

# ADMISSIONS POLICY

## 2024-2025

Tupton Hall School  
REDHILL ACADEMY TRUST



### Tupton Hall School Information

The proposed admission number at Tupton Hall School for Year 7 in September 2024 is 314.

Students who have a statement of Special Educational Need or Education, Health and Care Plan (EHCP) where this school is named in the Plan will be admitted.

#### Over Subscription

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission.
3. Children living in the normal area served by the school at the time of application and admission.
4. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission.
5. Other children whose parents have requested a place

Where in the case of 2, 3, 4 or 5 choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by straight line distance) will be given preference.

If applications exceed the number of places available, the school will operate a waiting list in which priority for places will be given on the basis of the above criteria.

Please note, attendance at a particular primary school gives no priority for admission to a particular secondary school.

### **Measuring distance 'as the crow flies'**

In the event of over-subscription within any criterion (except 2 above), preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the main building of the school by the Local Authority which currently uses a computerised measuring system. In the event of two distances being equal, lots will be drawn and independently verified.

### **In-Year Admissions**

In year applications need to be made directly to the school. Application forms are available on our website [www.tuptonhall.org.uk](http://www.tuptonhall.org.uk). If a place is not available in the year group for which a student applies, the application will be refused and placed on the waiting list. Names are placed on this waiting list in the rank order of our published over-subscription criteria, not in the date order by which they are received. Parents have the right of appeal to the refusal for a place. Appeals should be addressed to the Admissions Officer c/o the school within 20 days of refusal.

### **Late Applications**

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered as specified in the coordinated scheme providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, family-trauma. Supporting evidence may be required.

When the school is informed by the local Authority that a place has been offered, it will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within 4 weeks, the school will notify the Local Authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

### **Waiting list**

If, after the offer of a place has been made up to the PAN, the school is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the school in partnership with the Local authority for the duration of the co-ordinated admissions scheme. The position on this waiting list will be determined by the school's published over-subscription criteria. Once the coordinated scheme is closed, the waiting list will remain open until 31 December 2025.

### **Independent Appeals**

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Appeals should be addressed to the Admissions officer c/o the school within 20 days of refusal.

### **Co-ordinated admissions scheme**

All applications for places in the normal year are made to the home local authority on the common application. For entrance to the school in September 2024 the closing date of the co-ordinated admission scheme is 31 October preceding admission to secondary school. Places are allocated on National offer Day.

### **Withdrawing an offer of a place**

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within a reasonable amount of time.

### **Admissions of children outside the normal age group**

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should submit a request in writing to Tupton Hall School. Decisions will be made based on the circumstances of each case and in the best interests of the child concerned. When informing a parent of the decision on the year group to which the child should be admitted, the parents will be notified of the reasons for the decision.

### **Definitions:**

#### **Residence**

This is defined as the child's ordinary place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If the child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three school nights (ie Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken as the place of residence. Addresses of other relatives or friends will not be considered as a place of residence even when the child stays there for all or part of the week. Proof of residence and other evidence from the court regarding parental responsibilities in these matters may be required.

#### **Looked After Children**

The School Admissions Code 2014 states that a looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by the local authority in the exercise of their social services functions in accordance with section 22 (1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangement orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order. Section 14A of the Children Act 1989 defines a 'special

guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Siblings**

The Governing Body defines siblings as being those children who share the same biological parents. This includes half-brother or half-sister or legally adopted child living at the same address as the child.

Where applications are received in respect of twins, triplets or children of other multiple births, the Governing Body will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent will be asked which child(ren) should take up the place(s). The parents will still have a right of appeal against a refusal of a place.

### **Parent**

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child of a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.