.

Reserve Lists: Year 9

As part of the co-ordinated scheme for secondary admissions, the LA Admissions Team holds the reserve list on behalf of the Governing Body until the end of the first week of the Spring Term in the initial year of intake. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

In-Year applications:

Where an in-year application is received, the child's details will be held on a reserve list by the LA Admissions Team on behalf of the Governing Body for a minimum period of one term following the term of application. Applications will be ordered on the list according to the over-subscription criteria and when places become available, they will be offered accordingly. Parents should be aware that their place on the waiting list may vary if applications are subsequently received which meet a criterion higher on the list than their own. Parents wishing to remain on the list should contact the school or the LA Admissions' Team.

Appeals

The parents of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The appeal process is an important second chance for parents to put their arguments to the panel for the school they want. The Admissions Authority will provide parents with details of how to appeal. The panel consists of three people who are independent of the school's Governing Body and the LA. The panel will consider the circumstances of the case put before them. Both the Governing Body and the parents must abide by the decision it makes. Appeals for the school are currently arranged by the LA Admissions Team on behalf of the Governing Body. Advice on appeals is also given by the Advisory Centre for Education (ACE). Further information and appeal forms are available from the Admissions Team.

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Reviewed by Admissions sub-Committee on
Adopted by full Governing Body on