



HAYDON SCHOOL

Admissions Policy

Sixth Form

2027-2028

Mission Statement

Haydon School is committed to the achievement of individual excellence, encouraging students to be creative and considerate, confident of their role in society and capable of rising to the challenges of a diverse and rapidly developing global economy.

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1. Introduction

1.1 This Admissions Policy will take effect from 1st September 2027.

1.2 Haydon is an Academy and the admission of students is controlled and administered by the Governing Body and the school.

1.3 The procedure to be followed in applying for a place at Haydon is as set out in this Policy. The Governors will not accept applications that are not made in accordance with this Policy.

1.4 Although Haydon School has common admissions criteria for all admissions in Years 12-13 the procedure for administering the admission of students varies according to the category of application. (See Admissions Criteria 4 & 5 below.)

1.5 All references to 'parents' in this Policy shall be interpreted to refer to the parents or legal guardians of the child for whom an application for a place at Haydon School is made. Where parents are separated or divorced the Governors will address their communications regarding admission to the parent with whom the child normally lives, and is receiving the child benefit, or the address registered with the child's doctor.

2. Information for Parents of Prospective Students

2.1 Full information about Haydon School will be found on the website.

2.2 An Open Evening will be held for parents of prospective students to visit the school in October/November of each year.

2.3 Should a place not be offered, details of the appeals procedure will be sent with the letter of notification. *Needs to be included with any refusals

2.4 Should a place be offered, further information about the school will be provided.

3. The Admissions Number

3.1 The Admissions Number for Year 12 is 300 although academies can increase their Published Admissions Number (PAN) without prior notification and must be published on the website and the LA must be informed accordingly.

3.2 External Applicants

Haydon School welcomes applications to join the Sixth Form from students currently attending other schools. The number of places available to external applicants will be determined by the Published Admission Number (PAN) for Year 12, the number of places taken by existing Haydon School students, and the availability of places on the courses requested.

The number of places available to external applicants will be published alongside the Sixth Form admissions information for the relevant academic year. Where the number of applications exceeds the number of available places, applications will be considered in accordance with the oversubscription criteria set out in Section 4.4 of this policy.

4. Admissions Criteria

4.1 Haydon welcomes applications to join the Sixth Form both from its own students and from students at other schools. Students are admitted into the Sixth Form each year at the age of 16+.

4.2 Haydon internal candidates and external applicants from other schools: All internal students who wish to continue their education into the Sixth Form will complete a Sixth Form application form, the purpose of which is to profile their interest in the Sixth Form. Internal candidates will also have an informal interview to discuss their options choices with Sixth Form staff and/or a member of Senior Leadership. All external applicants must submit a fully completed Sixth Form application form and attend an informal Open Morning. The purpose of the Open Morning, for external students, is to discuss with the student the characteristics and expectations of the Sixth Form at Haydon School and to discuss subject choices and entry requirements.

4.3 Minimum standard of achievement required for the chosen courses: Internal students who wish to continue to study at Haydon in the Sixth Form and external students who wish to apply to join the Sixth Form, must be able to demonstrate that they have achieved the minimum standard of achievement required for success in the Sixth Form and in their chosen courses.

NB. Full details of this is available in the Sixth Form Prospectus and Appendix 1

4.4 Year 12 Admissions Criteria: In the event that the number of applicants wishing to join Year 12 exceeds the published admissions number, the following criteria will be used, in the order shown, to decide which applicants are offered a place:

- i. Children in public care (looked after children) and other LAC who have been adopted or made subject to a residency order of special guardianship orders following having been looked after,
- ii. Children who have a full time sibling at Haydon at the time of the application of the child for whom a place is sought,
- iii. Children living nearest the school, measured in a straight line from the School to their parents' permanent home.
- iv. Recruitment and retention of staff (children of staff who have been employed at Haydon School for at least two years or those that meet a skills shortage). These students will be admitted in addition to the admission number, but limited to a maximum of five per cohort, including the Sixth Form. Applications in this category should be made in the normal way and augmented by a letter directly to the Headteacher of Haydon School. If more than five places in any one cohort are requested, admissions will be decided by a panel approved by the Governors.

5. Further Information relating to the Admissions Criteria

5.1.1 Verification of information must be provided to show the applicant meets the admissions criteria.

5.1.2 Students already attending the school who are able to demonstrate that they have attained the minimum standard of achievement required for the chosen courses will be awarded a place.

5.1.3 Students from other schools who are able to demonstrate that they have attained the minimum standard of achievement required for the chosen courses will be awarded a place.

5.1.4 The Governors reserve the right to make such enquiries as they consider necessary to verify the information provided in support of an application for admission under any of the admission criteria. By applying for admission the applicant is deemed to have given consent to such enquiries being made.

5.1.5 The Governors will rely upon the information contained in the application form for admission and if it transpires that any information is false or misleading in a material way, the Governors reserve the right to

- i. Withdraw the offer of admission, effective even after the child has commenced attendance at the school.
- ii. Pursue their legal rights against parents making such false claims and this will include seeking compensation for loss or expense incurred by the school in rejecting an application due to false or misleading information having been given.

5.2 Age of Children Applying for Admission

5.2.1 Applications from parents seeking a place for their child in the Sixth Form, may be made when the child reaches the appropriate age. Under normal circumstances Sixth Form applicants will be 16 years old upon entry to Year 12. Applications will be accepted from students reaching their eighteenth birthday in Year 12 and their nineteenth birthday in Year 13.

5.3 Sibling Criterion 4.4.ii above

5.3.1 If parents are applying for a place for their child because they have a brother or sister at Haydon School priority must be claimed by the time of the published closing date for applications, by giving the details required on the application form. If the existence of such a relationship is not brought to the attention of the Governors at that time the child will not be given priority in the allocation of places.

5.3.2 For the purpose of admissions we define a sibling as:

- a brother or sister sharing the same parents
- a half brother or sister, where two share one common parent
- a step brother or sister, where two children are related by parents' marriage or partnership. The partners must have co-habited in a permanent relationship (as if they were husband and wife or civil partners) for a minimum of two years
- An adopted or fostered child

A sibling must be living at the same address as the applicant when the application is made.

5.3.3 The sibling rule will NOT apply to any applicant who has a brother or sister admitted to the school if the sibling was admitted under exceptional

circumstances arising from local agreements to comply with the statutory obligations of the LA referred to in 4.4 above, unless the sibling would also have been admitted under one of the other admissions criteria.

- 5.3.4 Parents are required to provide on the application form sufficient details of the brother or sister (who forms the basis of the application under this criterion) to enable the Governors to satisfy themselves that a valid qualifying relationship exists.

5.4 Children Living Nearest to the school - Criterion 4.4.iii above

- 5.4.1 The Governors will offer places to children under this criterion only after they have offered places to children who qualify on LAC, statements or sibling grounds. Haydon does not have a predetermined catchment area for the admission of students under this criterion. Each year, after places have been allocated to children on sibling grounds; the distance from the school to the homes of the other applicants is measured.
- 5.4.2 The home address for this criterion will be deemed to be the child's permanent address as shown on their parents' Council Tax bill or utility bill.
- 5.4.3 Distance from the school is measured in a straight line (i.e. as the crow flies). The points taken will be from the address point as set by the Ordnance Survey of the residence to the centre of the school (as determined by the Governing Body); the distances are calculated by the LA for Year 6, also 'In Year' admissions with the points as set above.
- 5.4.4 Where applications are measured equidistant from home to school there will be a tie-breaker. The oldest child will have priority in this instance.
- 5.4.5 For twins, triplets and other multiple births there will be no tie-breaker and all the children will be allocated a place at the school.

6. How to Apply for a Place to Sixth Form

- 6.1 Application forms for Sixth Form admissions for internal students may be obtained ONLY from the school and applications must be made directly to the school. External students apply through our website on an online form.
- 6.2 Sixth Form applicants should complete the school application form to apply for a place, providing all the information and supporting documentation required.

- 6.3 Applicants must provide the additional supporting evidence and documentation required by the school.
- 6.4 A letter informing Sixth Form applicants of the result of the application will be posted from the school.
- 6.5 The Governors reserve the right to withdraw an offer of admission made in error, however caused.
- 6.6 If a place is not offered, the child's name will be placed on a waiting list for the Sixth Form. The child will be placed on the waiting list according to the admissions criteria. In the event that a place becomes available an offer will be made of admission to the next child on the waiting list.
- 6.7 If a place is not offered the applicant has the right to lodge an appeal through the Clerk to the Governors for an Independent Appeal Panel (IAP) to be appointed by the school.
- 6.8 Appeals against a decision not to offer a place to a child will initially be dealt with by an independent panel (see Appendix 2 for details).
- 6.9 Information about the appeals procedure, including the date by which an appeal must be lodged, can be obtained from Haydon School. Appeals will be heard within 30 school working days of the appeal being lodged by the parent.

7. Review of the Admissions Policy

- 7.1 The Governing Body is required to review the Admissions Policy annually.
- 7.2 Date from which this policy will apply: 1 September 2027.
- 7.3 Review Date: Spring Term
- 7.4 Person responsible: Governing Body Students Committee.

Date	Issue	Status	Comments 1
March 2013	1	New Policy	Draft Policy taken from original Admissions policy and amended for 6 th Form. To the Student committee 22.04.13. Due to number of track changes, to be resubmitted to

			Student committee on 23.05.13 Accepted – to FGB for approval 04.07.13 - Approved
Oct 2015	1	Update	Author and date change only. To Student Committee 12.01.16
December 2015	1	Update	Author and date changes to policy & appendix amendment. To the student committee 12.01.16. Approved – To FGB 05.02.16 for ratification. Approved.
December 2016	1	Minor updates	To the Student Committee 19.01.17 – Approved. To FGB 03.02.17 for ratification - approved
January 2018	1	Minor updates	To Student committee 17.01.18 – Approved – To FGB 02.02.18 for ratification.
May 2018	2	Updated	To the Student Committee in line with Lower School Admissions Policy 22.05.18 Approved. To FGB for ratification 05.07.18.Approved
Jan 2020	2	Updated	To the Student Committee 21.01.20. Approved. To FGB for ratification 02.03.20. Approved
March 2021	2	Updated	Approved by governors 03.03.21 JMM
May 2023	2	Updated	Student Committee 9.5.2023
June 2024		Updated	Student Committee June 2024 - Approved by FGB 22.07.24
Feb 2025		Updated	Student Committee
Feb 2026		Updated	Only dates updated