



## HINCHINGBROOKE SCHOOL ADMISSION POLICY

The Governing Body of Hinchingsbrooke School is the admission authority for the School. 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 for Admission to Year 7 (September of next Academic Year)**

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or submit a Cambridgeshire Application Form, available from their child's primary school or from the LA Admissions Team, no later than the national closing date on 31st October. Offer letters will be issued by the LA on the National Offer Date (1st March or first working day after). Late applications (those submitted after the national closing date) will be handled by the Admissions Team.

LA Admissions Team contact:  
0345 045 1370  
[admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

### **Mid-Year Applications (ie All Applications Other than Those Above for Admission to Year 7)**

To apply for a place after the start of term or in any other year group, please contact the school or visit the school's website [www.hinchingsbrookeschool.net/admissions](http://www.hinchingsbrookeschool.net/admissions).

Hinchingsbrooke School contact:  
01480 375700 ext 5811  
[admissions@hinchbk.cambs.sch.uk](mailto:admissions@hinchbk.cambs.sch.uk)

### **How Places are Offered**

For admission into Year 7, in September, the LA, on behalf of the Governing Body, will offer places to 300 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 300 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

Children whose Education, Health and Care Plan (EHCP) names the school take priority over all other applicants and will be admitted irrespective of whether there are places available in the year group. Those children with an EHCP that does not name the school will be referred to the Statutory Assessment Team (SAT) to determine an appropriate place. Children of staff employed at a school in ACES Academies Trust will be admitted in the following circumstances:

- a) 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
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

## Oversubscription Criteria

1. Children in care, also Children Looked After (CLA), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order.
2. Children who live in the catchment area, attend primary schools within the catchment area and who have a sibling at the school at the time of admission;
3. Children who live in the catchment area with a sibling at the school at the time of admission;
4. Children who live in the catchment area who attend the primary schools within it;
5. Children who live in the catchment area;
6. Children who live outside the catchment area, who attend primary schools within it and who have a sibling at the school at the time of admission;
7. Children who live outside the catchment area who have a sibling at the school at the time of admission;
8. Children who live outside the catchment area who attend the primary schools within the catchment area;
9. Children who live outside the catchment area, but nearest the school as measured by the shortest straight line distance by measuring a straight line from the reference 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 reference point of the home to the reference point of the school.

- a Sibling means any child of compulsory school age living in the same family unit.
- b Home address means the place the child resides for the majority of school nights with an adult who has parental responsibility.

Where the school is unable to meet the preference expressed the application form will, where other preferences are listed, be forwarded to the LA Admissions team to process.

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. However, this is not always possible to organise at short notice and visits are usually conducted in small groups. Visits are not interviews and do not affect any decision regarding the availability of a place.

## **Reserve Lists**

### **Year 7**

As part of the co-ordinated scheme for secondary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body in the case of Hinchingsbrooke School, this is then passed to the school to manage at the start of the new academic year.

Parents will be contacted 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 school for a period of two terms, which will include the term of application. After this time if parents wish their child(ren) to remain on the list they should contact the school. Please note names held on the reserve list will **not** be carried over to a new school year.

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.

### **Appeals**

The parent(s) of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school, the school's Governing Body and the Local Authority. 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 in relation to co-ordinated admission to Year 7 are currently arranged by the LA Admissions Team on behalf of the Governing Body. Further information and appeal forms are available from the Admissions Team.

Appeals in relation to In Year Admission to all Year Groups are arranged by Hinchingsbrooke School. Further information is available from the School's Admissions Team or the website [www.hinchingsbrookeschool.net/admissions](http://www.hinchingsbrookeschool.net/admissions)