



The Heys School

POLICY NAME: Admission Arrangements

ADOPTED: Autumn Term 2025

REVIEW PERIOD: Annually

REVIEWER: Deputy Headteacher



Policy Document Version Control

Responsibility for Policy:	Mr M Kerr – Deputy Headteacher
Policy approval/date:	September 2025
Frequency of Review:	Annual
Next Review date:	September 2026
Related Policies:	
Minor Revisions:	
Major changes	<ol style="list-style-type: none"> 1. Inclusion of SEND-Specific Admissions Information <ul style="list-style-type: none"> • Added detailed sections explaining parents’ and young people’s rights to request particular schools or institutions to be named in EHC plans. • Clarified the local authority’s duty to comply with parental preferences unless the placement is unsuitable or incompatible with efficient education or resources. • Included the requirement for local authorities to consult schools and seek agreement for provision delivered via direct payments. 2. Admission of Children with EHC Plans <ul style="list-style-type: none"> • Explicitly stated that schools must admit children named in EHC plans. • Introduced the concept of dual placements where children can attend both mainstream and special schools. 3. Consideration of Non-Maintained and Independent Providers <ul style="list-style-type: none"> • Added information about local authorities considering requests for providers not on the approved list, with conditions regarding efficient instruction and public expenditure. 4. Health-Related Education Arrangements <ul style="list-style-type: none"> • Included statutory guidance on education for children who cannot attend school due to health needs, emphasising collaboration between schools, parents, local authorities, and medical professionals. • Clarified the school’s role in supporting children with medical conditions who can attend school. 5. In-Year Admissions and Transfers <ul style="list-style-type: none"> • Clarified the process for in-year admissions through the local authority and the application of oversubscription criteria. 6. Appeals Process <ul style="list-style-type: none"> • Expanded the appeals section to include detailed information on the SEND Tribunal’s powers, appeal conditions, timelines, and support available to parents and young people. 7. Accessibility and Data Protection <ul style="list-style-type: none"> • Added statements on the availability of the admissions policy in accessible formats and compliance with data protection laws.
Full re-write	

Rationale

The Heys School is located within the Metropolitan Borough of Bury and adheres to the Bury Local Authority admissions policy. This policy aims to ensure a fair, transparent, and lawful admissions process aligned with national regulations and local arrangements.

Aims

- To provide clear guidance on admissions to The Heys School.
- To comply with statutory requirements, including those relating to Special Educational Needs and Disabilities (SEND) and health-related education needs.
- To ensure equitable access to education for all children and young people

Admissions Process

Applications

- Applications for The Heys School are processed through Bury Local Authority for residents of Bury.
- Families living outside Bury must apply through their home authority, which will forward the application to Bury.
- The Bury Admissions Team processes all applications in accordance with local and national criteria.

Admission limits

The admission limit is 130.

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

Oversubscription Criteria

Places will be offered in the following order of priority:

1. Children in Public Care and previously Looked After Children (including those adopted or subject to child arrangements or special guardianship orders).
2. Children with a Child Protection Plan under Section 47 of the Children Act 1989 within the last 12 months.
3. Children residing within the school's catchment area.
4. Children with siblings attending the school at the time of admission (including full, step, or half siblings living at the same address).

If oversubscription occurs within any category, places will be allocated based on the shortest reasonable walking distance from the child's home to the school, measured using the Local Authority's mapping system. In the event of a tie, random allocation will be used.

For families with shared custody, the address of the parent receiving Child Benefit will be used for admissions purposes.

If only one place is available and the next eligible children are twins or triplets, all siblings will be offered places.

Special Educational Needs and Disabilities (SEND) Admissions

Applications from Children with SEN but Without EHC Plans

- Applications from children with SEN who do not have an EHC plan will be considered alongside all other applications using the standard oversubscription criteria.

- The school will not refuse admission on the basis of SEN alone and will make reasonable adjustments to support the child's needs in line with the Equality Act 2010.

Education, Health and Care (EHC) Plans

- Parents and young people have the right to request a particular school, college, or institution to be named in their EHC plan, including maintained schools, academies, special schools, further education colleges, and approved independent specialist providers.
- The local authority must comply with parental preferences unless the placement is unsuitable for the child's age, ability, aptitude, or SEN, or attendance would be incompatible with the efficient education of others or efficient use of resources.
- The local authority will consult the school or institution before naming it in the EHC plan.
- Where provision is to be delivered on the school premises with direct payments, the school's agreement will be sought.
- Schools must admit children named in an EHC plan.
- Dual placements may be arranged to enable children to attend both mainstream and special schools as appropriate.

Children with Health Needs

- Where a child's health prevents attendance at their home school, the local authority has a statutory duty to arrange suitable alternative provision.
- The school will work closely with parents, local authorities, medical professionals, and other agencies to support children with health needs and facilitate reintegration where possible.
- Parents and children will be consulted before new provision begins or changes are made.
- The school is committed to providing education to children with medical conditions who can attend school and will make reasonable adjustments accordingly.

In-Year Admissions and Transfers

- Parents wishing to transfer their child to The Heys School during the academic year must apply through their home local authority.
- The school will liaise with the local authority to confirm availability in the relevant year group.
- If places are limited, oversubscription criteria will be applied.
- Children with EHC plans naming The Heys School have the right to admission.

Appeals Criteria

- Parents and young people may appeal decisions related to admissions or EHC plans to the Special Educational Needs and Disability Tribunal.
- Appeals must be registered within the statutory timeframes following decisions or mediation.
- The Tribunal can uphold or dismiss appeals, order assessments, or require amendments to EHC plans.
- Detailed guidance and support for appeals are available from the Ministry of Justice and local authorities.
- Parents can request appeal forms from the Local Authority or the School Admission Appeals Panel Clerk.
- 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>

Accessibility and Data Protection

- The admissions policy and related documents are available in accessible formats and languages upon request.
- The school and local authority handle personal data submitted during admissions in compliance with GDPR.

Contact Information

- For admissions enquiries, parents may contact The Heys School Admissions Office at 0161 772 4420 or Bury Local Authority Admissions Team.
- For SEND-related admissions, parents may contact the SEND department or local authority SEND services.