

# Admission Arrangement 2018/19 Academic Year

**BCHS**  
with Crosshill



This policy is in line with the Ethos and Values of Blackburn Central High School

## Document Control

This policy has been approved for operation within Blackburn Central High School

Date of last review	March 2017
Date of next review	March 2018
Review period	1 Year
Policy status	Statutory
Owner	DAT

All preferences expressed will be considered equally. If the number of children requiring admission does not exceed the school's published admission number, all the children will be offered admission. If the number of children requiring admission exceeds the published admission number, then the Governors will consider all preferences equally against the proposed oversubscription criteria shown below.

#### Determined Admission Criteria

Children with either an education, health and care plan, a statement for special educational needs or an individual pupil resource agreement (IPRA) for whom the preferred school is named in the plan/statement/IPRA will be admitted first. The remaining applicants who have named this school as a 1st 2nd or 3rd preference will then be considered equally against the Council's admission policy, in the priority order given below:

- (a) 'Looked after' children and children who were previously 'looked after' but immediately after being looked after were adopted or became subject to a residence/child arrangement order, or special guardianship order ('Looked after' means that the child was (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.
- (b) Children with an older sibling (sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, not cousin, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address) who will still be attending the preferred school when the younger child is admitted;
- (c) Children with proven and exceptional medical, social or welfare needs which are directly relevant to the school concerned. If you wish to be considered under this category there is certain evidence you must provide. Please see the note below which provides full details regarding the application of this criterion.
- (d) Children who live nearest the school (geographical proximity). Under this category, the remaining places will be offered to children who live nearest to the preferred school. The distance will be measured in a straight line between the home front door and the main gate of the school using a computer.

#### Tie-breaker

If category (b), (c) or (d) is oversubscribed, geographical proximity (as set out in category (d)) will be used as the 'tie-breaker' to decide between the remaining cases. If after measuring distances it is still not possible to decide on the child/ren to be offered admission (for example two children living in the same block of flats or in the same house) the Local Authority will then use random allocation to decide which of the children can be offered a place. The draw will take place at the Local Authority's offices, and the names will be drawn by a local authority officer who is independent of the admissions process.

#### Priority for Twins/Multiple births

If an application has been made for places for twins/ triplets/2 or more siblings in the same year group and insufficient places are left within the published admission number (i.e. one of the siblings is the last child who can be admitted within that number) it may be possible for the Admission Authority to offer places to the other sibling(s) in the birth group.

#### NOTE – Criterion (c) Medical, social, welfare reasons

If you feel that there are exceptional medical/social/welfare needs relating to your child which support the need for your child to attend this particular school, and wish your application to be considered under criterion (c) you must state this on your application form AND provide appropriate written supporting evidence for your application from a doctor, social worker or other professional. This evidence must explain why the preferred school is the most suitable and what difficulties would be caused if the child had to attend another school.

This evidence should accompany the application form. If necessary, parents can submit the application form and send the supporting evidence at a later date but the supporting evidence MUST be received by the Local Authority on or before the closing date for applications. It is the parent's responsibility to ensure that the Local Authority receives the supporting evidence.

If you do not provide the supporting evidence on or before the closing date, then it will not be possible to consider your application under the medical/social/welfare criterion,

Please bear in mind the following points in relation to this criterion –

1. Only exceptional reasons associated with the child and directly relevant to the suitability of that specific school (i.e. showing why the child needs to be admitted to that particular school) are normally accepted under this criterion.
2. all schools can make provision for special educational needs and can also manage common conditions – e.g. asthma, diabetes, epilepsy.

After the closing date, during the early stages of the allocations process, all applications which have requested consideration on the grounds of medical/social/welfare need are considered separately by a panel from the Local Authority. This involves considering all statements and evidence provided by parents to support the application. The panel may, at their own discretion, contact parents/carers and third parties (with parental consent) to request further information where this is needed to reach a decision.

The Panel's focus in assessing each claim for consideration under this criterion will be to assess whether the evidence provided (a) actually confirms that this child has an exceptional medical/social/welfare need AND (b) demonstrates a clear and exceptional need for this child to attend that specific school for reasons arising from the exceptional medical/social/welfare need.

Where the reasons claimed are not considered exceptional or do not disclose an exceptional need for the child to attend that specific school, then the application will be dealt with under the other admission criteria for the school(s) requested.

#### Admission of children outside their normal age group

Parents/carer(s) may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health

#### Children who are already of secondary school age

Parent(s)/carer(s) must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Children who wish to seek admission to Year 7 outside their normal age group (i.e. who are currently placed in a lower year group).

Parent(s)/carer(s) will need to submit a normal Common Application Form (CAF) to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

Please note: This Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Secondary national offer date if at all possible.

If the request is agreed, the parent(s)/carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make a further in-year application to the Governing Body for their child to be admitted outside their normal age group when they leave the current primary school.

#### Making the decision

Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s)/ carer(s) to provide the Governing Body with all relevant information relating to this request, including the parent(s)/carer(s) views; information about the child's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Governing Body is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/carer(s). The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Governing Body will then inform the parent/carer of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s) have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.