



# Hazelwick School

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH

Chair of Governors: Mrs R Bowron

## ADMISSIONS TO HAZELWICK SCHOOL, CRAWLEY – 2023/2024

As an academy Hazelwick is its own admissions authority but is required to comply with the School Admission Code and the law relating to admissions. It is the responsibility of admission authorities to ensure that admission arrangements are compliant with this Code. As an academy this responsibility falls to the Academy Trust. Admissions to Hazelwick School are made on behalf of the Academy Trust, in accordance with the Admissions Criteria outlined below.

In the normal admissions round, parents/carers apply to the local authority in which they live for places at their preferred schools. Parents/carers are able to express a preference for at least three schools. The application can include schools outside the local authority where the child lives.

Hazelwick continues to work very closely with the local authority (West Sussex County Council) and is committed to maintaining and enhancing its role within the local community it serves. Accordingly, its Admissions Criteria are set out to benefit those families which live within its previously defined catchment area and others from outside it who seek places for their children at Hazelwick.

We encourage interested parents/carers to explore the school's website ([www.hazelwick.org](http://www.hazelwick.org)) or to visit Hazelwick in person in order to familiarise themselves with the ethos and expectations of the school. Parents/carers are welcome to arrange a visit by contacting the school. There is also a formal Open Evening, usually held towards the end of September, in the year preceding the date of admission. This date will be published on the school website and advertised from September 2022. A visit to the school is not obligatory and does not affect the decision as to which children are to be offered a place at the school.

Published Admission Number (PAN) to Year 7: 300 places

For admission into Year 7 in September 2023 applications must be returned to the Local Authority by **31 October 2022**.

### ADMISSIONS PROCEDURE (Years 7 – 11)

- i. Admission to Hazelwick School (Key Stages 3 and 4 - Years 7 to 11) will normally be into Year 7, i.e. at age 11+ at the start of Key Stage 3 of the National Curriculum. Admission to other years, either at the September start of a school year or at other times, as well as admission to Year 7 during the school year, may be possible assuming there is space in the year groups. These admissions, which are sought at times other than the start of Year 7, are known as '**in-year admissions**'. In-year applications should be made to the West Sussex County Council Admissions - <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/moving-school/>
- ii. The school is under a duty to admit children who are presented for admission under the local authority's 'fair access protocol'. These children must take precedence over any other children (except those with an Education, Health and Care Plan) seeking admission.

- iii. The school operates a waiting list throughout the academic year for each of year groups 7 – 11. If a parent/carer would like their child to be placed on the waiting list, they should contact the school after they have made an application through West Sussex County Council Admissions Team. When a place is available, all children on the waiting list are considered and places are offered in accordance with the criteria set out below.
- iv. Hazelwick's admission arrangements are determined by the school's Admissions Group on behalf of the Academy Trust in accordance with the national School Admission Code.
- v. Applications for places during the normal round of admissions must be made on the common application form which is available online at [www.westsussex.gov.uk](http://www.westsussex.gov.uk). Paper copies of the application form can be obtained from the West Sussex County Council Admissions Office in Horsham. If you live outside West Sussex, you should apply via your 'home' county. Your application will be passed on to West Sussex.
- vi. As previously stated, in-year applications should be made to the West Sussex County Council Admissions - <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/moving-school/>
- vii. In the event of the number of applications exceeding the number of places both at the start of a school year and at other points during the year, priority will be given in accordance with the criteria set out below.

## **OVERSUBSCRIPTION CRITERIA**

In the event of the school receiving more applications than there are places available, the following criteria will be used to allocate places:

Any child with an Education, Health and Care Plan naming the school will automatically be admitted under Section 324 of the Education Act (1996).

All other applications for admission are considered in the following order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an Adoption Order, Residence Order, Child Arrangement Order or Special Guardianship Order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. These applications will require a letter from a qualified person supporting the exceptional reasons, e.g. Doctor, Social Worker.
3. Children whose parent/step parent/adoptive parent/carer is employed by Hazelwick School at the time of application for a school place.
4. Children who live within the catchment area with siblings already at the school who will still be attending in Years 8 – 11 in the September when they start. Siblings refer to brother or sister, half brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent's or carer's partner and, in every case, living in the same family unit at the same address.
5. Other children who live in the catchment area.

6. Children who live outside the catchment area with siblings already attending the school, who will still be attending in Years 8 – 11 in the September when they start. (See point 3 above for the definition of 'siblings'.)
7. Other children who live outside the catchment area.

In the case of oversubscription in any of the above categories, priority of placement is given to applicants who live nearest the school, measured by a straight line from the school to the child's home address using Ordnance Survey address point data from a central point in each building.

Parents/carers who are unsuccessful in their application for a place for their child at the school are entitled to appeal against the decision to an independent appeal panel. Details of the procedure are available from the local authority, which will support the school's management of the appeals process.

## **SIXTH FORM ADMISSIONS**

Hazelwick School has a very large, thriving and highly successful sixth form, which has very high expectations, provides a structured environment, excellent teaching and effective support, and expects its students to have dedication, enthusiasm and commitment to success.

Post-16 study at Hazelwick makes considerable demands on its students and requires high attendance, a positive attitude, a good level of maturity, the ability to work independently and a willingness to take responsibility for their own learning.

Beyond the classroom, sixth formers at Hazelwick play a key role in the life of the school and are encouraged to seize the many opportunities to develop their other interests and abilities. Drama productions, sports clubs and teams, trips abroad, residential conferences, elected Student Leadership Team, elected House Leaders and Captains, the Duke of Edinburgh's Award scheme, work experience, music concerts, jazz and rock bands, karaoke, theatre trips, political debate, voluntary work, field trips, fundraising for charity – all contribute to the diversity of the Sixth Form experience at Hazelwick. Our sixth formers have a major impact on the lives of the younger students in the school, not only by organising events and activities for them but also by acting as both academic and personal mentors, and – most importantly – by presenting a very strong role model of successful, self-confident, high achieving young adults.

Parents/carers and students are welcome to arrange a visit by contacting the school. There is also a formal Sixth Form Information Evening, usually held in October prior to the year of admission. The date will be published via the local press and on the school website in September 2022.

## **ADMISSIONS PROCEDURE (Sixth Form)**

Full details of Sixth Form Admission arrangements and Attainment Levels required to enrol for the various Post-16 courses offered at Hazelwick can be found in the Sixth Form Guide (follow the link from the Homepage of the School Website).



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## SUPPLEMENTARY INFORMATION FORM FOR ADMISSION IN 2023/2024

This form should be completed when applying for a place at Hazelwick School, **only if you meet the following conditions:**

- Your child has a parent, step parent, adoptive parent or carer who is employed by Hazelwick School

**PLEASE NOTE: You must also complete and return a Common Application Form (available from and returnable to West Sussex). You can do this online at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)**

Please complete all sections of the Hazelwick Supplementary Information Form below using BLOCK CAPITALS for handwritten responses. If the form is not completed, applications will be considered only on the basis of information provided to the Local Authority.

<b>Surname of child</b>	
<b>Forename(s) of child</b>	
<b>Male or female</b>	
<b>Date of birth</b>	
<b>Child's home address*</b>	
<b>Post Code</b>	

*\*This should be a residential property that is the home address already recorded on the Local Authority's database.*

Does your child have a parent, step-parent, adoptive parent or carer who works for Hazelwick School	Yes *
	No

*\*Full name of parent who works at Hazelwick School:*

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I confirm that I have completed or will complete a Local Authority Common Application Form

Yes ..... No .....

I confirm that the information I have given on this form is accurate and truthful. I understand that I must notify Hazelwick School immediately if there is any change to these details and that should any information I have given prove false, the Governors may withdraw any offer of a place even if the child has already started school.

Signature..... Date .....

Please return this form to Mrs Bending, Hazelwick School, Hazelwick School Close, Three Bridges, Crawley, RH10 1SX or by email to [mbending@hazelwick.org.uk](mailto:mbending@hazelwick.org.uk)