



**Determined  
ADMISSION ARRANGEMENTS**

**Academic Year 2017 – 2018**

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## 2 INTRODUCTION

- 2.1 This document sets out the admission arrangements for Tong High School. The Governing Body of Tong High School is the Admission Authority with the Governing Body responsible for the administration and admission arrangements. This Admissions Policy meets the requirements of the DFE Admissions Code December 2014.
- 2.2 Tong High School 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 and with the law on admissions as it applies to Trust schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body. The School will take part in the Admissions Forum set up by Bradford Local Authority (LA); and will participate in the co-ordinated admission arrangements operated by Bradford LA.
- 2.3 The Governing Body will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education as they apply at any given time.
- 2.4 The Governing Body shall ensure that parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision. The Independent Appeal Panel will be independent of the Governing Body. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education. The determination of the appeal panel is binding on all parties.
- 2.5 The Governing Body shall prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The Governing Body may, if it chooses, enter into an agreement with the LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.
- 2.6 Notwithstanding these arrangements, the Secretary of State may direct Tong High School to admit a named pupil to Tong High School on application from a LA. Before doing so the Secretary of State will consult the School.
- 2.7 In the event Tong High School was to set a higher admission number as its Published Admission Number, for any specific year, it would notify the local authority and reference the change on the school's website. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply.

### 3 **ADMISSION ARRANGEMENTS**

- 3.1 The admission arrangements for Tong High School for the year 2017/2018 and, subject to any changes, for subsequent years are:
- 3.2 Tong High School has an agreed Published Admission Number of 270 pupils in years 7 – 11. Tong High School will accordingly admit 270 pupils in years 7 – 11 if sufficient applications are received. Where there are fewer applicants than places available, all applicants will be admitted.
- 3.3 **Process of application**  
Applications for places at Tong High School will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the common application form (CAF) provided and administered by Bradford LA.  
(Note: the way that parents apply for a place at the School is set out in Section 1 of the local authorities 'Guide for Parents about admission arrangements to Secondary Schools').
- 3.4 **Consideration of applications**  
Tong High School will consider all applications for places. Where fewer than 270 applications are received, Tong High School will offer places to all those who have applied.
- 3.5 **Special Educational Needs**  
All children with a statement of special educational needs or Educational Health & Care Plan which names Tong High School will be admitted even if there are no available places.
- 3.6 **Procedures where Tong High School is oversubscribed**  
Where the number of applications for admission is greater than the Published Admission Number, applications will be considered against the criteria set out below, after the admission of pupils with a statement of Special Educational Needs or Educational Health & Care Plan, where Tong High School is named on the statement:-,
- A Children in public care or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order. (Need proof, see page 17 of Parents Guidelines booklet)
  - B
    - 1) Where the parents' preference is based on special medical reasons for admission which are deemed essential by an independent professional recommendation from the child's paediatrician or medical consultant. The school will require written evidence of this recommendation, signed by the expert in question.
    - 2) Where social reasons for admission exist which are deemed essential by an independent professional recommendation from the Director of Social Services, or the Director of the Probation Service, or the Children and Family Court Advisory and Support Service. The school will require written evidence of this recommendation, signed by the Director or an equivalent senior figure.
  - C Children resident in the school's priority admission area who have an older brother or sister, attending from the same address, and who will still be attending the school at the time of admission. (in-area siblings) (See note 3.9)
  - D Children who currently have a place at the following Primary schools:-Barkerend, Birkenshaw,

Bowling Park, Byron, Carrwood, East Bierley, Fearnville, Gomersal, Killinghall, Knowleswood, Lapage, Lowerfields, Newby, Newhall, Ryecroft, , St Johns, St Matthews and Thornbury.

- E Children resident outside the school’s priority admission area who have an older brother or sister, attending from the same address, who will still be attending the school at the time of admission. (out-of-area siblings) (see note 3.9)
- F Staff children: The school reserves the right to offer places to the children of permanent staff who have worked at the school for two years or more or staff with less than two years’ service in “skills shortage areas” in order to attract and retain those staff and benefit the pupils in the school.
- G Other children resident in the school’s priority admission area.
- H Other children resident outside the school’s priority admission area.

**3.7 Applications for year 7:**

If there are more applications than places available, places will be allocated in the above order of priority:

- 3.8 Each of these criteria will be applied in order, from (A)to (G) until the point is reached at which to accept all the students who met the criterion in question would result in over-subscription.
- 3.9 In determining which of the students who satisfy the criterion in question will be offered places, priority will be given to students who have siblings already attending the school living in the priority area. To satisfy this criterion the sibling or siblings must be attending Tong High School at the time at which the application is made, and must be expected by the school to be still attending Tong High School at the time of the applicant’s admission. The sibling can be attending in any year, including post-16. By siblings we mean brothers and sisters with both or either parent in common; children fostered in the same family home; and cousins and members of the extended family who are living at the time of application in the same family home, and who can be shown to have been doing so consistently over an extended period of time.
- 3.10 If any further need to distinguish between students satisfying the criterion in question should arise, priority will be given to students living nearer the school. Distance between home and school will be calculated by straight-line measurement from the home in question to the main student entrance to the school building.
- 3.11 Where proximity to school is used as a tie-breaker, those living the closest are given priority. This is a straight line measurement, taken from the Ordnance Survey reference point for the home address to the main student entrance of the school as measured by the LA’s geographical information system. Where the offer of places to those applicants with equi-distant addresses would lead to oversubscription, the decision of whom will be offered the place will be made by random selection. The LA, on behalf of the school, will undertake any random election necessary.
- 3.12 Twins and triplets (or any multiple birth)  
Where a family of twins or triplets (or any multiple birth) request admission and there is only one place available, the remaining siblings will also be offered places above the admission number.
- 3.13 In Year Applications made outside of the normal admissions cycle will be accepted if places are available in the year group in question, and will continue to be accepted in the order in which they are received until no more places are available. If a number of applications are received on the same day, and there are fewer available places than applications, the criteria described above will be applied.

- 3.14 If there are no available places and parents or carers are unsuccessful in their application, they will be informed in writing about the reason, and about their right to appeal against the school's decision to an independent panel, and about the procedures for doing so. (See note 4 for waiting lists)
- 3.15 Applications made on behalf of students with statements of special educational need or an Educational Health and Care Plan which name Tong High School as the appropriate school will be accepted even if there are no available places. Applications on behalf of looked-after children, previously looked after children and those children allocated a place via the Fair Access Protocol will also be accepted even if there are no available places, unless the Governing Body believes that their admission would seriously prejudice the provision of efficient education or the efficient use of resources in the school.
- 3.16 The Priority Admission Area as defined by the Priority Area Map can be viewed on the school's website ([www.tongschool.co.uk](http://www.tongschool.co.uk)) at the school, or on Bradford Council's website <http://bso.bradford.gov.uk/userfiles/file/Learning%20Services/Tong%20Priority%20Area.pdf>.

#### Notes

- Proof of residency may be requested before places are offered. The address is defined as being the home where the child lives on a regular basis with his or her parents/carers.
- Child's name and address: This should be your child's legal name and the address at which they live permanently. Where a child lives with parents with shared responsibility, parents must decide which address to use for the allocation process. You must not use the address of a relative or child minder. If you have moved or are about to move house you must provide proof of your child's permanent address. When considering applications, the address that is used is the 'child's permanent address at the time of admission'. If you expect to move by the September of admission but you are still living at your current address when you apply, we can only consider your application from the new address if you provide the following documents:
- Proof of exchange or completion of contracts on your new property and a solicitor's letter to confirm the sale of your previous property; or a rental agreement on the new property and confirmation of the sale or ending of your tenancy agreement for the previous property.
- We will not accept mortgage offers or letters from estate agents as proof. If your house purchase or rental has not reached a stage where you can provide these documents by 19th December in the year preceding the September date of planned admission we will consider your application from your current address. However, it is important that you tell us if you move house at any time, as it could affect your child's allocation. Investigations will be made if we have reason to doubt where your child lives.

#### 3.17 Applications

Tong High School will use the following timetable for applications each year (exact dates may vary from year to year) which will fit in with the common timetable agreed by the Bradford Admissions Forum or LA:

a) January - Tong High School will publish information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. information published in September 2016 for admission in September 2017). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. Tong High School will also provide information to the LA for inclusion in the composite prospectus;

b) September (or by arrangement at any time) - Tong High School will provide opportunities for parents to visit the School

- c) October 31<sup>st</sup> – Common application form to be completed and returned to the LA to administer;
- d) LA applies the agreed scheme for its own schools, informing other LA's of offers to be made to their residents;
- e) LA sends Tong High School list of allocated pupils
- f) March 1<sup>st</sup>: National Offer Day – online offers & offer letters to schools and parents detailing offers of allocated place

#### **4 Admission of children outside their normal age group**

Parent(s) / carer(s) may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

Parent(s) / carer(s) of children who are already of secondary school age must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Parent(s) / carer(s) of children who wish to seek admission to Year 7 outside their normal age group (i.e. who are currently placed in a lower year group) will need to submit a normal common application form to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

Please note the Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s) / carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Secondary national offer date if at all possible.

If the request is agreed, the parent(s) / carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s) / carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make a further in-year application to the Governing Body for their child to be admitted outside their normal age group when they leave the current primary school.

Parent(s) / carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s) / carer(s) to provide the Governing Body with all relevant information relating to this request which is outlined below:-

- Evidence to show that the child is currently or has previously been educated outside the normal age group and / or they may naturally have fallen into a lower age group if it were not for being born prematurely

- Letter from the Headteacher at the current school outlining the level of work undertaken, the progress being made and evidence that the child will learn more from being in a group that is outside their normal age group
- Letter from the Headteacher at the current school regarding the child's social and emotional development and the likely impact of the admission
- Existing professional assessment reports either from the LA's educational psychologist or an independent educational psychologist
- Medical history of the child along with a letter from the Consultant / GP outlining the benefits of admission outside their normal age group

The Governing Body is required to take into account the views of the Headteacher on the application as well as the information from the parent(s) / carer(s).

The Governing Body will make its decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned. The Governing Body will then inform the parent(s) / carer(s) of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s) / carer(s) have a statutory right to appeal to an independent appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal **does not apply** if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about the Governing Body's decision not to admit their child outside their normal age group.

## 5 Late applications

Unless there are exceptional reasons for the late submission of the common application form, late applications will not be considered at the same time as applications that were received by the closing date.

When determining whether exceptional circumstances apply, the Governing Body may consider the following information:

- Parent(s) / carer(s) moving into the borough after the closing date,
- Parent(s) / carer(s) were abroad for the whole period between the publication of the Local Authority's composite prospectus and the closing date of the application form;
- Parental / child illness which required hospitalisation for a significant period between the publication of the Local Authority's composite prospectus and the closing date of the application form.

No late applications will be considered after 25th November 2016. These late applications will be considered after all the others that were received on time and placed on the waiting list in order, according to the oversubscription criteria. Applications made after the start of the autumn term 2017 will be treated as an in-year application.

## 6 Withdrawing an offer of a place

The Governing Body reserves the right to withdraw an offer of a place if:

- It was made in error;
- Parent(s) / carer(s) fails to respond to the offer of a place within a reasonable period of time;
- It is established that the offer of a place was obtained through a fraudulent or misleading application.

Where parent(s) / carer(s) fail to respond to the offer of a place, the Governing Body will give the parent(s) / carer(s) a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn on the basis of misleading information, the Governing Body will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

The Governing Body will not withdraw the offer of a place once the student has started at the school, except where that place was fraudulently obtained. In deciding whether or not to withdraw the offer of a place, account will be taken of the length of time the student has been at the school. Where the student has been at the school for less than a term, the Governing Body may consider it to be appropriate to withdraw the place.

## **7 WAITING LISTS**

7.1 Where in any year, Year 7 – Y11, Tong High School receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the school in conjunction with the Local Authority and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. The waiting list will remain open until the end of the academic year, for which the application has been made, August 31<sup>st</sup>. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria.

### **7.2 IN YEAR APPLICATIONS (See 3.15)**

Applications during the school year must be made on the Local Authorities In-Year Application form and submitted to the Local Authority. These forms are available online at [www.tongschool.co.uk](http://www.tongschool.co.uk) or [www.bradford.gov.uk](http://www.bradford.gov.uk). Where places become available they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **7.3 ARRANGEMENTS FOR APPEALS**

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Tong High School. The Appeal Panel will be independent of the School. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and it is binding by all parties.

Parent(s) / carer(s) who wish to appeal will be advised in writing to contact the LA for an appeal form. Parent(s) / carer(s) will be given at least 20 school days to prepare and submit their written case to the independent appeal panel. They will normally receive 14 days' notice of the place and time of the hearing, if they wish to attend, in order to present the case in person.

The decision letter from the independent appeal panel, which will include the reasons for the decision will be communicated to all parties as soon as possible, but no later than 5 school days after the hearing.

#### **Re-appeals**

Parent(s) / carer(s) do not have the right to a second appeal in respect of the same year group unless in exceptional circumstances, the Governing Body has accepted a 2<sup>nd</sup> application from the parent(s) / carer(s) because of a significant and material change in the circumstances of the parent(s) / carer(s), child or school but were still refused admission.

## 8 ARRANGEMENTS FOR ADMISSION TONG HIGH SCHOOL SIXTH FORM

8.1 The admission arrangements Tong High School Sixth form for the year 2017/2018 are:

The School will recruit on the basis of a Year 12 of 210 pupils. Priority for places will be:

1. Students enrolled in Year 11 at the School – *Internal Applicants*
2. External applicants – The PAN for new entrants to Tong High School will be 50. However, the School may admit above this PAN if sufficient spaces are available within the overall capacity of the school (1610).

The capacity for Tong High School 6<sup>th</sup> form is 410 pupils. This includes students in years 12, 13 and 14.

### 8.2 Process of application

Internal candidates – All Year 11 students are made aware of the courses available at the school through the Information, Advice and Guidance (IAG) process, which includes taster sessions of available courses. Course requirements are clear for each course offered. These are the same for internal and external applicants. All applicants will be required to take part in an Information, Advice & Guidance meeting.

8.3 External candidates: Applications for places at Tong High School 6<sup>th</sup> form will be made via an application form available from the school's website. All applicants will be required to take part in an Information, Advice & Guidance meeting. Tong High School publishes on their website specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment. Staff children: The school reserves the right to offer places to the children of permanent staff who have worked at the school for two years or more or staff with less than two years' service in "skills shortage areas" in order to attract and retain those staff and benefit the pupils in the school. These will not be included in the total admission number. Applicants from schools other than Tong High School will be admitted provided that there is a place available and that the applicant meets the academic criteria. Where more external applicants who meet the attainment criteria apply than there are places available, the following over subscription criteria will apply:-

- A After the admission of pupils with statements of Special Educational Needs or Educational Health & Care Plan where Tong High School is named on the statement, the criteria will be applied in the order in which they are set out below:
- B Young people in public care or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order.
- C Young people resident in the school's priority admission area who have a brother or sister, attending from the same address, and who will still be attending the school at the time of admission. (in-area siblings)
- D Young people resident outside the school's priority admission area who have a brother or sister, attending from the same address, who will still be attending the school at the time of admission. (out-of-area siblings)
- E Staff children: The school reserves the right to offer places to the children of permanent staff who have worked at the school for two years or more or staff with less than two years' service in "skills shortage areas" in order to attract and retain those staff and benefit the pupils in the school.
- F Other young people resident in the school's priority admission area.
- G Other young people resident outside the school's priority admission area.

### 8.4 Applications for year 12:

If there are more applications than places available, places will be allocated in the above order of priority:

- 8.5 Each of these criteria will be applied in order, from (A) to (G) until the point is reached at which to accept all the students who met the criterion in question would result in over-subscription.
- 8.6 In determining which of the students who satisfy the criterion in question will be offered places, precedence will be given to students who have siblings already attending the school. To satisfy this criterion the sibling or siblings must be attending Tong High School at the time at which the application is made, and must be expected by the school to be still attending Tong High School at the time of the applicant's admission. The sibling can be attending in any year, including the Sixth Form. By siblings we mean brothers and sisters with both or either parent in common; children fostered in the same family home; and cousins and members of the extended family who are living at the time of application in the same family home, and who can be shown to have been doing so consistently over an extended period of time.
- 8.7 If any further need to distinguish between students satisfying the criterion in question should arise, precedence will be given to students living nearer the school. Distance between home and school will be calculated by straight-line measurement from the home in question to the main student entrance to the school building.
- 8.8 These criteria may be over-ridden and a place offered on the following exceptional grounds:
- a) Where the parents' preference is based on special medical reasons for admission which are deemed essential by an independent professional recommendation from the child's paediatrician or medical consultant. The school will require written evidence of this recommendation, signed by the expert in question.
  - b) Where social reasons for admission exist which are deemed essential by an independent professional recommendation from the Director of Social Services, or the Director of the Probation Service, or the Children and Family Court Advisory and Support Service. The school will require written evidence of this recommendation, signed by the Director or an equivalent senior figure.
- 8.9 Where proximity to school is used as a tie-breaker, those living the closest are given priority. This is a straight line measurement, taken from the Ordnance Survey reference point for the home address to the main student entrance of the school. The distance between the home and the school, measured by a straight line, from the main entrance of the School, to the Ordnance Survey address point of the home as measured by the LA's geographical information system. Where the offer of places to those applicants with equi-distant addresses would lead to oversubscription, the decision of whom will be offered the place will be made by random selection. The LA, on behalf of the school, will undertake any random election necessary.
- 8.10 Twins and triplets (or any multiple birth)  
Where a family of twins or triplets (or any multiple birth) request admission and there is only one place available, the remaining siblings will also be offered places above the admission number.
- 8.11 If there are no available places and parents or carers are unsuccessful in their application, they will be informed in writing about the reason, and about their rights of appeal and the procedures for doing so.
- 8.12 The Priority Admission Area as defined by the Priority Area Map can be viewed on the school's website ([www.tongschool.co.uk](http://www.tongschool.co.uk)) at the school, or on Bradford Council's website <http://bso.bradford.gov.uk/userfiles/file/Learning%20Services/Tong%20Priority%20Area.pdf>.
- 8.13 Where the School has made the offer of a place in Tong High School Sixth form on the basis of a fraudulent or intentionally misleading application, which had effectively denied a place in Tong High School Sixth Form to a pupil with a stronger claim, the offer of a place will be withdrawn. (See note 5.18 Waiting Lists).

8.14 Tong High School will use the following timetable for applications each year (exact dates may vary from year to year):

8.15 **TIMETABLE FOR ADMISSION**

- a) October : (or at any time by arrangement) Tong High School will provide opportunities for applicants to visit the School
- b) October onwards Tong High School application form to be completed and returned to the school via UCAS Progress.
- c) January : Taster Day
- d) February : IAG meeting re course choices
- e) March: Provisional Offer
- f) July: Transition Day
- g) August: Firm Offer
- h) Pupils will be admitted into Tong High School Post 16 at the start of the Autumn Term
- i) August 31<sup>st</sup> – Closing date for return of Appeal forms
- j) September:- Appeal Hearing

8.16 **Sixth form Waiting Lists**

Where in any year Tong High School receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the school and it will be open to pupils to request to be placed on the waiting list, following an unsuccessful application. The waiting list will remain open until September 30<sup>th</sup>. A pupil's position on the waiting list will be determined solely in accordance with the over subscription criteria.

8.17 **Sixth form Appeals:**

Any pupil refused the offer of a place in Tong High School Sixth form has the right of appeal.

8.17.2 In the first instance the appeal will be by written submission to the Headteacher

8.17.3 Subsequently, parents have the right of appeal to the Student Development and Well-being Governors' Committee.

8.17.4 Should the Governors' Committee uphold the decision of the school, the parent has the right to appeal to an independent appeal panel.

**9 ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

9.1 **Consultation**

Tong High School will set admission arrangements annually, and will consult in the event of any proposed changes to admission arrangements. Where admission arrangements have not changed Tong High School will consult at least once every seven years. Tong High School will take part in the local admission forum for the Bradford LA area.

In the event of changes being proposed Tong High School will consult on admission arrangements that will apply for admission applications the following academic year. Consultation will be for a minimum of 6 weeks between 1 October and 31 January in the determination year and will be with the following:

- a) Parents of children between the ages of two and eighteen within the geographical priority areas; by means of posters/notices within the priority areas and in primary schools within the priority areas.
- b) Bradford LA;
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- d) Any other governing body for primary and secondary schools (as far as not falling within subparagraph b located within the relevant area for consultation).

Tong High School will publish a copy of the proposed arrangements on their website, [www.tongschool.co.uk](http://www.tongschool.co.uk), together with details of the person to whom comments may be sent.

**9.2 Determination and publication of admission arrangements**

Following consultation, Tong High School will consider comments made by those consulted. Tong High School will then determine its admission arrangements by February 28<sup>th</sup> of the relevant year) and notify those consulted what has been determined. Tong High School will inform the local Authority and appropriate bodies before March 15<sup>th</sup>.

**9.3 Publication of admission arrangements**

Tong High School will publish its admission arrangements each year once these have been determined. These will be available on line, [www.tongschool.co.uk](http://www.tongschool.co.uk). Copies will be provided upon request

- a) to primary and secondary schools in the area of Bradford LA;
- b) to the offices of Bradford LA;
- c) without charge from the School;
- d) to public libraries in the area of Bradford LA for the purposes of being made available at such libraries for reference by parents and other persons.

**9.4 The published arrangements will set out:**

- a) the name and address of the School and contact details;
- b) a summary of the admissions policy, including oversubscription criteria;
- c) numbers of places and applications for those places in the previous year;
- d) arrangements for hearing appeals.

**9.5 Representations about admission arrangements**

Where any of those bodies that were consulted, or that should have been consulted, makes

representations to the Tong High School about its admission arrangements, Tong High School will consider such representations before determining the admission arrangements. Where the School has determined its admission arrangements and notified all those bodies that it has consulted and any of those bodies object to the School's admission arrangements they can make representation to the Schools' Adjudicator. The School's Adjudicator will consider the representation and in doing so will consult with Tong High School. Where it is judged to be appropriate, the Schools' Adjudicator may direct Tong High School to amend its admission arrangements.

- 9.6 **Proposed changes to admission arrangements by Tong High School after arrangements have been published**  
Once the admission arrangements have been determined for a particular year and published, Tong High School will propose changes only if there is a major change of circumstances. In such cases, Tong High School shall seek approval from the Schools' Adjudicator and shall display a copy of the varied admission arrangements on line, [www.tongschool.co.uk](http://www.tongschool.co.uk)
- 9.7 Any decision of the Schools Adjudicator to uphold an objection against the School's admission arrangements shall be acted upon and admission arrangements amended accordingly.
- 9.8 Records of applications and admissions shall be kept by Tong High School or the LA acting on behalf of the school for a minimum period of ten years and shall be open for inspection by the Schools Adjudicator

Policy updated September 2015

Endorsed by Senior Staff & Governors

Policy to be implemented Academic Year 2017 / 2018

Signed by Chair of Governors

To be reviewed Annually

Date: January 2016

