



Helenswood
Academy

HELENSWOOD ACADEMY, THE RIDGE, ST LEONARDS-ON-SEA, TN37 7PS AND HASTINGS, TN34 2AF, EAST SUSSEX

Admissions Policy relating to admissions to the academy in the academic year 2017/18

GENERAL

1. This document sets out the admission arrangements for Helenswood Academy (“the academy”). *The academy is a single-sex, girls secondary school. It has a co-educational sixth form run jointly with Ark William Parker Academy.*
2. In the event of a query, enquiries should be made to the Admissions Team at Ark Schools, 65 Kingsway, London, WC2B 6TD (admissions@arkonline.org)
3. The academy has a Published Admission Number (PAN) for the following year groups:

a) Secondary

The academy has an agreed PAN of 216 pupils in Year 7.

b) Ark Sixth Form East Sussex

- i. The PAN for external Year 12s is ten. Those students already attending the academy and achieving the minimum academic entrance requirements will transfer to the sixth form.
 - ii. The minimum academic entrance requirements for admission to the post-16 provision will be published in the academy sixth-form prospectus which will be available on request and also published on the Ark Sixth Form East Sussex website. These requirements will relate to both internal and external applicants.
 - iii. Young people may apply on their own.
 - iv. Students will be informed in writing whether or not they have been allocated a place.
4. Where fewer applications are received than places available, the academy will offer places to all those who have applied.



PROCEDURES WHERE THE ACADEMY IS OVERSUBSCRIBED

Secondary and sixth form – oversubscription criteria

5. Where the academy is named on a pupil's Statement of Special Educational Needs or Education and Health Care Plan, that child will be admitted by the academy. If the number of applications for admission to the secondary school or sixth form is greater than the PAN, applications will be considered against the criteria and order set out below:
 - a) Looked After Children and children who have been previously looked after (pursuant to the Admissions Code)¹.
 - b) Children of staff at the school where there is a demonstrable skill shortage – Children of members of staff will have priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. Ark Schools is required to approve the Principal's designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.
 - c) Children who at the time of the admission have a sibling who attends the academy. For this purpose "sibling" means a whole, half or step-sister or an adopted child resident at the same address.
 - d) Children of staff in the school – Where there is **no** demonstrable skill shortage, priority may be given where the academy is oversubscribed to a child of a person who will have been employed in the academy for two or more years at the time the application for admission is made. Priority will be limited to one place for each form of entry in any year.
 - e) Children living within a pre-defined community area. Each home address in the East Sussex county falls within a community area (see map attached).
 - f) Children living outside the pre-defined community area. This covers children who do not fit into any other criteria.

For categories e) and f) above, the distance measurement will be calculated using East Sussex County Council's method. The method they adopt for measurement (shortest walking route) and also selection between equal applicants and those living in flats will apply.

Tie breaker: In the event of oversubscription within any criterion, place allocation will be decided by prioritising applications on the basis of the shortest route from home to school using surfaced, passable routes. Using East Sussex County Council's Geographical Information System (GIS) distances are measured from the child's home to the nearest gate used by pupils at the school.

Note: In the case of multiple births or brothers and sisters in the same year group, where there is only one place available in the academy, both will be considered together as one application.

¹ "A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school." (footnote 16 of the School Admissions Code 2014). A previously looked after child "includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002."

Post-16 oversubscription criteria

6. Where the sixth form is oversubscribed, priority will be given to those qualifying applicants following the oversubscription criteria as described above.

OPERATION OF WAITING LISTS

7. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the academy will operate a waiting list. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the summer term. Thereafter, parents/carers will be written to asking if they wish for their child to remain on the waiting list. This will be maintained by the academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.
8. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

ARRANGEMENTS FOR APPEAL PANELS

9. Parents/carers will have the right of appeal to an Independent Appeal Panel ("Appeal Panel") if they are dissatisfied with an admission decision of the academy.
10. The Appeal Panel will be independent of the academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The academy will provide written guidance for parents/carers about how the appeals process works and will provide parents/carers with a named contact who can answer any queries parents/carers may have about the process.

APPLICATIONS FOR ADMISSION TO THE ACADEMY OUTSIDE THE NORMAL ADMISSIONS ROUND – IN-YEAR APPLICATIONS

11. In-year applications should be submitted to the academy, unless other arrangements have been made and published on the academy website.
12. Subject to any provisions in the LA's published and agreed protocol on arrangements relating to applications submitted for years other than the normal year of entry, the academy will consider all such applications and if the year group applied for has a place available, admit the child.
13. If more applications are received than there are places available, the oversubscription criteria shall apply.

Appeals against refusal of an in-year application

14. Parents/carers will have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy.

ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP

15. Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the academy as described regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case. Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified in writing of the decision. Unsuccessful applicants will be given the right to appeal.

Community areas for secondary schools

Each East Sussex address falls into a 'community area'. Where you live can make a difference to the outcome of your application as geography normally forms part of a school's selection criteria.

Types of school: A (Academy) C (Community) F (Free)
S (Studio) T (Trust) UTC (University technical college)
VA (Voluntary Aided)

The map opposite represents the community areas served by the secondary schools. Each area has been given a number and this links that area to a particular school or group of schools.

If you are unclear as to which area your address is in, you can phone the Admissions Team on 0345 60 80 190. More detailed maps are available upon request.

Area number	
1	Rye College A and Rye Studio School S
2	Hastings and St Leonards secondary schools
3	Robertsbridge Community College C
4	Claverham Community College, Battle C
5/5a	Bexhill secondary schools A
6	Uplands Community College, Wadhurst C
7	Heathfield Community College C
8	Hailsham Community College Academy Trust A
5a/9	Eastbourne secondary schools <i>(see the additional map on page 46)</i>
10	Beacon Community College, Crowborough A
11	Uckfield Community Technology College C
12	Ringmer Community College A
13	Seaford Head School A
14	Chailey School C
15	Priory School, Lewes T
16/17	Seahaven Academy, Newhaven A and UTC@Harbourside
17	Peacehaven Community School C <i>(see the additional map on page 47)</i>



Area 2
ARK William Parker Academy (Boys only) A
The Hastings Academy A
Helenswood Academy (Girls only) A
The St Leonards Academy A
Area 5/5a
Bexhill High A
St Richard's Catholic College VA
Area 5a/9
Gildredge House F
Ratton School Academy Trust A
The Bishop Bell CE School VA
The Causeway School C
The Cavendish School A
The Eastbourne Academy A
Willingdon Community School C

Please note that schools marked with (A), (F), (S) (T) (UTC) or (VA) are schools where the governors are responsible for admissions. You can study the admissions criteria for all schools from page 54 onwards.

Need help? Phone Information for Families on
0345 60 80 192

