



Penrose Learning Trust

Policy name	Secondary Admissions Policy for 2025-2026 CLAYDON HIGH SCHOOL
Member of Staff Responsible	Director of School Improvement
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Signed	Chair of the Board

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1. Introduction

Claydon High School (“the School”) remains committed to its continuing role as a comprehensive and inclusive School serving children of all abilities from the local communities.

The School is part of the co-ordinated admissions arrangements operated by Suffolk County Council (the Local Authority) and the Local Fair Access Protocol for admissions to secondary schools in Suffolk. This Policy complies with School Admissions Code (DfE September 2021) and the School Admission Appeal Code (the Codes), and will be reviewed in light of any future changes in the law.

The Published Admission Number (PAN) for **Year 7 in September 2024 is 149**. The School will accordingly admit up to 149 pupils in the relevant age group each year if sufficient applications are received, all applicants will be admitted if 149 or fewer apply.

2. Applications for September Entry into Year 7

The application process for admission into Year 7 is coordinated by Suffolk County Council which acts on behalf of the School’s Governing Body, to offer places at the School. Full details of the application process are available on the Suffolk County Council website: www.suffolk.gov.uk/admissions.

3. Applications for in-year admissions

The School will administer its own in-year admissions.

The School will consider applications for admission into Years 7 to 11 at times other than the normal transfer time from primary to secondary education.

These applicants will need to complete the School’s Application Form and send it directly to the School. The School will then consider the application. The School will respond within five (5) school days of receiving the completed application form. The Application Form is available on the [School website](#) or from the Headteacher’s PA who can be contacted on 01473 836110 or admin@claydonhigh.com.

Applicants who are seeking a transfer from another school, particularly in Year 10 or 11, will be reminded that this is not recommended by the Governors due to the impact on the student's education, nor can the Governors guarantee to offer an equivalent combination of subject choices or exam boards.

Applicants who are seeking a transfer late in Year 9 will be advised that it is not always possible to accommodate additional students into option choices that are already full.

The School will, when places are available, offer a place to every child who has applied for one, without condition or the use of any oversubscription criteria, unless admitting the child would prejudice the efficient provision of education or use of resources.

4. Admission of children outside their normal age range

It is expected that children will normally be educated within their chronological year group. However, when requested to do so by a parent/carer/social worker, the Academy Committee Members will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, in line with the School Admissions Code (September 2021). Parents/carers/social worker should make a request for a place outside the chronological age group in writing to the Headteacher, at the same time as their application. Academy Committee Members will make a decision on the request, taking into account the views of the Headteacher. The School will write to the parent/carer/social worker with the outcome including the reasons for the decision.

5. Fraudulent or Misleading Applications

The School has the right to investigate any concerns it may have about an application and to withdraw the offer of a place if it is established that an offer was obtained through a fraudulent claim or intentionally misleading information being provided, for example a false address was given which denied a place to a child with a stronger claim. The school reserves the right to check any address and other information provided so that it can apply the oversubscription criteria accurately and fairly.

6. Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children (this excludes children in care as they are not subject to FAP.) are offered a place at a suitable school as quickly as possible. The School will comply with Suffolk's Fair Access Protocol. This may mean admitting children above the PAN outside the normal admissions round.

7. Oversubscription Criteria

If the School is oversubscribed, or there are more applications than places, after the admission of students with a Statement of Special Educational Needs or Education, Health and Care Plan (where the School is named in the Statement or Plan), priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked after Children (see “Definitions” section at the bottom of this policy) and Previously Looked After Children/Internationally Adopted Previously Looked After Children (see Definitions).
2. Children who are Ordinarily Resident (see Definitions) in the catchment area (see Definition) with a sibling (see Definitions) who is either on roll at the time of the application, or has been offered a place and will still be a student of the School at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the School, please name the youngest one.
3. Children who are Ordinarily Resident outside of the catchment area with a sibling who is either on the roll at the time of the application, or has been offered a place and will still be a student at the School at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the School, please name the youngest one.
4. Children who are Ordinarily Resident in the catchment area and attend one of the designated Pyramid Primary Schools: Bramford Primary School, Claydon Primary School, Henley Primary School, Somersham Primary School, Sproughton Primary School and Witnesham Primary School.
5. Children who are Ordinarily Resident in the catchment area.
6. Children who are Ordinarily Resident outside the School’s catchment area but attend one of the designated Pyramid Primary Schools: Bramford Primary School, Claydon Primary School, Henley Primary School, Somersham Primary School, Sproughton Primary School and Witnesham Primary School.
7. Children of any teaching or support staff employed by the School in the following circumstances:
 - 1) where the member of staff has been employed for two or more years at the time the application for admission to the School is made; or
 - 2) where the member of staff is recruited to fill a vacant post for which there is a skill shortage.
8. All other applicants by distance from the address where the child is Ordinarily Resident, as per the distance tie breaker.

It is possible that the PAN of the School will be reached in any one of the categories set out above. For this reason, all applications will be prioritised according to the rules described. Decisions will be made about the offer of places in accordance with those priorities.

7.1 Distance tie-breaker

If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to applicants who are ordinarily resident nearest to the School as measured by a straight line ('as the crow flies').

All straight-line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the coordinates of each property and provides the address-point between which straight line distance is measured and reported, to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

7.2 Ultimate tie-breaker

In the unlikely event that two or more applicants competing for a single place at the School live the same distance from the School, the place will be offered to one applicant on the basis of random allocation (i.e. the drawing of lots). The random allocation process will be supervised by a person who is independent of the School, and a fresh round of random allocation will be done each time a child is to be offered a place from a waiting list.

7.3 Multiple births

In the case of twins or other multiple births, where there is only one place available in the school, all will be considered and admitted together as one application.

8. Waiting Lists

8.1 Year 7

As part of the co-ordinated scheme for secondary admissions, the Local Authority Admissions Team holds the waiting list on behalf of the Governing Body until the end of the first full week of the Autumn term in the normal admissions round. The School will then hold the waiting list until the last day of the Summer Term 2026. Applicants must contact the school if they wish to remain on the waiting list moving into Year 8.

Names are placed on the waiting list according to the Over-subscription Criteria. Parents will be contacted immediately if a place becomes available for their child but should be aware that their child's place on a waiting list may change if an application is subsequently received that meets a higher criterion than their own under the over-subscription criteria.

Parents / Carers must inform the School if their address changes as their child's place on the waiting list may be affected.

Having your child's name on the School's waiting list will not alter your right to appeal for a school place in any of the schools you have applied for.

The School will offer places that become available in accordance with its Over-subscription Criteria and not on the basis of the date on which names were placed on the list. This means that names can move down the list if, for example, someone moves into the area and is higher placed under the oversubscription criteria.

8.2 Years 8, 9, 10 and 11

For all other year groups, the School will operate a waiting list under the same procedures as for Year 7. Unsuccessful applicants who request to be placed on the waiting list, will be placed on the list for a period of ten (10) school weeks. Applicants will need to contact the school should they wish to remain on the waiting list after the 10 school week period has elapsed.

9. Appeals

Applicants who are unsuccessful in securing a place at the School will be informed of the reason for this refusal and have the right to an appeal before an independent appeal panel arranged by the School in liaison with the Admissions team at Suffolk County Council. The decision of the independent appeal panel is binding.

Applicants who are unsuccessful at appeal will be kept on the waiting list if requested. This applies to both In-year Admissions and September entry into Year 7.

Details of the appeals process are notified by the School to unsuccessful applicants at the time of refusal.

10. Definitions

10.1 Catchment Area

The area which is shown on the catchment area map for Claydon High School at

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/service.page?id=3A2jvdo1iLY>

If you live next to a boundary line on the map, please check your address against the catchment area and/or street lists at www.suffolk.gov.uk/admissions

10.2 Looked After Children

Children who are in the care of a Local Authority, or are being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school).

10.3 Ordinarily Resident

By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at that school; we consider this to be a fraudulent application.

Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and

school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application

10.4 Previously Looked After Children

Children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, immediately following having been in care. This includes those children who appear (to the School) to have been in state care outside of England and ceased to be in state care as a result of adoption (Internationally Adopted Previously Looked After Children).

10.5 School/Academic year

The academic year runs from 1 August to 31 July. The School year is defined as the period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July.

10.6 Sibling

Siblings include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child ordinarily residing at the same address; a child looked after by a Local Authority placed in a foster family with other school age children; a stepchild or children who are not related but ordinarily reside at the same address as a family unit.

10.7 Trust School

Means any School/Academy part of Penrose Learning Trust.

10.8 Year 7 Student

For September 2025 a child whose 11th birthday falls between 1st September 2024 and 31st August 2025, is deemed to be in Year 7.