



# The Heys School

**POLICY NAME: Admission Arrangements**

**ADOPTED: September 2024**

**REVIEW PERIOD: Annually**

**REVIEWER:** 



## **Policy Document Version Control**

<b>Responsibility for Policy:</b>	<i>Mr M Kerr – Assistant Head of Behaviour &amp; Culture</i>
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<b>Minor Revisions:</b>	
<b>Major changes</b>	
<b>Full re-write</b>	

## 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 the local authority of Bury if you are a resident of Bury. If you live outside Bury you must apply through your home authority which is, 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 130.

The admission limit for 2025-26 will remain at 130.

Requests for places at high schools are considered in the following order:

1. Children in Public Care and previously Looked After Children. All schools must have oversubscription criteria for each 'relevant age group' and the highest priority must be given, unless otherwise provided in this Code, to looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children for whom there is a child protection plan or has been within a 12-month period. A Child Protection Plan is made under Section 47 of the Children Act 1989.
3. Children who reside in the school's catchment area
4. 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 stepbrother or a full or stepsister, living at the same address, at the time of admission.

Children with Statements of Special Educational Needs are placed 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 receive 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.

Any applications received after the deadline will be treated as late submissions and will only be considered after the timely applications have been processed.

If there is an 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 streetlights). 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:

1. Must consider applications from parents of children who have SEN but do not have an EHC plan based on the school's published admissions criteria as part of normal admissions procedures.
2. 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.
3. 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**

Any applicant refused a place at a school of their choice has a right of appeal to an independent appeal panel, established by the admission authority for that school, for a place at their preferred school.

An appeal form should be automatically sent out by the Local Authority if a preferred place is refused. However, a request for an appeal application form can be made by contacting the Clerk to the School Admission Appeals Panel at the Local Authority.

An appeal date will be arranged within 40 school days of the appeal being lodged and a request will be sent to the applicant to attend an appeal hearing. An Appeals Panel, comprising three independent members, will consider reasons for the appeal and will decide whether the child can attend the school of choice. The panel members have a background in education and are independent of the Local Authority.

The hearing will also be attended by representatives from Democratic Services and the Local Authority and/or the school. A full explanation of the appeal process will be included in the appeal notification letter sent to you.

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

## **In Year Admissions**

If a child is already at secondary school and the parent/carer wishes to transfer to The Heys School they must first contact the Local Authority and follow the advice given by them. The Local Authority will then contact the school to ascertain if there are any places available in the appropriate year group.

If a place is available, in accordance with the Bury Local Authority School Admission procedures, the school will consider the application. If there are more applications than places available then the school will follow its admission procedures and apply the published oversubscription admissions criteria to award the place.