



# **SARACENS** HIGH SCHOOL

## **ADMISSIONS POLICY**

Approved by Local Governing Body: 7 May 2019

Reviewed: June 2021

To be reviewed: July 2022

Principal: Dr M Stevens

Saracens High School

Corner Mead, NW9 4AS

## Contents

Statement of Principle .....	3
Requirements and Procedures .....	3
1. General .....	3
2. Admission Criteria .....	4
3. Application Procedure .....	6
4. Waiting List.....	6
5. Withdrawal of Places.....	6
6. Application for Children from Overseas.....	7
7. Fair Access Protocol .....	7
8. Appeals Procedure.....	7
9. Further information.....	7
Appendix 1 .....	8
Admission Criteria for Secondary School Transfer (September 2021 entry onwards) and for allocation of Spare Places made during the school year .....	8

## Statement of Principle

Saracens High School is committed to allocating and offering school places in an open and fair way. The practices and the criteria used to decide the allocation of school places will be fair, clear and objective.

If there are more applications than places available, the school will apply its admission criteria in order to decide who should have a place.

Saracens High School's oversubscription criteria will be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Saracens Multi-Academy Trust will ensure that admission arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs.

Saracens High School is a Free School where no fees are charged and is funded directly by the UK Government. The Funding Agreement requires the School to comply with 'The School Admissions Code' and any law relating to admissions.

Saracens Multi-Academy Trust (SMAT) is the Admission Authority and is responsible for ensuring that admission arrangements are compliant with this Code.

## Requirements and Procedures

### 1. General

- 1.1 Saracens Multi-Academy Trust has delegated to the Local Governing Body (LGB) of Saracens High School all responsibility for the Admissions Policy and any decision making relating to individual admissions and the LGB will take responsibility for admissions policy. The LGB will report back any changes in policy to the Academy Trust.
- 1.2 Saracens High School will set admission arrangements annually. Where changes are proposed, the school will publicly consult on those arrangements. If no changes are made to admission arrangements, they must be consulted on at least every 7 years. Consultation must last for a minimum of 6 weeks and must take place between 1 October and 31 January in the determination year. If changes are proposed after the criteria have been set, then the approval of the Secretary of State must be obtained. If agreed, the changes must be published on the school website.
- 1.3 In the case of secondary transfer, 'time of application' will be taken as the closing date of the application process. Published Admission Number (PAN): Saracens High School will set and publish the admission number for each 'relevant age group'.
- 1.4 If the School has a Published Admission Number (PAN) that is higher than in previous years, the local authority will be notified of the new number, and specific reference will be made to the change on the school website.
- 1.5 Admission arrangements will be notified to the appropriate bodies and made available on the school website for the whole academic year in which offers for places are made. The School will send a copy of the full, determined arrangements to the local authority as soon as possible before the 1<sup>st</sup> May which is sixteen months before the date of admission.
- 1.6 The Local Authority will publish a composite prospectus for parents by 12<sup>th</sup> September each year. This will contain admissions arrangements for each of the state-funded schools in the local authority area, including Saracens High School, to which parents can apply.

- 1.7 If the school is not oversubscribed, all applicants applying through this process will be offered a place.
- 1.8 The school has opted in for Local Authority in-year coordination; the Local Authority send the formal offer letter on behalf of the school.
- 1.9 Any decision of the School's Adjudicator will be binding on the SMAT and Saracens High School and decisions will be implemented without undue delay.

## 2. Admission Criteria

*Appendix 1 shows the published Admission Criteria document.*

**2.1 The school's admission criteria apply to the Secondary Transfer Process** and for allocation of spare places made during the school year because children have just moved into the area, or wish to transfer from another secondary school ('In-Year Admissions'). The criteria are set out below and listed in order of priority:

- 2.1.1. A child whose Education, Health and Care (EHC) Plan or Statement of Special Educational Needs names Saracens High School.
- 2.1.2. 'looked after child' or a child who was previously looked after, but immediately after being looked after became subject to an adoption, residence, or special guardianship order. *'A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002'.*
- 2.1.3. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the local authority with the application, a child's medical or social needs cannot be considered.
- 2.1.4. A child with a sibling attending the school at the time of application. Where an older sibling is in Year 13, siblings will not be given priority under this criterion). *Sibling is defined in these arrangements as a child who lives as brother or sister in the same house, including natural, adopted, step and foster brother and sister.*
- 2.1.5. A child of any member of the Trust's staff working at Saracens High School.
- 2.1.6. Other children by distance from the school, with priority for admission given to children who live nearest to the school. Distances are measured in a straight line from the main gate of the school to the main entrance of the building which is the child's home. Distance is measured in a straight line between the address point for the child's home, supplied by Ordnance Survey, to the school's main gate using the Council's computerised geographical information system.
- 2.1.7. Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order using Barnet Council's computerised system and places will be offered accordingly.

## **2.2 Applications made on behalf of twins, triplets and other multiple births:**

When the over-subscription criteria are applied to applications made on behalf of twins, triplets and other multiple births, they will be selected in random order and places will be offered accordingly. This could result in not all children in a family being offered a place. Where relevant, the remaining child(ren) would be retained automatically on the school's waiting list and would have priority should any vacancies arise at the school.

## **2.3 Applications where the child lives at more than one address:**

Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the application must be based on the address at which the child usually lives (and in the case of the secondary transfer process, from which s/he attends primary school). When parents live separately but the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the main parent/carer eligible to receive Child Benefit and/or Child Tax Credit and/or Child Element of Universal Credit.

## **2.4 Applications where there is a change of address:**

- 2.4.1. Where there is a change of address during the secondary transfer process, the change must have occurred by 9<sup>th</sup> December 2022, and the appropriate proof provided, in order for the change to be considered in the initial allocation of school places.
- 2.4.2. If a child is offered a place at the school under a 'distance from the school' criterion based on the address where the child is living at the time of application, but then moves outside the school's allocation area (i.e. further away from the school than the closest person on the waiting list) before the child is due to start at the school, the place will be withdrawn.

## **2.5 Applications to Sixth Form**

Admission to the Sixth Form at Saracens High School is not automatic and pupils will need to have attained the academic requirements for the proposed course of study. Further information about Sixth Form Admissions; the courses on offer; and particular requirements to study will be published in the Spring Term each year.

The Sixth Form has an agreed number of 230 pupils. Places are offered to both internal and external applicants. Places will be offered to pupils following the publication of summer results.

Applications received by the closing date from external pupils will be considered on the following basis:

- 2.5.1 Looked-after children and previously looked-after children who meet the academic entry criteria.
- 2.5.2 Pupils whose predicted grades are in line with the Sixth Form admissions criteria and who have a sibling in attendance at Saracens High School at the time of application.
- 2.5.3 Pupils who live within a reasonable distance of the school and who are predicted the grades in line with the sixth form admissions criteria.

In the case of oversubscription, external applications will be prioritised using the above criteria to allocate places.

All offers are subject to pupils achieving the grades required by subject areas as detailed in the prospectus. The closing date for external applications is the end of December. Provisional offers should be made by 1<sup>st</sup> February.

Pupils who apply later than the closing date or who are not offered a place on the grounds of distance may request to be placed on a waiting list which will be reviewed following the publication of results when some places may become available.

### **3. Application Procedure**

For applications in the normal admission round, the home local authority will provide a common application form (CAF) that enables parents to express their preference for a place at any state funded school, including Saracens High School. Parents can list a number of schools in the order of preference with space allowing them to give reasons for their preferences.

The London Borough of Barnet requires parents to use the online application process.

The national timescale is the application process opens online on 1<sup>st</sup> September with the closing date for applications on 31<sup>st</sup> October of the year proceeding transfer e.g. 31<sup>st</sup> October 2021 for entry to Saracens High School in September 2022.

Notification by email will be sent on 1<sup>st</sup> March of the year of entry, notifying parents of the outcome. Online results will be published on the Barnet website in the evening of 1<sup>st</sup> March.

For applications 'In-Year', parents should complete an on-line application on the Barnet parent portal.

### **4. Waiting List**

- 4.1 The School will maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission.
- 4.2 Children who come within the school's admission criteria (a) and (b) (those with EHC plans and 'looked after children') will take precedence over those on the waiting list.
- 4.3 The remaining sibling/s of twins, triplets and other multiple-births, where one or more, but not all have been offered a place, would have the next highest priority.
- 4.4 If another child is added, the list will be ranked again in line with the oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list.

### **5. Withdrawal of Places**

Saracens High School will not withdraw a place once a child has started at the school, except where that place was fraudulently obtained.

The offer of a place will be withdrawn in the case of:

- 5.1 Applicants who have moved outside the school's allocation area (i.e. further away than the first person to miss a place because of living too far from the school) before the child is due to start at the school and who were offered a place under a 'distance from the school' criterion based on the address where they were living at the time of application.
- 5.2 Discovered that a place has been obtained fraudulently by giving false, or misleading details at the time of application.

## 6. Application for Children from Overseas

Saracens High School will treat applications for children coming from overseas in accordance with legal requirements. Checks will be made to ensure that a child has a right to be in the country and to receive state education.

## 7. Fair Access Protocol

Saracens High School will participate in the Barnet 'Fair Access Protocol' in order to ensure that unplaced children are allocated a school place quickly. There is no duty for the School to comply with parental preference when allocating places through the Fair Access Protocol.

Where the School does not wish to admit a child with challenging behaviour as an 'In-Year' applicant, even though places are available, it must refer the case to the local authority for action under the Fair Access Protocol.

## 8. Appeals Procedure

Parents who want to appeal against the Local Governing Body's decision not to offer their child a place at the school must appeal directly to the school, not through the local authority. The appeals timetable will be published on the school's website by 28<sup>th</sup> February each year. The appeals will be heard by an Independent Appeals Panel.

The timescale for lodging appeals will allow appellants at least twenty school days from the date of notification that their application was unsuccessful, to the time of preparing and lodging their written appeal. Appellants will receive at least ten school days' notice of their appeal hearing date. There will be the opportunity for appellants to submit additional evidence after this date; however, the Appeal Panel will decide whether any material not submitted by the specified deadline is to be considered.

The Clerk to the Appeals Panel will send appeal papers to the panel and parties by the necessary deadlines.

After the appeal has taken place, Decision Letters will be sent within five school days of the hearing wherever possible by the Clerk to the Appeals Panel.

## 9. Further information

### **Saracens High School**

Tel: 020 8181 3180

Email: [admissions@saracenshigh.org](mailto:admissions@saracenshigh.org)

### **Barnet Schools Admissions Team**

Tel: 020 8359 7651

Email: [school.admissions@barnet.gov.uk](mailto:school.admissions@barnet.gov.uk).

# Appendix 1

Saracens High School, Corner Mead, Colindale, NW9 4AS

---

## **Admission Criteria for Secondary School Transfer (September 2021 entry onwards) and for allocation of Spare Places made during the school year:**

The school has an agreed admission number of 180 pupils in each of Years 7 to 11. The school will accordingly admit at least 180 pupils in the relevant age group each year if sufficient applications are received. There are an agreed 140 places in Year 12 and 115 places in 13.

When the school is oversubscribed, after the admission of pupils with Education, Health and Care (EHC) Plans where the school is named in the plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. *'A 'looked after child' or a child who was previously looked after, but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002'.*
2. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the local authority with the application, a child's medical or social needs cannot be considered.
3. A child with a sibling attending the school at the time of application. Sibling is defined in these arrangements as a child who lives as brother or sister in the same house, including natural, adopted, step and foster brother and sister;
4. A child of any member of the Trust's staff.
5. Other children by distance from the school, with priority for admission given to children who live nearest to the school. *Distances are measured in a straight line from the main gate of the school to the main entrance of the building which is the child's home. The distance between these points is calculated using Barnet Council's computerised geographical information system.*
6. Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between the school and the home of two children is the same.

Note: When the over-subscription criteria are applied to applications made on behalf of twins, triplets and other multiple-births, they will be selected in random order and places will be offered accordingly. This could result in not all children in a family being offered a place. Where relevant, the remaining child(ren) would be retained automatically on the school's waiting list and would have priority should any vacancies arise at the school.