

**DEBDEN PARK HIGH SCHOOL**  
**ADMISSIONS POLICY**  
**September 2011/2012**

**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 our admissions policy as follows.

- *Looked after pupils will be given first priority ahead of all other applications*
- *Pupils living in the priority admissions area of the school with a sibling attending at the time of application and admission.*
- *Other pupils living in the priority admissions area.*
- *Pupils living outside the priority admissions area with a sibling attending at the time of application and admission.*
- *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. Distance will be calculated using data provided by the Local Authority's geographical information system.*

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

*A Map of the priority admission area is available from the school.*

*Siblings are as defined by the Local Authority in the Secondary Education in Essex Booklet.*

*Special Educational Needs Children with Debden Park High School as the named school on their statement will be admitted regardless of criteria*

Applications that are received after the start of the school year will be considered if the applicant has not previously had an application by the school rejected.

Unsuccessful applicants have the right to an independent appeal using the form provided by the Local Authority

All applications (whether mid-year or Year 6) should be made to the Local Authority in the first instance.

A waiting list will be kept by the Local Authority for the first week of the Autumn Term only and the school will maintain this waiting list for the remainder of the year.

To enable the process of pupils and parents selecting a Secondary School and to facilitate a 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 feeder Primary 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).

Other Policies

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

Review Date: MARCH 2010 for SEPT 2011/12 Consultation JAN 2012 for SEPT 2013

CHAIRS ACTION : Approve Policy March 2010

Date.....

Signed.....