

# Chorlton High School



## Admissions Policy for September 2018

**Ref: A006**

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### Document Control

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CHS Learning Trust (*previously: Chorlton High School*) is a Cooperative Multi Academy Trust  
 Registered in England and Wales number 08321679  
 Registered Office: Nell Lane, Chorlton, Manchester, M21 7SL

The CHS Learning Trust has a number of Trust-wide policies which are adopted by all schools/academies in the Trust to ensure an equitable and consistent delivery of provision.

The Trust Board has responsibility and accountability for the operation of all schools/academies and the outcomes of all students however responsibility is delegated to the Local Governing Body of each school via the Scheme of Delegation.

Within our policies reference to:

- Governing Body / Governors relates to the members of the Local Governing Body representing the Trust Board.
- School includes a reference to school, academy or free school unless otherwise stated.
- Headteacher includes a reference to Headteacher, Principal or Head of School of a school, academy or free school.

## **1. Introduction**

- 1.1.** The Governing Body of Chorlton High School is the Admission Authority for Chorlton High School and as such is required to draft, consult on and determine the admission arrangements for the school.
- 1.2.** The Governing Body of Chorlton High School is committed to comprehensive education and works in close partnership with Manchester Local Authority's (LA) Coordinated Admissions Scheme.
- 1.3.** Where there are more applicants than places available the LA will apply the admission arrangements in order to decide which applicants will be offered places.
- 1.4.** Copies of admission arrangements for all schools/academies in Manchester can be found on the school/academy website and the LA's website. They are also available on request from the relevant school/academy and the LA.
- 1.5.** These admission arrangements apply to applicants seeking a place in Year 7 up to Year 11 at Chorlton High School, Manchester.

## **2. Application Procedures**

- 2.1.** Information about the school will be provided in the first instance by:
  - 2.1.1. The LA to all parents/carers
  - 2.1.2. The school through its website - [www.chorltonhigh.manchester.sch.uk](http://www.chorltonhigh.manchester.sch.uk)
  - 2.1.3. The school through brochures on request
  - 2.1.4. The school through policies on request
  - 2.1.5. The school through Open Evenings, Transition Days and other events
- 2.2.** All parent/carers are required to apply to their home LA regardless of where the school/academy they are applying for is situated. Manchester residents will apply to Manchester LA. The LA will liaise with other Admission Authorities in Manchester and other LAs where required. Manchester LA will inform parent/carers in writing of the outcome of their application.
- 2.3.** Application forms are available from [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions) and can be requested by phone on 0161 245 7166. They should be returned to Manchester Local Authority's Integrated Admissions Service at the address below.
- 2.4.** The closing date for applications will be 31<sup>st</sup> October 2017. Any admission forms received after the closing date will be processed as late applications.
- 2.5.** All applications will then be processed by the Admission Authority, applying the oversubscription criteria below if necessary. All parents will be notified of the outcome of the application process by 01 March 2018.

- 2.6.** Withdrawing an offer or a place – An admission authority must not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority must give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused.
- 2.7.** A school must not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school must be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.
- 2.8.** Appeals: Applicants wishing to lodge an appeal regarding the outcome of the admission process must do so to the Independent Appeals Panel. An appeal form and further information can be obtained from Manchester Local Authority at the address below:

Admissions Service  
Manchester City Council,  
P.O. Box 532,  
Town Hall,  
Manchester,  
M60 2LA

Or

[school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

### **3. Published Admission Numbers (PAN)**

- 3.1.** A Published Admission Number (PAN) is the number of places a school/academy has in the year of entry.
- 3.2.** Places will normally only be offered up to the Published Admission Number. A child cannot be refused admission to the normal year of entry on the grounds of prejudice to the provision of efficient education and efficient use of resources unless the Published Admission Number has been reached.
- 3.3.** Outside of the year of entry it is expected that the PAN will continue to be applied. However, if circumstances at the school/academy have changed since the year of entry, a place may be refused even if the admission number has not been reached.
- 3.4.** The Published Admissions Number for entry into Chorlton High School in the 2018/19 academic year is 300.

## 4. Oversubscription Criteria

4.1. The oversubscription criteria will be applied to all applicants where there are more applicants than places available. All applicants will be placed in a priority order determined by the oversubscription criteria. Places will be offered to the applicants with the highest priority until all places at the school have been offered. There are different oversubscription criteria for entry into:

- Year 7 in September (Secondary Admissions Round),
- Year 7 up to Year 11 during the academic year (In Year Admissions).

### 4.2. Secondary Admissions Round – Oversubscription Criteria

4.2.1. **Category 1** - children who are looked after by a Local Authority and children who were previously looked after by a Local Authority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)

4.2.2. **Category 2** - children with exceptional medical/social needs

4.2.3. **Category 3** - children with a sibling at the school

4.2.4. **Category 4** – all other children

4.3. Within each category, applicants will be prioritised according to the distance between the child's permanent address and the school. Distance will be measured in a straight line from the centre point of the child's permanent home address to the centre point of the school as defined by Local Land and Property Gazetteer (LLPG), and using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

4.4. For parents who have shared responsibility for a child, the place of residency will be determined as the address where the child lives for the majority of the week. Where this cannot be easily determined full details must be provided in writing at the time of application to enable the Local Authority to determine which address will be used for the purpose of admission. Should the Local Authority be unable to reach a decision based on the information received, the address provided for claiming Child Benefit and where appropriate, Child Tax Credits will be used. In such circumstances, documentary evidence must be provided.

4.5. Where a category is oversubscribed random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

### 4.6. Notes:

#### 4.6.1. Category 2 – Exceptional medical/social needs

- A panel of Local Authority officers will consider Category 2 applications on behalf of Chorlton High School.

- If a parent has chosen a particular school because the child has exceptional social or medical circumstances or the parent is disabled, this should be indicated with the reasons for choosing the school. Parents must also provide a letter from a doctor or social worker as supporting evidence. The LA will then send a category 2 application form allowing the parent to state in full the exceptional social/medical reasons why the child should attend this school.
- If supporting evidence is not supplied with a category 2 application the application will be refused.

#### 4.6.2. Category 3 – Sibling

- A sibling is defined as a brother or sister attending the applied for school when the applicant will take up the place and living at the same address. This includes adopted siblings, stepsiblings and foster children.
- Sibling criteria, as specified above will be applied with the exception of siblings who are attending the 6<sup>th</sup> form of a secondary school or academy.

### 4.7. In Year Admissions – Oversubscription Criteria

- 4.7.1. **Category 1** - children who are looked after by a local authority and children who were previously looked after by a local authority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
- 4.7.2. **Category 2** - children with exceptional medical/social needs
- 4.7.3. **Category 3** - children with a sibling at the school
- 4.7.4. **Category 4** - children who have moved into Manchester and are without an offer of a school place
- 4.7.5. **Category 5** - all other children

4.8. Within each category, applicants will be prioritised according to the distance between the child's permanent address and the school. Distance will be measured in a straight line from the centre point of the child's permanent home address to the centre point of the school as defined by Local Land and Property Gazetteer (LLPG), and using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

4.9. For parents who have shared responsibility for a child, the place of residency will be determined as the address where the child lives for the majority of the week. Where this cannot be easily determined full details must be provided in writing at the time of application to enable the Local Authority to determine which address will be used for the purpose of admission. Should the

Local Authority be unable to reach a decision based on the information received, the address provided for claiming Child Benefit and where appropriate, Child Tax Credits will be used. In such circumstances, documentary evidence must be provided.

**4.10.** Where a category is oversubscribed random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

**4.11. Notes:**

**4.11.1. Category 2 - Exceptional medical/social needs**

- A panel of Local Authority officers will consider Category 2 applications on behalf of Chorlton High School.
- If a parent has chosen a particular school because the child has exceptional social or medical circumstances or the parent is disabled, this should be indicated with the reasons for choosing the school. Parents must also provide a letter from a doctor or social worker as supporting evidence. The LA will then send a category 2 application form allowing the parent to state in full the exceptional social/medical reasons why the child should attend this school.
- If supporting evidence is not supplied with a category 2 application the application will be refused.

**4.11.2. Category 3 – Sibling**

- A sibling is defined as a brother or sister attending the applied for school when the applicant will take up the place and living at the same address. This includes adopted siblings, stepsiblings and foster children.
- Sibling criteria, as specified above may be applied whether the sibling is older or younger than the applicant with the exception of siblings who are attending the 6<sup>th</sup> form of a secondary school or academy.

**4.11.3. Category 4 – New to Manchester**

A child is considered new to Manchester when they:

- Move into the city from abroad and make an application within the same academic year.
- Move into the city from another LA and make an application within the same academic year and it is unreasonable to expect them to attend their previous school.

A child who is new to Manchester will be prioritised for their preferred schools. These applicants have not had the opportunity to apply during the normal admission round when they may have had a chance of being offered a preferred school.

All preferences will be considered equally and if more than one preference can be offered the highest ranked preference will be offered. If no preference can be offered an alternative offer of the closest Manchester school or academy with vacancies will be made.

Once a preference or an alternative offer is made, the applicant will no longer be considered in this category.

## **5. Waiting Lists:**

- 5.1. Waiting lists will be held in criteria order according to the oversubscription criteria. Waiting lists will not be operated on a “first come, first served” basis. The amount of time an applicant is on a waiting list will not affect their position on it.
- 5.2. For the Secondary Admissions Round a waiting list will be held up to the end of the autumn term. At this point applicants will be required to re-apply for the school should they wish to stay on the waiting list.
- 5.3. For In-Year applications, waiting lists will be held for the term in which the application was made. At the end of the term all applicants will be removed from all waiting lists. At this point applicants will be required to re-apply for the school should they wish to stay on the waiting list.

## **6. Secondary Admission Round Late Applications:**

- 6.1. The closing date for applications will be 31<sup>st</sup> October 2017. Any admission forms received after the closing date will be processed as late applications. This means an offer of a school/academy place will be made after all on time applicants have been processed. Late applications for Manchester school/academies may result in parents/carers not being offered a place at their preferred school/academy.
- 6.2. The Admissions Authority will only process applications received after the deadline date as on time applications if there is a good reason for late submission. Such applications are valid late applications. A valid late application will include situations where children move into Manchester after the closing date, before offers of places are made. Late applications with reasons for late submission will only be considered up to the date when application information is exchanged with other LA's.
- 6.3. Where possible late applicants will be sent an offer letter on 01 March 2018.
- 6.4. Applications received after the 01 March 2018 will be notified of the outcome of their application as soon as possible.
- 6.5. School Application Forms (SAFs) for Own Admission Authority (OAA) schools and academies, received after the closing date will be passed to the school/academy with a note that it has been received late. It will be for that Admission Authority to decide how it wishes to process the application.