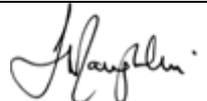




The Heys School

Admissions Procedures

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Date Reviewed:	Sep 2020
Next review Date:	Sep 2021
Head teacher	R Evans
Signed:	
Role (COG/CEO Trust)	I Mclaughlin
Signed:	

RATIONALE

As a school located within the Metropolitan Borough of Bury, this school adheres to the Bury admissions policy.

AIMS

To ensure a fair admission procedure, in line with the national regulations for admission procedures in England, and the local admissions arrangements in Bury.

PRACTICES

Applications for The Heys School are processed through Bury Local authority if you are a resident in Bury. If you live outside Bury you must apply through your home authority which are then forwarded to Bury. Your application will then be processed through Bury admissions.

Parents are invited to contact the school to discuss the procedure to be followed by anyone wishing their child admittance to the school. The Heys School admissions office is at 0161 772 4420. This will normally be followed by a referral to the Bury admissions team (see below).

Admission limits

The admission limit is 172.

1. Requests for places at high schools are considered in the following order:
 - Children in public care
 - Children who reside in the school's catchment area
 - Children who will have siblings at the school at the date of their admission. For this purpose, a brother or sister may be a full or step-brother or a full or step-sister, living at the same address, at the time of admission.
 - Other children with distance from home to school deciding priority.
2. Children with Statements of Special Educational Needs are given places at schools named on their Statement or EHC plan

Parents are asked to rank the schools in order of their preference. All preferences for community high schools received equal consideration, whether they were ranked first, second or third. The admissions criteria given above are then applied and places are offered according to the preference which the parent had ranked highest.

If applications are received after the closing date, they will be dealt with as late applications, and will not be considered until after those applications which were received on time.

If there is over-subscription in any category, places will be offered using the shortest available reasonable walking distance from the child's home address to the school as a tiebreaker. (The route must be paved and have street lights). The distance will be measured using the Local Authority's computerised mapping system, which uses the Ordnance Survey integrated network which measures from the point on the highway nearest to the centre of the home property and the mid-point of the school. Those living closer to the school will receive the higher priority.

Where the final place in a year group can be taken by two or more children living an equal distance from the school, (for example two children living in the same block of flats) the Local Authority will then use random allocation to decide which of the children can be offered a place.

Where a child has parents with shared responsibility and lives with each parent for part of the week, the home address will be decided by using the name & address of the parent/carer to whom the Child Benefit payment is paid.

If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins and the three triplets will be offered places.

Students with SEN

Admissions authorities:

- **must** consider applications from parents of children who have SEN but do not have an EHC plan on the basis of the school's published admissions criteria as part of normal admissions procedures
- **must not** refuse to admit a child who has SEN but does not have an EHC plan because they do not feel able to cater for those needs
- **must not** refuse to admit a child on the grounds that they do not have an EHC plan 1.28 The Equality Act 2010 prohibits schools from discriminating against disabled children and young people in respect of admissions for a reason related to their disability. Further education (FE) colleges manage their own admissions policies and are also prohibited from discriminating against disabled young people in respect of admissions.

Appeals criteria

Appeals for parents who have not secured a place through the normal admissions process are made directly to Bury Local Authority

A copy of the Bury admission policy is available from the Bury Admissions office, or directly on line at

<http://www.bury.gov.uk/index.aspx?articleid=10566>