



# Durrington High School Admissions policy

## Introduction

Durrington High School is an academy and part of the Durrington Multi Academy Trust. The Trust is its own admissions authority and operationally (via its individual school admissions leads) manages in-year admissions following this policy. 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 Durrington High School website and from WSCC) and send it directly to our school.

For admissions at the normal point of transition (year 6 to 7) the trust (as all secondary schools in the area do) are part of the WSCC managed process.

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 schools during year 10 and 11 is likely to have a negative impact on GCSE results; it is unlikely that a perfect curriculum match will be possible.

## **1.0 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 (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.

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. 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 one) the application will be re-directed to WSCC.

Parents are asked to be honest and complete the relevant sections of the DHS in year application form which can be found on the school website as the school retains the right to withdraw a space offered to a student if we believe the space has been obtained fraudulently eve after the student has started at the school if necessary.

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 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 2021.

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).

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.

#### **5.0 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.

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 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 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/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 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 Someone from the admissions team will contact the applicants to discuss the process and how to proceed with the transfer into Durrington High School.

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.

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

## **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@durrington.com](mailto:admissions@durrington.com)) and a response will be provided where possible.

## **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 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 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 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

**The Borough of Worthing**



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

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

~The borough of Worthing includes wards as named in the map to the left (source

as

all

Adur-Worthing councils)

● Durrington High School

## **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 you must 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 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;