####

DURRINGTON HIGH SCHOOL

The Boulevard Worthing West Sussex BN13 1JX ***t*** 01903 244957

***f*** 01903 245079

Dear Parent/carer/applicant,

This is the “In Year Application (IYA)” form (inclusive of supplimentary information) for Durrington High School. Durrington High School manages its own in-year admissions and as such are an OAA (Own Admissions Authority) school. WSCC manage “normal” admissions to Durrington i.e. those for students to start in Septmber into our year 7 from a primary school.

If you would like to apply for an in-year place please complete this application form fully and return to the school either in hard copy (envelope marked “admissions”) or via email to admissions@durring.com.

Should you wish to visit the school you are welcome to book onto one of our tours. This can be arranged by contacting the main reception on 01903 244 957. Tours alternate between mornings and afternoons on a fortnightly basis.

***e*** admin@durring.com

***w*** www.durringtonhigh.w-sussex.sch.uk ***t*** @ DurringtonHigh

**Co-Headteachers: Shaun Allison**

 **Chris Woodcock**

Instructions

Please read guidance notes in section 10 before completing this form.

The school reserves the right to contact your child’s previous school(s) for records on your child’s educational history. This will be used to decide if your child should be considered under the Fair Access Protocol, which identifies applications for vulnerable children and those with potentially challenging behaviour.

Please note that your application will be delayed if the form is not completed in full/information is not clear/readable.

**Section 1: Child’s Details**

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| --- | --- | --- | --- |
| Child’s legallast name:(and current surname known by I different) |  | Child’s first names: |  |
| Male/Female: | Date of birth: | Current school year:  |  |
| Child’s Current Address: | New Address and date of move, if applicable:**Please provide proof of new address** – a signed tenancy agreement or exchange of contracts |

**Section 2: Reason(s) for choosing Durrington High School**

The more information and detail that can be provided from this point onwards the quicker the admissions request can be processed and responded to. If there have been any concerns/issues in the current or previous schools it is better to be open and accurate as in our experience this will help in the longer term.

|  |
| --- |
| Please explain your reasons for applying for a place at Durrington |
|  |
| Requested date of admission/start date: |
| Does your son/daughter have any siblings currently attending Durrington?  | Yes | No |
| If yes please list their name(s), date of birth and home address below: |
| Name | Date of Birth | Address | Current year group |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 3: Fair Access Protocol information**

This information is needed to assess whether your son/daughter could/should be admitted to a school under the Fair Access Protocol. This could include placement in a school which is full. In order to support your son/daughter and schools, WSCC coordinates all admissions for whom one or more of the following criteria apply via a monthly panel based system.  Please note this is not a guarantee of a place.

Please tick below if any of the following apply (The school/WSCC reserve the right to ask for written proof in relation to any statement ticked if the information is not provided along with the original application):

         Children currently attending a Pupil Referral Unit who are ready to be reintegrated back into mainstream education (please confirm that this application has been discussed with the Access and Exclusion Team on 033 022 28543 or 033 022 28547).

If it has not been discussed you must do this before completing the application form.

If it has been discussed, please provide details of who you have discussed the application with along a dat

…………………………………………………………………………………………………………………………………………………………………..

         Children who have been out of education for longer than one term (please provide an explanation in next section):

…………………………………………………………………………………………………………………………………………………………………..

         Children whose parents have been unable to find them a place after moving to the area, because of

a shortage of places:

…………………………………………………………………………………………………………………………………………………………………..

         Children being withdrawn from school by their family, following fixed term exclusions having difficulty finding an alternative school.

…………………………………………………………………………………………………………………………………………………………………..

         Children of refugees or asylum seekers (please provide evidence from the Home Office):

…………………………………………………………………………………………………………………………………………………………………..

         Homeless children (please provide supporting evidence):

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         Children living in refuge or in other Relevant Accommodation (please provide supporting evidence):

…………………………………………………………………………………………………………………………………………………………………..

         Children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education (please state their current APC centre and contact details for the lead member of staff)

…………………………………………………………………………………………………………………………………………………………………..

         Children who have classified as missing in Education:

…………………………………………………………………………………………………………………………………………………………………..

         Children known to the police or other agencies or returning from the criminal justice system

           (please provide which agencies your child is currently working with or has worked with and named contacts):

…………………………………………………………………………………………………………………………………………………………………..

         Children without a school place and with a history of serious attendance problems (i.e. Less than 90% so classified as a persistent absentee)

…………………………………………………………………………………………………………………………………………………………………..

         Traveller children (please provide supporting evidence):

…………………………………………………………………………………………………………………………………………………………………..

         Children with special needs but without a statement (please provide details from the professional’s assessment evidencing the Need(s) as well as who completed the assessment and their contact details:

…………………………………………………………………………………………………………………………………………………………………..

         Children with disabilities or medical conditions affecting admission (please provide details from a medical professional of the confirmed diagnosis):

………………………………………………………………………………………………………………………………………………………………….

         Children of returning UK service personnel or other Crown Servants (please provide supporting evidence of parent(s) posting/role):

…..……………………………………………………………………………………………………………………………………………………………..

         Children who are carers (please provide supporting evidence):

……………………………………………………………………………………………………………………………………………………………………

         Any Pupil who would need to start direct into Year 11

…………………………………………………………………………………………………………………………………………………………………….

         Children who have been refused a school place on the grounds of their challenging behaviour and referred to the FAP in accordance with paragraph 3.10 of the Code;

…………………………………………………………………………………………………………………………………………………………………….

         Children for whom a place has not been sought due to exceptional circumstances

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         Children who have been out of education for 4 or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted;

…………………………………………………………………………………………………………………………………………………………………….

**Section 4: Most recent school attended/current on-roll school**

Parents should think very carefully before requesting a change of school that is not related to a change of address as this has the potential to have a significant and negative impact on the academic progress of the child.

If you are requesting a move from a local school it is expected that parents will have discussed the application fully with the child’s current school to see if any issues or concerns can be resolved prior to any decision being made to apply to Durrington.

Please be aware that each school has its own curriculum, a perfect match is highly unlikely.

|  |  |  |
| --- | --- | --- |
| Current/most recent school’s name | Current/most recent school address, phone number & email address | Dates attended |
| From (mm/yy) | To (mm/yy) |
|  |  |  |  |
| Named contact/best person to speak to at current/most recent school (head of year/head of house/Pastoral manager) | Email address of named contact |

**Section 5: Other relevant details**

**So we can fully support any admission to Durrington High School, please indicate to us any of the following information:**

**Exclusions**

If your child has been received any fixed term or permanent exclusions from school, please provide details below. Please continue on a separate sheet if necessary.

|  |  |  |
| --- | --- | --- |
| School name | School address, phone number & email address | Date of exclusion/length of exclusion and reason for exclusion |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Please indicate if any of the following are applicable to your child:**

**Out of education for longer than one term**

Yes  No

 Current  Historical

If yes, please provide details and any supporting documentation you may have

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**CAHMS Involvement** Yes  No

 Current  Historical

If yes, please provide details and any supporting documentation you may have

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**Early Help Plan** Open Closed Never had one

If there has been an Early Help Plan, please provide details below:

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…………………………………………………………………………………………………………………………………………………………………

**Child Protection Plan** Open Closed Never had one

If there has been a Child Protection Plan, please provide details below:

…………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………

**Is there any other agency/support worker involved with the child in the application?**

 Yes  No

**If yes please provide details below:**

|  |  |  |
| --- | --- | --- |
| Name of agency/support worker | Contact details e.g. phone number & email address | Reasons for their involvement |
|  |  |  |
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**Parental responsibility:**

Does anyone else have parental responsibility?  Yes  No

If yes, who:

…………………………………………………………………………………………………………………………………………………………………..

|  |  |  |
| --- | --- | --- |
| Are they in agreement with this application? | Yes | No |
|  |  |

Please note: The school will not intervene where parents with joint responsibility disagree.

Failing to disclose information can result in a delay in offering a school place or an offer made being withdrawn. Offers made to parents who have not disclosed other parties with parental responsibility might be withdrawn.

**Children Looked After or Children Previously Looked After**

(Please complete this section if the child is, or has been in the past, in Public Care)

|  |
| --- |
| Responsible Social Worker’s name: |
| Contact telephone number & email: |
| Responsible Authority: |
| Contact numbers for current placement (if appropriate): |

**Previously Looked After Children Now Adopted in the United Kingdom (or became subject to a residence order or special guardianship order) after December 2005. Adoptive Children Act 2002**

|  |
| --- |
| Local Authority responsible for Adoption: |
| Proof of Adoption (please supply adoption order): |
| Date of Adoption: |

**Section 6: Subject Options**

**Part a - Only complete this part for pupils requiring places in Year 7,8 and 9**

Language choice – Please select a preference of language – Select one option only from the three choices below.

|  |  |
| --- | --- |
| French |  |
| Spanish |  |
| No preference, happy to study French or Spanish |  |

**Part b - Only complete this part for pupils requiring places in Years 10 and 11**

Please state the subjects your child is studying at their current school.

* Please note that Durrington High School may not offer these courses or have spaces in the classes if courses are offered. We strongly advise unless that children do not move schools once they have commenced their GCSE courses.

Subject choices at GCSE (year 10 and 11 students)

|  |  |  |
| --- | --- | --- |
| **Subject** | **Exam Board & course code** | **Have any controlled assessments (where they are parts of the course) been completed already?**  |
|  |  |  |
|  |  |  |
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**Section 7: School attendance**

Does your child have an attendance level of less than 90% for the current academic year?

 Yes  No

If yes, please state the current attendance percentage and provide brief reasons for this attendance level below

|  |
| --- |
| Current attendance level (expressed as a percentage of attendance to school during current academic year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please enclose a copy of your child’s up-to-date attendance certificate. This can be requested from their current/last school.

**Section 8: Parental Declaration**

Please note:

The admissions authority reserve the right to withdraw the offer of a place if it is established that the offer was obtained through a fraudulent or intentionally misleading application.

It is for the admissions authority to decide on the interpretation of fraudulent/misleading and parents/carers are advised to be fully open and honest in their application for places

I have parental responsibility for this child. By signing this form I confirm that all the information given is legal and true. **I understand that any offer of a place made as a result of this application will be withdrawn if I give false information or fail to notify the school of any changes.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work/Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 9: School use only**

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| --- |
| **Date received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Considered (by who):** **1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Processed:** offered/refused**Correspondence date offer/refusal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Section 10: Information/Guidance notes to be read pre-completion:**

This guidance relates to In-Year Applications, and should be used to help complete the form. It is designed to support the application for a place into an established year group at Durrington High School.

**Who manages requests for a place/admission to Durrington High School?**

Durrington High School is its own admissions authority (OAA) and as such manages its own in-year admissions. More detailed information on in-year admissions can be found at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions).

**Which form do I use?**

This form is the one specific to Durrington High School and therefore you are not required to present a range of preferences for schools in with Worthing. You can also use the WSCC IYA form to apply for a place at Durrington.

**What do I do when the form is completed?**

You should complete the form as fully as possible as any gaps could lead to the processing of the form/admissions request being delayed. Once completed please send a paper copy of the form in marked “admissions” to Durrington High School, The Boulevard, Worthing, West Sussex, BN13 1JX. Alternatively a completed form can be sent electronically to admissions@durring.com

**What happens next?**

The admissions team at Durrington will review your application and respond to you to confirm one of four outcomes:

1. The form is incomplete and therefore what additional information we need. Please note the school will not spend time sourcing information on individual applications
2. The form is complete however we have no spaces in your chosen year group and hence the child’s name will go onto the school-held waiting list (if you do not wish to go onto the waiting list please indicate this on your form)
3. We have a space in the year group and we have no waiting list and hence we can proceed with the admission
4. We believe the application needs to go through a different route based on the information supplied on the form (fair access protocol, SEN etc). We would also redirect a copy of your form to the appropriate panel/team in WSCC.

**In-Year applications for Children with a Statement of Special Educational Need?**

Admissions for children with a Statement of Special Educational Need (SEN) are dealt with by the Special Education Needs Assessment Team (SENAT). Please do not apply on this form but contact the SENAT direct at the numbers overleaf.

**How long does the process usually take?**

We expect to be able to respond to applications within 10 school days during term time. Places cannot be reserved in advance and normally have to be taken-up within 10 school days of being offered.

**What is the Fair Access Protocol?**

If there are issues concerning school attendance or behaviour the application may be considered under the Fair Access Protocol. This process ensures that children who may be vulnerable, need a school placement quickly or find a school setting challenging are offered a place in a new school. This could include placement in a school which is full. Panel meetings are held once a month in term time to consider Fair Access Protocol cases. You will be advised of the date of the next panel and whether any further information is required.

**What happens we are full in the requested year group?**

We have a set Pupil Admission Number for each year group of 330.

If we are full then you are likely to receive a letter stating we can’t fulfil your request for a place. We will automatically, unless advised otherwise add your child’s name to the waiting list and then notify you as/when a place becomes available. The position of your child on the waiting list may go up/down depending on new names being added who receive higher priority. For information on the current oversubscription criteria for Durrington please see [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions) or the Durrington High School admissions page on the website. Please note that is the policy of the school to re-set all waiting lists on a termly basis and parents/ carers should be aware of this at the point of admission.

Even if you receive a letter explaining there is no offer of a place you have the right appeal to an independent panel, for a place over and above the school’s admission number. You will be offered your right of appeal in the letter refusing a place at a school.

If you are unsure or need advice please contact West Sussex County Council School Admission helpline.

Useful Contact Information:

Durrington High School admissions: admissions@durring.com

WSCC Admissions Website – www.westsussex.gov.uk/admissions

WSCC Helpline for Admissions Enquiries/Contact Centre - Tel. 0845 075 1007

Please ask for:

The North Team for Crawley, Horsham and Mid-Sussex

The South Team for Adur, Arun, Chichester and Worthing

West Sussex Parent Partnership Service – Tel. 0845 075 1007

WSCC Special Educational Needs Assessment Team (SENAT)

Tel. 01243 752869 for Chichester, Bognor Regis, Midhurst, Petworth

Tel. 01243 752877 for Angmering, Littlehampton, Steyning, Worthing, Shoreham, Lancing, Horsham West

Tel. 01243 752889 for Crawley, Burgess Hill, Horsham East, Haywards Heath, Cuckfield, East Grinstead

WSCC Access and Exclusion Team

Fair Access Protocol Enquiries – Tel. 03302 228543 or 03302 228547

WSCC Education Welfare Advice Line – Tel. 01403 229023

WSCC Elective Home Education – Tel. 03302 228551