



ARCHBISHOP SANCROFT HIGH SCHOOL

ADMISSIONS POLICY

Archbishop Sancroft High School is a Voluntary Aided School with a Church of England Foundation. It is unusual among Church of England High Schools in that it is a “catchment” school. i.e. its students come predominantly from a catchment area, agreed with Children’s Services, within which no alternative provision is made, other than the right enjoyed by parents under the 1988 Education Act to apply for places in schools for their children other than the catchment school. The policy was reviewed in response to the 1999 Guidelines, which confirmed that the school would retain its “catchment”. Other admissions authorities within the local forum are aware of this.

Admission Criteria

- The school will admit children between the ages of 11 and 16 for whom applications are received.
- Parents can apply for an Open Place or a Foundation Place. A reference letter from a minister or priest, confirming that the family are practising members of a Christian church, must accompany Foundation Place applications. There are no prescribed %s for the balance between Open and Foundation places.

If school numbers are likely to exceed the agreed Intake limit preference will be given to children as follows:

1. Children in public care who are due to transfer
2. Children who live in the defined catchment area whose family are practising members of the Church of England.
3. Children who live in the defined catchment area whose family are practising members of another Christian denomination.
4. Children who live in the defined catchment area and have siblings at the school at the time of projected admission.
5. Children who live within the defined catchment area.
6. Children who live outside the defined catchment area whose family are practising members of the Church of England.
7. Children who live outside the defined catchment area whose family are practising members of another Christian denomination.
8. Children who live outside the defined catchment area and have siblings at the school at the time of projected admission.
9. Children who live outside the defined catchment area.

NB: for the purposes of this policy, the term “practising members” is defined as those who attend church services at least once a month.

“Siblings” (points 4&8 above) include “other children living together as a family at the same address”.

If greater refinement of criteria should be required within any of the above categories, due to more than one child meeting the admission criteria, the child who lives closest to the school will be offered a place first. To determine who lives nearest, distance will be measured on a straight line “crow fly” basis, using Ordinance Survey data.

School Capacity - under the provisions of the Education Reform Act, 1988, Norfolk County Council has adopted a formula to determine the capacity of a maintained school. This

formula is related to the number of workplaces in the school. (See Norfolk Admissions Handbook 1993, Chapter 4).

Under the provisions of the Education Reform Act 1988 for Voluntary Aided Schools, the Governors of Archbishop Sancroft High School will annually consider the recommendations of Norfolk County Council regarding Capacity and Standard Number and will then set these figures for the coming year. The Governors will respond to Children's Services' advice by the end of February each year.

Annual Intake - Norfolk County Council will then make arrangements to publish the Annual Intake Limit of the School as part of the information made available to parents in October/November. The information will also be published in the School's Prospectus.

ASHS – MOE Capacity = 480

ASHS – Standard Number = 95

ASHS – Intake Limit = 100

These figures presume a maximum average group size of twenty five students and indicate that a typical year of between 76 and 100 students will be divided into four Tutor Groups and that the curricular norm will be four teaching groups (with some agreed exceptions, such as the Technology rota system). A year of 75 or fewer students would, therefore, normally be divided into three such groups. Where the number of students in a year starts at 75 or less in three groups and increases above 75 during the year, students who meet the Admission Criteria may continue to be admitted, but no change shall be made in the number of groups until the start of the following academic year, at which time the grouping structure will be increased to four. Setting and the number of students in each set within a department is the responsibility of the Head of Department.

ADMISSION OF NEW STUDENTS

The Head Teacher, or Deputy will normally be the first line of enquiry for a parent/guardian seeking admission to the school. The following tasks are delegated to the appropriate Head of Year: 1) Contacting the current school; 2) Referring any consequent concerns back to HT; 3) Organising Form Group/Teaching Groups; 4) Contacting the parent/guardian to arrange admission date

Admission of students after the beginning of Year 7

Parents complete the necessary admission form and Head of Year contacts previous School for transfer of records. Head of Year arranges placement in form and Heads of Departments, in consultation with Head of Year, placement in sets or ability groups. Where necessary, Heads of Departments/ Co-ordinator for Special Educational Needs arrange testing for purposes of accurate placement/ diagnosis of need.

Parents applying for the admission of children from outside the 'Catchment' area (Year 7 and subsequently)

Parents outside Harleston and the nine villages should apply in the first instance to the Chair of Governors. (See Admissions Policy). Although this school is a 'catchment' school, we are able to accept students from out of catchment, providing they are prepared to meet the cost of transport. This now applies to both Foundation and Open applications. Where the out of catchment student has been directed to Sancroft because of lack of spaces at a more local school, Children's Services is obliged to meet transport costs.

Admission of students at the beginning of Year 7

Transition at Year 7 is the responsibility primarily of the Head of Year elect, with support from the SEN department. The transition process is also supported by the work of the Harleston and District Schools Partnership, a formal grouping of the Schools in the Sancroft catchment area.

Key events in the Transition Process

1. OPEN EVENING: November of Year 6
 - a) Head elect of Year 7 visits 'feeder' Schools and issues invitation letters and poster.
 - b) HT, DHT (Pastoral) and Senior Teacher arrange details of evening, advertise in Press, arrange detailed programme and arrange for Area Advice Centre to be represented re Transport.

2. CONTACT WITH 'FEEDER' SCHOOLS: Spring Term
 - a) HoY agrees dates for day visits (Summer).
 - b) Information leaflet left with 'feeders' for issue to pupils.
 - c) HoY (and SEN department where appropriate) makes informal contacts with 'feeders' throughout term as appropriate. (Early contacts with out-catchment 'feeders').

3. CONTACT WITH 'FEEDER' SCHOOLS: Summer Term
 - a) Formal meetings with Year 6 teachers.

4. NEW PARENTS' EVENING: Summer Term
 - a) Parents visit the school with their children for an information evening

5. INDUCTION DAY FOR INCOMING YEAR 7 STUDENTS: Summer Term
 - a) The incoming year 7 students visit Sancroft for a full day towards the end of the Summer Term

A programme of 'taster' lessons is arranged with students meeting their Form Tutor, Head of Year and some of the teaching staff

Title	Review interval	Last reviewed	Next review	Changes made
ASHS Admissions Policy	3 years	March 2010	March 2013	Textual revision

