

# CHS South



**CHS South**

## **Admissions Policy for September 2018**

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## 1. Introductory statement

CHS South is a mixed, comprehensive school serving the local communities of South Manchester and is part of the CHS Learning Trust. CHS South is a fully inclusive school and offers an Arts rich, creative and academically rigorous curriculum.

## 2. Admission number(s)

The school has an admission number of 240 for entry in year 7.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

## 3. Application process

The local authority will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other choices of school in addition to a separate application for this school.

Applications for this school should be sent to **the Admissions Coordinator** at the following address **CHS South, c/o Chorlton High School, Nell Lane, Chorlton, Manchester, M21 7SL** or via email to: **admissions@chorltonhigh.manchester.sch.uk**

The closing date for applications is **31/10/2017**

Offers will be made on **01/03/2018**. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

The application form can be obtained from [www.chssouth.org.uk](http://www.chssouth.org.uk)

## 4. Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Priority will next be given to children based on their exceptional medical or social needs or those of their parents. Each application must include evidence, from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the LA with the application, a child's or parent's medical or social needs cannot be considered.
3. Priority will next be given to the siblings of pupils attending the school at the time the application is received, where an older sibling is in year 11 siblings will not be prioritised under this criterion.
4. Other children

## 5. Tie-break

If in categories 2-4 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the centre point for a home to the centre point for the school as defined by the Local Land and Property Gazetteer (LLPG) using the Local Authority's computerised measuring system.

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-4 above to decide who has highest priority for admission if the distance between a child's home and the academy/free school is equidistant in any two or more cases.'

## **6. Late applications**

All applications received by the 'LA' if the school is not in co-ordination, after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## **7. Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

## **8. Waiting lists**

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **9. Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Independent School Appeals Service, PO Box 532, Town Hall, Manchester, M60 2LA by **31/03/2018** for information on how to appeal. Information on the timetable for the appeals process is on our website at [www.chssouth.org.uk](http://www.chssouth.org.uk)

## **Notes**

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Medical and Social Need:

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions.

The Local Authority will convene a panel to consider Category 2 (Medical and Social Need) applications on behalf of the Academy Trust.