



## 1.i) Admissions Arrangements

### Henley Bank High School - Admissions Arrangements 2019

**School's Published Admission Number: 172**

Date agreed by Governors:

Date of next review: June 2018

### Admission Arrangements for Henley Bank High School for September 2019

Henley Bank High School is an academy within The Greenshaw Learning Trust and the Greenshaw Learning Trust is the admissions authority for the school.

The admissions process is administered by the school in accordance with these Admission Arrangements, in accordance with and pursuant to the Admissions Policy of the Greenshaw Learning Trust.

The Admissions Arrangements is the responsibility of the Headteacher.

The Arrangements were approved by the Local Governing Body on:

The Arrangements are due for review by: September 2018

### Contents

#### 1 Admissions for entry to Year 7, September 2019

- 1.1 SEN/EHCP
- 1.2 Oversubscription
- 1.3 Notification and Acceptance of Offers
- 1.4 Waiting Lists
- 1.5 In-Year Admissions

#### 2 In-Year Applications

#### 3 Applications for students outside of the normal age group

#### 4 Appeals

### 1 Admissions for entry to Year 7, September 2019

Henley Bank High School has a Published Admissions Number of 172 for entry into Year 7 in September 2019. Parents must submit their Common Application Form stating their preferred schools to the Admissions and Transfer Team no later than 31 October 2018.

#### 1.1 SEN/EHCP

Pupils with a statement of Special Education Needs or an Education Health Care Plan that names the school will be allocated a place before other applicants are considered.

In this way, the number of places offered, as set out below will be reduced by the number of children with a Statement that has named the school.

## **1.2 Oversubscription**

### **1.21 Priority One: Looked After Children**

A 'looked after child' ( 1 ) or a child who was previously looked after but immediately after being looked after became subject to an adoption( 2 ) child arrangements order (residency order) ( 3 ) or special guardianship order ( 4 ) .

(1) 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) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

(3) Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **1.22 Priority Two: Siblings**

Children who have a sibling attending the school and who will continue to do so when the younger child is admitted. For this purpose, sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.

### **1.23 Priority Three: Geographical Distance**

Places will be offered on the basis of proximity measured in a straight line from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

In the event of oversubscription in any of the above criterion, places will be allocated to children with the strongest geographical claim, measured in a straight line from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

### **1.24 Tie-break**

Where two or more applicants share priority for a place, e.g. where two children live equidistant from the school, and where there is only one place remaining, the child to be allocated will be selected by the drawing of lots.

### **1.3 Notification and Acceptance of Offers**

Notification of offers will be sent to parents/carers by their Home Local Authority.

Written acceptance of the offer of a place should be received by the Local Authority by the closing date as determined in the offer letter.

An offer found to have been gained fraudulently will be withdrawn.

### **1.4 Waiting Lists**

If the school is oversubscribed, a waiting list will be held until the December break. The waiting list will be prioritised according to the school's oversubscription criteria.

## **2 In-Year Admissions**

To apply for a place at Henley Bank High School, parents should contact the school in the first instance. Parents must then complete the In-Year Admission form supplied by Gloucestershire County Council and return it directly to the school. Gloucestershire County Council will no longer be responsible for offering places to children on behalf of all schools for In-Year Admissions, but does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools within Gloucestershire.

Waiting lists will not be held by the school for In-Year Applications in Year 8, 9, 10 or 11 or for In-Year admissions for Year 7 after 31st December of the first year.

## **3 Applications for students outside of the normal age group**

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The School will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents should visit the school. The head teacher will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all students and how the needs of these students will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused. Parents will be informed of the outcome of their request prior to offer day.

#### **4 Appeals**

Parents/carers have a statutory right of appeal to an Independent Appeal Panel if a place is not offered.

Appeals will be heard by the Independent Appeals Panel established by the Greenshaw Learning Trust to hear the appeal. The Panel will decide whether to uphold or dismiss the appeal. Where a Panel upholds the appeal the school is required to admit the child.

Appeals for entry to year 7 in September 2019 must be received by: Friday 26<sup>th</sup> April 2019

Parents/carers wishing to appeal must send a written request for an Appeals Pack to [mfrancis@greenshawlearningtrust.co.uk](mailto:mfrancis@greenshawlearningtrust.co.uk) or;

Head of Admissions  
The Greenshaw Learning Trust  
Grennell Road  
Sutton  
SM1 3DY

#### **Sixth Form**

Henley Bank High School has a Published Admissions Number of 250 for entry into Years 12 and 13. The Academy will accordingly admit at least 250 pupils in the relevant age group each year if sufficient applications are received. All applications will be admitted if 250 or fewer apply.

The Sixth Form prospectus and application Form is available to all students via the school.

If a student is refused admission, parents/carers and the student have the right to appeal either jointly or separately. If the appeal is lodged separately, both appeals will be heard together.