

## DEBDEN PARK HIGH SCHOOL ADMISSIONS POLICY

### ETHOS OF THE SCHOOL

The aim of Debden Park High School is to provide an excellent education in a safe, supportive learning environment, where people are valued and make positive contributions to the school community, and where pupils go on to become responsible, independent members of society.

### PRINCIPLES

Debden Park High School was built to serve the community in which it is placed. Accordingly, we are a Comprehensive, Community School with a clearly defined catchment area and cater for pupils of all abilities.

### PURPOSES

This policy specifies the priority that will be given to pupils applying for a place in the school.

### GUIDELINES

Debden Park High School admits 180 pupils in Year 7. All Year 7 admissions are handled by the Local Education Authority and we adhere strictly to its admissions policy as follows.

- *Looked after pupils will be given first priority ahead of all other applications*

*Pupils living in the area served by the school at the time of application and determination will be allocated a place at the school providing an application is received by the closing date.*

*In the event of over-subscription any remaining places will be allocated using the following criteria in the order given:*

- *Pupils with a brother or sister attending at the time of application and determination*
- *Remaining applications*

*In the event of over subscription within any of the above criteria, priority will be determined by the straight-line distance from home to school, those living closest being given highest priority.*

*Exceptional medical circumstances (supported by medical evidence) may override the above.*

To enable the process of pupils and parents selecting a Secondary School and to facilitate smooth transfer from Primary to Secondary school we will:

- Hold an Open Event during the first part of the Autumn Term each year
- Appointments for small group visits will be given to those unable to attend the Open Event during the Autumn Term
- Liaise with Primary feeder schools by collecting data from them and visiting pupils at feeder Primary Schools
- Brief parents on transfer, school expectations and school systems through a meeting in June prior to their child joining the school
- Have an Induction Day for pupils (date agreed with other local Epping Forest Schools).

Applications that are received after the start of the school year will be considered by the school if the applicant has not previously had an application for the school rejected. The applicant must demonstrate proof of residence in the catchment area (from September 2005 the catchment guarantee falls away and applications will then be considered only if the year group is not full). A transfer form will be sent to the applicant's previous / current school and an admissions interview will take place prior to an offer letter being sent.

#### Other Policies

All school policies are constructed with regard to the issues of equal opportunities.

Review Date: JUL 2009