Draft Admissions Policy

This document sets out the admission arrangements for Rastrick High School and complies with Annex B to the Funding Agreement which is an agreement between the academy and the Secretary of State.

Any changes to the arrangements set out in the Funding Agreement must be approved in advance by the Secretary of State. The academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time.

The Trust Board is the Admissions Authority and delegates this responsibility to the school's Local Governing Body, therefore any reference in the codes to admission authorities shall be read as the Local Governing Body (LGB). In particular, the LGB will take part in the Co-ordinated Admissions Scheme run by Calderdale Local Authority.

1 Application for Places

Parents can register with the school of their choice at any time following the birth of a child to be sent admission information. Parents are asked to apply for a place at the school online directly with Calderdale Council www.calderdale.gov.uk/admissions

2 Allocation of Places

There are 360 places available at Rastrick High School.

Allocation of places is made using the following criteria:

Where fewer applications than the figure quoted above are received, the academy will offer a place to all those who have applied.

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in the order stated:

1. Looked After Children are those who are in the care of a local authority at the time of application. Previously Looked After Children are those who were formerly in the care of a local authority and, immediately after being looked after, became subject to an adoption order, a child arrangements order, or a special guardianship order. This priority also includes children who appear to the Academy to have been in state care outside England and who ceased to be in that state care as a result of being adopted. For the purpose of these criteria, "state care" refers to care provided by a public authority, a religious organisation, or any other organisation whose primary purpose is to benefit society.
2. Children of staff who work at the Polaris Multi Academy Trust, where:
    - The member of staff has been employed by Polaris MAT for two or more years at the time the application closes.
    - The member of staff has been recruited to fill a demonstrable skills shortage post.
3. Pupils who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and are currently attending the school and who will be at school at the start of the academic year.
4. Children who have a particular aptitude for music. Allocations under this criterion will be limited to 15 places and applications must be supported by evidence. A supplementary application form must be completed to apply under this criterion, which is available from Rastrick High School.

5. Feeder schools - Those pupils who attend the Primary schools: Carr Green Primary, Field Lane Primary School, Fixby Junior and Infant School, Longroyde Primary School, Northowram Junior and Infants School, Old Earth Primary School, Salterlee Primary School, Siddal Primary School and, Woodhouse Primary School.
6. Children who are residents in the defined Rastrick High School catchment area.
7. Children will then be admitted in the order of proximity of the child's home address to the school.

- Please see Appendix 1 for additional information relevant to the oversubscription criteria.
- Please see Appendix 2 for additional information relevant to the talented musician programme.
- Please see Appendix 3 for the Rastrick High School Catchment area.

3 Notification of Places

In accordance with the Co-ordinated Admissions Scheme run by Calderdale MBC, the local authority will make the formal offer of a place to parents or guardians on behalf of the LGB. You will receive notification either by letter or email. The academy will also contact parents to either accept or reject the offer of a place. This will in no way affect parents' right of appeal for a place at another school but will allow the school to re-allocate a rejected offer to another child.

4 Fair Access Protocol

All Calderdale Schools will participate in the Fair Access Protocol to ensure that unplaced children, especially the most vulnerable, are allocated a school place as quickly as possible.

5 Appeals Procedure

Parents who wish to appeal against the decision not to offer their child a place at the academy must appeal to Calderdale MBC. If a place has not been offered in the first instance an appeals letter will be sent direct from Calderdale MBC explaining the process of appeal. The appeals will be heard by an independent appeals panel. The Appeals Panel will take all reasons and the admission authority's admission arrangements into consideration when reaching its decision. The Appeal's Panel's decision will be completely independent of any previous decision taken by the admissions authority. The decision of the independent appeals panel is binding and final. Only one appeal for the academy in the same academic year will be considered unless there have been significant changes in the circumstances relevant to the application.

6 Re-Allocation (Waiting) list

Where an application for a place at the school has been submitted and refused as a consequence of insufficient places, then a pupil's name will be retained on a waiting list until the end of the academic year where this has been requested by the parent/guardian. A child's position on the waiting list may change as applications are added or removed and places will be offered in accordance with the published oversubscription criteria

7 In-Year Applications

A parent can apply for a place for their child at any school, at any time. The school is part of the LAs in-year co-ordination scheme. For parents requesting a transfer of school the 'In Year Application Form' must be used as a means of expressing one or more preferences (up to a maximum of three). This is applicable to parents / guardian's resident in the Local Authority area wishing to express a preference for their child to be admitted to a school within the Local Authority area or another Local Authority's area. The 'In Year Application Form' can be obtained by contacting Calderdale Admissions team or by using this link In-year transfers | Calderdale Council. A hard copy of the 'In-Year Application Form' can be obtained from the school reception.

8 Consultation

Consultation will take place for a minimum of six weeks between 1 October and 31 January in accordance with the School Admissions Code.

9 Record Keeping

Any parents who apply for a place for their child at the academy will have their information on the school's records during the admissions process. If the child successfully receives a place at the academy, then their personal information will be kept and inputted into the child's school file. If the child is unsuccessful then the details will be placed on a waiting list. A parent can request their child to be removed from the waiting list at any time. The academy will keep the parent and child's details on the waiting list and review the list annually, if you are happy to remain on the list then your personal details will be held securely until a place becomes available or until you ask to be removed from the list. If you no longer wish to remain on the waiting list, please notify the school so that your information can be confidentially and securely destroyed.

Appendix 1

Additional information relevant to the oversubscription criteria:

A sibling link cannot be claimed where a sibling in receipt of an Education, Health and Care Plan (or a Statement of Special Educational Needs) is attending a resourced unit within a mainstream primary school.

If there is oversubscription in any category, then pupils will be admitted in order of proximity of the pupil's permanent home to the academy.

Distance will be calculated using a straight-line measurement from the pupil's permanent home to the nearest designated school gate.

Distances will be calculated using the Local Authority's Geographical Information System (GIS). To ensure consistency applies, all measurements will be carried out by this method and no other method of measuring distance will be considered.

Each property has a coordinate taken from Ordnance Survey Address-Point data. This is the point from which distance measurements will be taken.

In the event of two or more children living equidistant from the academy, as measured by the procedure above, then the decision on which child will be allocated will be made using random allocation.

Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent. The calculation will be taken based on the

residence where the child lives the greatest amount of time during a 7-day week.

Appendix 2

The Talented Musician Programme

Additional information for those children with a particular aptitude in music

Application Process

Applications are made through the link on the school website under admissions. This link takes you to a form (see link below). This form needs to be filled in by the dates specified below:

1 October 2027	Music applications to be submitted to the school.
7th October 2027	Letters to parents informing them of the date and time of auditions.
14th October 2027	Audition date.
26th October 2027	Letter to parents / Carers detailing outcome of the audition

Entry Requirements

The entry requirement for applicants is:

- To have an aptitude for music

Selection process

Applicants will be invited to attend an audition. This audition will require the applicant to perform in front of a panel that will include the Director of Music. This audition will be scored against a set criterion. This criterion is available on request. The performance given by the applicant can be voice or instrumental or both.

Pupils will be ranked if there are more than 15 applications. Only those ranked 1-15 will be offered a place.

Appendix 3: Catchment Map (Red Line)

