

## School and College Admissions Policy 2016-17

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### **School Admissions Years 7 - 11**

The Governing Body, at the outset, would like to remind parents that Tarporley High School & 6<sup>th</sup> Form College is a comprehensive school, welcoming students regardless of ability or aptitude.

### **Co-ordinated Admission Arrangements for secondary School**

The school will positively comply with School Admissions legislation requiring all Local Authorities (LAs) to co-ordinate admission arrangements in their area. Co-ordinated admission schemes provide a way for ensuring that every parent living in a Local Authority (LA) receives an offer of one, and only one, school place on the same day with letters being posted out on 1 March. Parents should formally accept or decline the place offered by 15 March.

Academies such as ours act as their own admission authority, applying their own admission criteria as detailed below. However, all parents will only have to fill in one application form and will receive their offer from the LA in whose area they live.

The Common Application Form (CAF) must be used by all Cheshire West parents applying for a school place, whether inside or outside Cheshire West. Parents should have regard to the contents of the LA's "Transferring to Secondary School, A Guide to Parents/Carers".

### **Admission Information**

#### **Admission Numbers**

The published admission number for this school is 180 students per year. Published admission numbers are established for each school in order to decide whether any age group within a school is full.

#### **Admission and Age Groups**

Applications for admission, and any appeals, are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances.

#### **Admissions of students residing outside the boundaries of Cheshire**

Students residing outside the boundary of Cheshire West and Chester are offered places on the same basis as Cheshire West and Chester students, **however, applications on their behalf for a place at this school must be made using an application from their home LA which will make the necessary arrangements with Cheshire West and Chester LA, e.g. students resident in Cheshire East wishing to express a preference for a place at this school, must name Tarporley High School & 6<sup>th</sup> Form College on the Cheshire East LA admissions application form.**

Applicants not resident in England, applying for a place must apply on Cheshire West and Chester's Common Application Form. Contact the Admissions and Transfers Team at Wyvern House, Winsford (0300 123 7039) for further information and advice.

### **Allocation of Places**

As required by law, Cheshire West and Chester makes arrangements for parents to express their preference for the school where they wish their child to be educated and an opportunity to give reasons for their preference before any places are offered.

All preferences must be in writing and those meeting the criteria for this school will be met except where this would prejudice efficient education or the efficient use of resources, e.g. if the year group in question is full.

For families of service personnel with a confirmed posting to this area, or crown servants returning from overseas, places will be allocated in advance of the family arriving in the area, provided that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering address, using the Academy's oversubscription criteria.

Places will be allocated using the following criteria applied in the order set out below. Where a criterion is applied and places still remain the next criterion will be applied to the remaining applicants. In application of each of the separate criteria, distance using the "address point system" will be used to rank qualifying applicants.

**i. Statement of Special Educational Needs**

Section 324 of the Education Act 1996 requires a school to admit a child with a statement of special educational needs that names the school.

**ii. "Looked after children"**

A looked after child is a child who is in the care of a LA or provided with accommodation by that authority (as defined in Section 22 of the Children Act 1989), or was previously looked after but ceased to be so because they were adopted (or subject to a residence, or special guardianship order).

**iii. Siblings** – students with elder sisters/brothers including half sisters/brothers and unrelated children living together as part of one household already attending Tarporley HS&SC (in Years 7 – 13) and expected to continue here the following school year.

**iv. Students resident within the designated catchment zone of the school, together**, with students living in the catchment zones of: Bunbury Aldersey CE Aided Primary School, Calveley School, The Delamere C of E Academy, Duddon St Peter's Primary School, Eaton Primary School, Kelsall Primary School, Tarporley CE Primary School, Oakview Primary Academy, Tarvin Primary School Utkinton St Pauls C of E Primary School and Whitegate CE Primary School.

- v. **Students not resident** within the catchment zone but attending a school designated as a partner/feeder school:

Designated Partner Schools: Bunbury Aldersey CE Aided Primary School, Calveley Primary School, The Delamere C of E Academy , Duddon St Peter's Primary School, Eaton Primary School, Kelsall Primary School, Oakview Primary Academy, Tarporley CE Primary School, Tarvin Primary School, Utkinton St Pauls C of E Primary School and Whitegate CE Primary School.

- vi. **Students for whom there are exceptional medical, social or personal/domestic reasons which, in the Governors' view, justify admission to our school.** A panel of Governors will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. If it is considered appropriate the views of a Doctor appointed by the school or Educational Psychologist will be sought in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the documents required have not been received by the school. Few applications will fall in this category.
- vii. **Children of parents who have been directly employed by the school for 2 years or longer at the closing date for applications, or have been recruited to meet a particular skills shortage.** A parent is any person who has parental responsibility or care for a child and lives in the same family unit at the same address for the majority of the school week.
- viii. **Students living nearest to the school as** measured using an "address-point system". (Contact the school for further details.)

**Proof of address and residency may be required, and Governors retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.**

When a student lives at more than one address (e.g. spends part of each week at different addresses) full details of the arrangements must be included on the application form (or by means of an accompanying note) to enable the Governors to decide which address (or, exceptionally, addresses) to use for admission purposes.

## **College Admissions Years 12 - 13**

We are committed to developing as wide a range of courses and opportunities as practically possible, whilst avoiding undue replication of those courses already available locally and to liaising with other providers to encourage young people throughout the local area to take up the opportunities on offer.

The general guideline for the admission of students into the sixth form is that there is an appropriate course of study accessible to the student.

Applications from all students will be considered in three phases:

1. those received by 31 March
2. those received between 1 April and 30 June
3. those received thereafter.

In the event that there is oversubscription preference will be given to those students with a sibling in Tarporley High School and Sixth Form College (THSSFC) and thereafter on distance from the school (as in viii above) subject to the general guideline above.

**External Candidates** - Historically we have been able to allocate about 5 places in year 12 to external applications. We might exceed this number if the preferred course of study are not oversubscribed and the applicant has met the relevant entry requirements.

**Siblings** means students with elder sisters/brothers including half sisters/brothers and unrelated children living together as part of one household already attending THSSFC (in Years 7 – 13) and expected to continue here the following school year.

### **Guidelines**

Application is by means of completed application form (available from the school) and an informal discussion with a senior college representative to help determine that the college is the right choice for the student, and to help match their needs, interests and abilities to particular courses and programmes of study.

As part of the process, THSSFC will liaise with students' previous schools seeking their advice and references, to inform our discussions with the student. This information will not be accessed as part of your application.

THSSFC also undertakes to make young people aware in general terms of the sort of opportunities available at other post 16 education providers.

### **General Advice**

Experience suggests that students embarking on A level courses or similar should have normally achieved at least 5 GCSE passes at grade C or above, or equivalent qualifications with a grade B desirable in some subjects.

Once a student joins THSSC we offer a commitment to providing every possible support and encouragement in order to ensure successful completion of the course.

Students must be prepared to follow a course that is demanding, but not unrealistically demanding in relation to their perceived potential.

All students will be expected to show a willingness to participate in and contribute to extension studies and chosen courses, to uphold and enrich the ethos of post 16 education in the college, characterised by hard work, friendly working relationships, a lively and stimulating environment, academic excellence and outstanding achievement of many kinds.

Students refused a place in the Sixth Form have a right of appeal. For details as to how to appeal, please see appropriate sections in the School Admission Policy Years 7 – 11.

This Admissions Policy will be reviewed annually.

## **A GUIDE TO PARENTS MAKING APPEALS**

### **Admission Appeals**

Parents/Students who are not offered a place here have a right of appeal to the Independent Schools Appeals Panel. Appeals must be submitted in writing, but parents have the right to present their case to the Panel in person.

The Panel will allow you to be accompanied by a friend or to be represented although government advice is that legal representation should not normally be necessary.

We will make the necessary administrative arrangements for hearing appeals. The decisions of Schools Appeal Panels are binding on the Governing Body and parents.

### **Late Applications**

Late applications for places will be considered after all applications received on time (unless there are very exceptional reasons for a late application which must be explained at the time of application).

### **Repeat Applications**

Repeat applications will not be considered within the same school year, unless the parents', student's or the school's circumstances have changed significantly since the original application was made.

### **Transfer between Schools (In year Admissions)**

Governors are prepared to consider requests for transfers between schools other than at normal admission times and parents seeking transfer should approach the headteacher to find out if there are any places in the appropriate school year. Parents are, however, advised as a first step, to discuss their child's progress and problems with the headteacher of the child's present school.

### **Children of UK Service Personnel**

Places will be allocated in advance of the family arriving in the area for children of UK service personnel, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address for considering the application against the Academy's oversubscription criteria.

### **Waiting Lists**

Students whose applications are unsuccessful will be placed on a waiting list until the end of the Autumn term, regardless of whether their parents decide to appeal against the decision not to offer a place at the school. Thereafter, parents who wish to remain on the waiting list must reconfirm their interest in writing to the Headteacher.

If a parent decides to appeal against the decision not to offer a place for their child at their preferred school the child's name will automatically be placed on a waiting list in case any further places become available. Parents who decide not to appeal can also ask for their child's name to be included on a waiting list if they wish. Placing a child's name on a waiting list does not affect the right of appeal.

The waiting list will not be held on a 'first come, first served' basis. New applications will be added to the waiting list in criteria order and should places become available, these will be offered in line with the over-subscription criteria outlined above.

### **Appeal Panels**

The School will appoint an outside body to facilitate the setting up of an Independent Appeal Panel. The Panel will have three members made up of independent lay persons and people who have an educational background. A clerk to the Panel also attends to see that the appeal is heard properly and to keep a record of the hearing. The clerk is impartial and does not represent the school. An administrator also attends to take notes.

### **Appeal Hearings**

Independent Appeals Panel hearings are informal and will be held locally, for example, in Portal Golf Club, and they are structured in the following way:

- The Chair of the Independent Appeal Panel introduces the other members and explains what will happen
- The School representative, called a Presenting Officer, puts their case
- You, as parents, and the Panel members can question the Presenting Officer
- You, as parents, put your case
- The Presenting Officer and the Panel can ask you questions
- The Presenting Officer sums up their case
- You, as parents, sum up your case

The Independent Appeal Panel will then ask both parents and the Presenting Officer to leave, before making their decision.

You are encouraged to attend the Panel as it may wish to put questions to you but you are not obliged to do so. Appeals can be considered on the basis of your written information alone.

### **Powers of Independent Appeal Panels**

Panels can uphold all appeals and instruct the school to allocate a place for your child. They can uphold some of the appeals and reject others and they can also reject all the appeals.

Once all the appeals have been heard Panels must first decide whether further admissions 'will prejudice the provision of efficient education and/or the efficient use of resources'.

Prejudice cannot normally be proved until the year group your child will enter is full. This means that the year group has not only reached its admission limit but cannot accept any more students in that year group without prejudicing the provision of efficient education at the school or the efficient use of resources. The school will provide a statement giving their reasons why they consider that to accept further students would cause prejudice to the school.

If the Panel believes that the school can admit all the students whose parents have appealed without causing prejudice your appeal will automatically be upheld. The Panel may decide that places can be allocated to some of the appellants before the

point is reached when further admissions will cause prejudice. The Panel will decide how many more places can be offered. Any such places may be allocated by the Panel according to the school's admissions criteria and any other factors in the individual case which are compelling reasons for admission, for example if there has been an error in applying the admission criteria when places were allocated.

If the school's case that further admissions will cause prejudice is accepted by the Panel (either as presented or after some further places have been allocated) the Panel will then proceed to the second stage.

This requires panel members to balance your own arguments in support of your child's admission against the extent of prejudice to efficient education and the efficient use of resources which would be caused by the admission of further students. If the Panel believes that your case outweighs the extent of the prejudice your appeal will be upheld, otherwise your appeal will be rejected.

### **Timescales**

Casual appeals are normally heard within 30 school days (excluding school holidays) from the date the completed appeal form is received in school. Block appeals for September intake into Year 7 will be held between April and July each year, if the form is returned within the published time scales. Forms received after the deadline may result in the appeal for your child not being held until September.

You will be given the date and time of the appeal hearing two weeks in advance of the hearing and the school's statement of its case will be sent to you one week in advance. You will normally be notified of the Panel's decision in writing no later than 7 working days of the hearings being completed. Decisions of Appeals Panels are final and binding on both the school and the appellants.

### **Repeat Appeals**

If you are not successful you may apply for another appeal, but your application will not be considered within the same school year unless your own or the school's circumstances have changed significantly and materially since your first appeal (e.g. change of address).

### **What happens if Appellants are still not happy with the outcome of the appeal?**

Decisions of Independent Appeals Panels are final and binding on both the school and the appellants. The only further rights open to you if your appeal is not upheld is to complain to the local government ombudsman if you consider there has been 'mal administration' in the way your appeal was handled or to seek 'judicial review' of the decision through the Courts.

### **Making your Appeal**

You must make your appeal in writing to the school. You must also state the 'grounds' on which your appeal is based. You should consider when preparing your appeal whether to include copies of any supporting documentation. These are some examples of documentation that might support or corroborate statements in your appeal:

- letters or statements from doctors, other health professionals or social workers stating why your child must attend this particular school;



- in circumstances where a change of address is relevant to your appeal, letters or statements from a solicitor (or others) confirming a change of address.

All supporting documentation should be provided at least 7 days before the appeal. If you submit additional information during the appeal, the presenting officer may seek an adjournment from the panel. In certain instances this might require the hearing continuing on another day.

The school will acknowledge receipt of your form as soon as possible and will make the necessary arrangements. A copy of your appeal documentation will also be provided to the presenting officer, who, together with the school, will prepare a written response to your appeal, which will be sent to you no later than seven days before the hearing.

### **Other sources of help**

Parents can seek advice from the Advisory Centre for Education (ACE) in London which is a voluntary body providing a helpline advice service to parents on education matters. The telephone helpline number is 0845 1110 304 and they also have a web site: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

General information regarding appeals can be obtained from the Cheshire West and Chester's Admissions & Transfer Team, who will also assist you if your appeal is unsuccessful. Their helpline number is 0300 123 7039.

The Department for Education (DfE) has a web site that provides a range of information for parents. [www.dfe.gov.uk](http://www.dfe.gov.uk)