

## Haybridge High School and Sixth Form Admission Policy for entry to the Sixth Form in September 2024

### Version Control

**Policy author:** Headteacher

**Policy approved by:** Trust Board

Version	Date	Details
1.0	11 July 2022	Policy written
2.0	28 November 2022	Clarification of criterion for “children of staff”, general updates and updates in line with revised Appeals Code effective 1 October 2022
3.0	15 May 2023	Updates to website addresses and contact details
4.0	14 May 2024	Update to wording on parental responsibility

### Introduction

Haybridge is an 11-18 mixed comprehensive with approximately 1,200 students (including around 205 in the Sixth Form) serving an area of North West Worcestershire. The school’s last Ofsted inspection in 2022 graded Haybridge as “Good” in all categories.

Haybridge is part of The Four Stones Multi Academy Trust (MAT). The Trust Board is the admissions authority for all schools within the multi academy trust and approves the admission policies on an annual basis. The Trust Board delegates the responsibility in applying the oversubscription criteria to the Local Governing Bodies in each school.

The Published Admission Number for external students (that is, students who have not completed Year 11 at Haybridge in the previous academic year) for entry in Year 12 in September 2024 is 52. This is the minimum number of external applicants who will be offered places, subject to their meeting entry requirements.

Admission to Haybridge is not dependent on any “voluntary” contribution.

### Entry Requirements for the Sixth Form at Haybridge

The entry requirements for study are detailed on our website at <https://haybridge.worcs.sch.uk/join-us/sixth-form/sixth-form-admissions/> and will be available from September 2023. A paper copy of this information is available on request to [sixthformapplications@haybridge.worcs.sch.uk](mailto:sixthformapplications@haybridge.worcs.sch.uk).

- Offers made are provisional on students attaining the entry requirements and are subject to the availability of places in the relevant courses and classes.

## Applying for Places

Haybridge High School Sixth Form welcomes applications from all young people who meet the Sixth Form entry requirements. Students and their parents/carers who are considering applying are warmly invited to visit the school on our Open Evening in the autumn term of the year prior to intended admission.

Experience suggests that there will usually be considerably more applications than places. The following procedure for applications is designed to ensure that the Governors' Admissions Policy is applied as fairly and consistently as possible.

All students who are on roll at Haybridge in Year 11 at the time of application and will complete Year 11 to the required standard are automatically offered places in Year 12 if they achieve the entry requirements for the Sixth Form as detailed in our prospectus for 2024-25. If a Haybridge student does not take up this offer but decides after 1 September that he/she wishes to return to the Sixth Form, he/she will join the waiting list and will only be offered a place if one becomes available under the terms of the published oversubscription criteria.

Applications may be made online at <https://haybridge.applicaa.com/3> (*this link may be updated if necessary – please check our website*). If you have any difficulty with applying online, please contact the Sixth Form Admissions Officer on 01562 886213 or [sixthformapplications@haybridge.worcs.sch.uk](mailto:sixthformapplications@haybridge.worcs.sch.uk) for assistance.

**On-line applications are open from 16 October 2023.**

All applicants, including applicants from Haybridge, must submit an online application or return the paper form by the following date:

***Please note the following closing dates:***

***Applications from Haybridge students: Monday 8 January 2024***

***Applications from all other students: Thursday 1 February 2024***

***Please ensure you apply by the relevant deadline as late applications are ranked below all other applications.***

Further information on the application process is published on our website from September 2023.

## Education and Health Care Plan (EHCP)

***Please note that if your child has an EHCP, even if this names Haybridge you should also submit an application in the usual way.***

Children for whom an **EHCP** has been agreed naming Haybridge: where places required by such students are known before the Admissions Committee meets, the number of students with EHCPs naming this school will be deducted from the places available to be offered. Such students are automatically offered places at the school and the Headteacher and Local Governing Body will consider each application for these students individually.

If parents/carers are considering whether Haybridge should be named on their child's EHCP, Haybridge should be involved in the appropriate review. A response of concern may be raised on receipt of an application if the school considers that provision will be inadequate for the child's needs or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other students.

## Oversubscription Criteria

Haybridge High School Sixth Form is a popular sixth form which is oversubscribed. The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place in the Sixth Form. The Governors' Admissions Committee takes considerable time and the utmost care to ensure that the system is applied fairly. The Local Governing Body have the authority to determine whether an applicant meets the criteria for admission.

Where there are more applications than places students who fulfil the entry criteria will be offered provisional places, subject to availability in the agreed pathway and courses, in the following order of priority (for definitions of the words in bold, see the section below on Definitions):

1. **Children Looked After and previously Children Looked After, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.**
2. **Children of staff to include teaching and non-teaching staff.**
3. Students with a **sibling** on roll at Haybridge.
4. Students whose **home** is nearest the school by the shortest straight line distance.

Applications will be further ranked within each category according to the above criteria. For example, Applicant A who has a qualifying sibling and lives one mile from the school will take precedence over Applicant B who also has a qualifying sibling but who lives two miles from the school.

Eligibility for any category met at the time of application must apply at least until the last closing date for applications for such eligibility to remain valid. Any change to an applicant's circumstances at any time which would affect their eligibility for any category must be communicated in writing to the Director of Sixth Form without delay.

## Definitions

### **Children Looked After and previously Children Looked After, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.**

“Looked after” means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

### **Children of Staff**

In order to qualify under this category, the applicant’s parent/carer must have been either:

- (a) continuously employed to work at Haybridge High School and Sixth Form on a permanent (not casual or fixed-term) contract for a period of at least two years at the date of application, in either a teaching or non-teaching capacity; or
- (b) recruited to fill a vacant teaching or non-teaching post for which there is a demonstrable skill shortage;

and in either case must be expected, at the closing date for applications, to remain in employment at Haybridge High School and Sixth Form at the date of admission of the applicant. The member of staff must live at the same **home** address as the applicant and have legal parental responsibility for the applicant.

If you wish to claim eligibility under this category you must write separately to the Headteacher of Haybridge when you submit your application.

### **Sibling**

Applicants who have a sibling on roll at Haybridge at the time of application who would still be on roll at the time of admission may claim a sibling connection. Siblings are defined as brothers or sisters who share at least one birth or legally adoptive parent, or who have birth or legally adoptive parents living at the same **home** address as partners. Children who are brought together as a family by a civil partnership and who are living at the same address are also considered to be siblings. In order to claim a sibling connection, applicants must live at the same **home** address as the sibling at the date of application. There is no guarantee of a place at Haybridge for applicants who have qualifying siblings on roll.

The Local Governing Body of Haybridge cannot guarantee that a place can be offered to every child of a multiple birth if insufficient places are available. If it is not possible to make an offer for all children, the Local Governing Body will randomly allocate the place(s) available.

## **Home**

Home is defined as the only or main residential address at the time of application where the child normally resides and which is the address of the parent/carer with main responsibility for the child. Documentary evidence may be required.

Where parents/carers have shared responsibility, for example usually as a result of separation or divorce, the child's home address will usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (eg three or more days out of five Monday to Friday during term-time) and who has main responsibility for the child. Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address used will be determined by random selection (lottery). Someone totally independent of the local governing body will supervise this process.

Places cannot be offered on the basis of a possible future address. Changes of address after application may be considered at the discretion of the Governors after the main offer date if supported by acceptable evidence.

For children of UK service personnel with a confirmed posting, or crown servants returning from overseas, we will allocate a place, as long as one is available, in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. We may require documentary evidence of the intended address in order to establish how the application meets our oversubscription criteria, for example catchment area and/or distance from home to school. Parents/carers of service children may, if they wish, provide this evidence of their intended address in the form of an official letter that declares a Unit or quartering address which may be taken as the home address for a service child. For children of UK service personnel or crown servants, we will not refuse to process an application and will not refuse a place, where one is available, solely because the family do not yet have an intended home address or do not yet live in the area.

If applications have to be ranked according to distance from home to school, the measurement will be taken using GIS software from the geocode point for each property to the geocode point for the school. In the unlikely event of this software not being available due to circumstances beyond our control, we will use the most similar means available which will be consistently applied.

Where home addresses are within the same block of flats or apartments, the number of the flat or apartment will be taken into account, with lower numbers taking priority (eg Flat 1 or 1a takes priority over Flat 2 or 1b). In the event of equi-distant applicants, any place will be allocated by random selection (lottery). Someone independent of the local governing body will supervise this process.

**You must notify any change of a student's home address immediately in writing to the Director of Sixth Form.**

## **Parental Responsibility**

You must ensure that your parents/carers, including anyone who has legal parental responsibility for you, agree with your application for Haybridge Sixth Form before you apply. Where more than one parent/carer has parental responsibility for a young person, they must all agree about the young person's choice of education. Haybridge cannot adjudicate where there is disagreement and if parents/carers disagree, they will have to seek resolution (if necessary, by legal means); this may hold up a decision on your application.

## Late Applications

Applicants who fulfil the entry requirements whose applications are received after the relevant deadline above will be treated as lower priority than those applications received on time, in the initial allocation of places (please see information below on waiting lists).

If an applicant is offered a place after the usual starting date of 1 September 2023 he or she will normally be expected to take up this place within one week of the date of the offer.

## Other Applicants

It is possible to request admission outside the normal age group, effective in a year group below or above a student's chronological age. We may need to carry out an educational assessment to determine whether or not it is appropriate for the young person to delay or accelerate their entry into the sixth form and be taught outside of their chronological age group. The Local Governing Body will make a decision based on the circumstances of each case.

Applications from students whose home is not in the UK or who have non-UK qualifications will be considered on an individual basis. Please contact the Director of Sixth Form for an initial discussion on 01562 886213 or by email on [office@haybridge.worcs.sch.uk](mailto:office@haybridge.worcs.sch.uk). General advice for overseas applicants is available at <https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>.

## Offers of Places

Applicants who meet the entry criteria detailed in our current prospectus may be made an offer of a place, subject to availability in their chosen courses and classes; applicants who meet the criteria but who cannot be made an offer straight away because their chosen course is full will be encouraged to place their names on our waiting list. All applicants who meet the criteria will be given the opportunity to contact the Sixth Form team for additional information and guidance to clarify the most suitable courses. Successful applicants will be invited to attend the summer Induction Days where they will experience life as a Sixth Form student and attend taster lessons.

If there are more applicants than available places the Admissions Committee will rank all applications received by the deadline in order of priority as described below under the Oversubscription Criteria. Any applicants to whom we cannot offer a place will be notified.

The Governors have the right to withdraw an offer of a place where it is found that:

- the offer of a place has been obtained through a fraudulent or intentionally misleading application, for example, the use of an inappropriate home address; or
- the applicant has not responded to the offer within a reasonable period of time of the offer being made and after a reminder has been issued.

**If you withdraw your application for any reason or wish to decline an offer of a place at Haybridge you must inform the Director of Sixth Form immediately in writing. You must notify any change of the student's home address immediately in writing to the Director of Sixth Form.**

## Waiting Lists

If we cannot make you an offer in the initial round because we have more applications than available places in the Sixth Form at Haybridge, we would encourage you to place your name on the waiting list. This waiting list is held until 31 December 2024. Experience has shown that it is likely that further places can be offered after February. Considerable movement in the waiting list is to be expected between the initial offer date and the publication of GCSE results in August.

If places do become available after the initial round, the waiting list, including late applicants, will be re-ranked strictly in accordance with the published oversubscription criteria and the applicant who ranks highest at that time will be offered a provisional place subject to the entry criteria above.

## Appeals

If you have been unsuccessful in gaining a place at Haybridge High School and Sixth Form, you and/or your parents/carers may appeal to an Independent Appeals Panel. If both appeal separately, the appeals will be heard together. The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998 and the Appeals Code. Please refer to the latest guidance published by the Department for Education on appeals at <https://www.gov.uk/schools-admissions/appealing-a-schools-decision> and to the separate information on appeals published on our website at <https://haybridge.worcs.sch.uk/join-us/sixth-form/sixth-form-admissions/>. Parents/carers or students are strongly recommended to obtain all relevant information before deciding whether to appeal.

If you wish to appeal you should write, setting out your full grounds for appeal, to the Clerk to the Local Governing Body within 20 school days of receipt of notification that your application was unsuccessful. You will receive at least 10 school days' written notice of the date of the appeal hearing but in exceptional circumstances you have the right to waive this notice.

Where the offer of a place would have been conditional upon exam results, an appeal will be heard within 30 school days of confirmation of those results. Where the offer of a place would not have been conditional upon exam results, an appeal will be heard within 40 school days of the deadline for lodging appeals. Appeals lodged after the relevant deadline will be heard as soon as practicable.

Any additional evidence which you wish to submit after lodging an appeal must be in writing and must be received by the school at least five school days before the hearing to allow for efficient administration of the appeal hearing. Any information or evidence not submitted by this deadline might not be considered at the appeal, or the appeal hearing might need to be postponed.

You are invited to attend the hearing of the appeal and make your case to the panel, although if this invitation is declined the appeal may be heard on the basis of written evidence only. You may be represented by or accompanied by a friend. You must inform the school in advance if you wish to call any witnesses or be represented at the hearing. You will be told of the outcome of the appeal within five school days of the hearing.

Only one appeal is permitted in respect of the same academic year unless, in exceptional circumstances, a second application has been considered by Governors because of a significant and material change in circumstances (eg a change which puts the applicant in a higher oversubscription category), but this has been refused.

The statutory right to appeal does not apply if a place has been offered at the school, but this is not in the year group preferred by the parent/carer. At the time of publication no information is available on the number of Sixth Form appeals in past years as no such appeals have been heard.

## Haybridge Sixth Form contact details

Haybridge High School and Sixth Form  
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Hagley  
Worcestershire  
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Tel: 01562 886213  
Web: <http://www.haybridge.worcs.sch.uk>  
Email: [office@haybridge.worcs.sch.uk](mailto:office@haybridge.worcs.sch.uk)  
Applications email: [sixthformapplications@haybridge.worcs.sch.uk](mailto:sixthformapplications@haybridge.worcs.sch.uk)

Headteacher: Nicola Stanfield

*The information contained in this policy is correct at the time of publication but amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the admission authority including information published by Worcestershire County Council.*