



Admissions Policy for September 2022 Admissions

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Signed:

David Buckle

Chair of Governors Date: **July 2021**

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

Higham Lane School's admission arrangements are part of the Warwickshire County Council co-ordinated scheme.

3. Priority area

The whole of the parish of Caldecote is included. From the Caldecote parish boundary the north-eastern boundary of the priority area follows the Warwickshire County boundary to The Long Shoot. The southern boundary is formed by The Long Shoot, Hinckley Road, Leicester Road, Back Street, Newton Road, Corporation Street, Central Avenue, Midland Road, Tuttle Hill and Mancetter Road. Only the northern sides of these roads are included in the priority area, with the exception of The Long Shoot and Hinckley Road, where both sides are included in the priority area. The western boundary is formed by the Hartshill Parish boundary from Mancetter Road to the Caldecote Parish boundary.

Details of the School's priority area can also be found on the Warwickshire County Council website: <http://www.warwickshire.gov.uk/admissions>

4. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Definitions applying to the criteria

The following definitions/arrangements are taken from the Warwickshire County Council consultation on Admissions and also apply to Higham Lane School:

Looked After Children

Children in the care of, or provided with accommodation by a local authority (under Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Sibling, i.e. brother or sister, attending the school at the time of admission

Sibling is defined in these arrangements as: a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister or the child of the parents' partner where the child for whom the school place is sought is living in the same family unit and at the same address as that sibling.

Proof of Address

When submitting an application, parents/carers will need to provide appropriate proof of the address used as the basis of their application. This will normally be a Council Tax Reference Number. Each year Warwickshire Admissions Service will contact a random sample of Warwickshire applicants and ask for further proof of address.

Fraudulent or Intentionally Misleading Applications

Parents/carers should be aware that where a school place is offered based on a fraudulent or intentionally misleading application, that the place can be withdrawn even after the child has started at the School.

Definition of Home Address

Where the child normally resides/sleeps when they attend school. Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address, that place can be withdrawn. This includes situations where the address used to allocate a place changes prior to the place being taken up.

There is also an expectation that a child will be resident at the address used to allocate a place from the start of term and will continue to reside at that address for a reasonable period of time. **All circumstances surrounding the application will be taken into account in deciding whether or not this requirement has been met.**

Short-term house moves which occur only to secure a school place and which are considered fraudulent or intentionally misleading may therefore result in the place being withdrawn.

Postal Address File (PAF)

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

Applications made from the same multiple dwelling sharing a single Postal Address File (PAF)/Other applications where the distance from home to school is identical

Where required, individual priority for such applicants within a particular criterion will be set by random allocation (lottery). The draw will be carried out by two officers of the Admissions Service in the presence of a Local Authority Solicitor from the Law & Governance Division. The order of draw will be recorded and countersigned at the time.

Separated Parents

Where a child lives with each of their parents at separate addresses, the address used for allocating a school place will be the one where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the child's parents/carers will be asked to nominate which address they wish to be the child's main address for school admission purposes. Should they fail to do so by the published closing date, the Council has the right to nominate the address that it considers appropriate.

In the case of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make a single application which both parents are in agreement with. Warwickshire Admissions will not become involved in disputes between parents. Where more than one application is received in respect of a single child and the parents cannot reach agreement over the content of the application, Warwickshire Admissions reserves the right not to process either application until an agreement between the parents is reached.

Twins, Triplets or Other Multiple-births

Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, place(s) will normally be offered to the other multiple-birth child(ren) where the local authority and school's admission authority (if different) are in agreement - even if this means going above the School's Published Admission Number.

Admissions above PAN

Children with an Education and Health Care (EHC) Plan that names the School will be admitted. In this event, the number of places that remain for allocation will be reduced or result in a school exceeding its PAN.

If the School is full in the year group, another place can be offered provided that:

- a) no other applicants have been refused places in the same year group – wherever they live
- b) the child is living or moving into the School's priority area (proof of address will be required)
- c) The Local Authority believe it would be unreasonable not to offer a place and the School's admission authority are in agreement with the place being offered.

If a school has a waiting list, then it will not normally be possible to offer additional places as other applicants **will** have been refused places in the same year group. However, if the Local Authority and the School's admission authority (where applicable) agree, then **all** applicants on the waiting list, or groups of children falling under a particularly high criterion (such as out of area with siblings) **may** be offered a place.

Admission above PAN for Looked After Children

Except where a child is placed in an emergency, no care placement should be made without the education element being satisfactorily arranged. Where the placement has had to be made in an emergency, and education has not been secured, or where educational provision breaks down, then local authorities must secure an educational placement within 20 school days.

Moves of care placement can occur outside the normal admissions round when many schools are full. To avoid delays resulting from the local appeals procedure, Community and Controlled schools will be asked to admit, without appeal, Looked after Children resident within their priority area, even though their admission limit has already been reached or exceeded.

Under Age and Over Age Applications

Warwickshire County Council's policy is that all children should be educated within their appropriate age group. In rare cases where it might not be appropriate for the child to be educated in the normal year group, there is a detailed process to consider the child's physical, emotional and social maturity before any decisions are made. (See appendix 1)

Children of UK Service Personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to their area, a place will be allocated in advance if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address, which can be used for the application against the relevant oversubscription criteria.

Late Applications (Entry or Transfer Year Groups)

Late applications will only be considered after the applications received by the closing dates (on-time applications).

Late Applications Because of an Impending Move

Offers of places at secondary level will take account of a future move involving the child's address only if it can be confirmed before the deadline (as set by Warwickshire County Council) i.e. if the parent can provide independent proof of the move, such as a tenancy agreement that terminates after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house.

5. How to apply

For applications in the normal admissions round you should use the application form provided by Warwickshire County Council Admissions.

You will receive an offer for a school place directly from Warwickshire County Council Admissions.

6. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

- Parents must submit a written request to the Headteacher of the School outlining the reasons for the application.
- Parents should enclose evidence to support their request and must include the following documents:
 - School reports
 - Reports from any professionals involved with the child/family
 - Evidence of any mitigating circumstances
- The Headteacher of the school will consider the application and review the evidence provided. He/she will also consult with the staff in the school to ensure that, if the application is

successful, the out of age placement can be accommodated. The usual over-subscription admission criteria will be also be applied.

- The application and Headteacher's recommendation will be considered by the Governing Body, who will make the final decision.
- Parents will be informed of the decision, along with the appeal process if required.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 7.2. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

7. Allocation of places

7.1 Admission number

The school has an agreed admission number of 246 pupils for entry in Year 7.

7.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated and this may reduce the number of places available.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.

1. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted or became subject to a Residence Order or Special Guardianship Order.
2. Children living in the priority area who will have a brother or sister at the school at the time of admission.
3. Other children living in the priority area given in the area booklet.
4. Children of staff who live outside of the priority area and who have been employed for two or more years at the school at the time the application for admission was made and/or those recruited to meet a demonstrable skills shortage.

5. Children living outside the priority area who will have a brother or sister at the school at the time of admission.
6. Other children living outside the priority area.

Within each criterion, priority is given in order of distance between the child's home and the school (shortest distance = highest priority).

Distance will be calculated by straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the preferred school. (Centroids are predetermined points and all measurements are subject to change due to updates of mapping data).

8. Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

9. Fair Access Protocol

We participate in Warwickshire's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

10. In-year admissions

Parents can apply directly to Warwickshire County Council Admissions for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 7.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

admissions@warwickshire.gov.uk

or

Admissions
Saltisford Office Park
Ansell Way
Warwick
CV34 4UL

Parents will be notified of the outcome of your in-year application in writing.

11. Appeals

Parents/carers will be informed by Warwickshire County Council of their statutory right of appeal when they receive the outcome of their applications. Parents/carers can appeal for any preference expressed, but not allocated, even if it was a lower preference than the one offered. Appeals are administered by Warwickshire County Council and can be lodged at <http://www.warwickshire.gov.uk/schoolappeals>.

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and submit it online by using the form available here:

<https://www.warwickshire.gov.uk/schoolappeals>

Alternatively, please contact the admissions service on 01926 414143 to request a form.

You can find details of the school's appeals timetable on the following webpage:

<https://www.warwickshire.gov.uk/school-admissions-appeals/appeal-outcome-school-placement/2>

12. Waiting Lists

Waiting lists will be held by the Local Authority.

Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.

Waiting lists will be held until the end of the autumn term. Parents/Carers will be responsible for contacting the Admissions Service should they wish their child to remain on the waiting list.

13. Applications to Higham Lane Sixth Form

At Higham Lane Sixth Form, we offer a range of A level and vocational qualifications, that will require certain minimum grades at GCSE level. We strive to ensure that all students who are accepted into the Sixth Form are placed on appropriate courses where they are most likely to succeed. In order to do this, all applicants will be invited to attend an interview to discuss the most suitable courses of study. As part of this meeting, students could be asked to demonstrate a particular skill or showcase a portfolio of appropriate work.

All students in Year 11 at Higham Lane School are offered impartial advice about the range of Post-16 opportunities on offer in the area, including what is on offer at Higham Lane Sixth Form. All Year 11 students at Higham Lane School who are interested in joining Higham Lane Sixth Form are welcome to apply. We will also accept applications from students wishing to come to Higham Lane

Sixth Form from another school, but students from Higham Lane School will be given preference for places. If places are still available, the same admission criteria will apply to all other applicants.

We have a Planned Admission Number (PAN) of 160 students per year for internal and external admissions. This is the maximum number of students we will admit.

Expressing a Preference

All applications for admission to Higham Lane Sixth Form, including students currently attending the School, must be made by completing an application form available on the School website (www.highamlaneschool.co.uk). Students who do not have access to the internet should telephone the School (on 02476 388123) to request an application form.

The Admissions Policy

Entry into Year 12

Admission to the Sixth Form will be from:

- (i) students in Year 11 at Higham Lane School who achieve the required standards for entry into the Sixth Form;
- (ii) students in Year 11 on roll at another educational provider who achieve the required standards for entry into the Sixth Form.

The academic entry requirements for admission to the Sixth Form shall be the same for students on roll in Year 11 at the School and external applicants. Students will be admitted into the Sixth Form at the start of the autumn term in each academic year, although there may be some occasions when students enter or transfer during the academic year.

Academic Requirements

Entry to A level and vocational courses requires five or more GCSEs at grade 9-4 in different subjects. We strongly recommend that this includes a minimum GCSE grade 4 in English Language and Mathematics and cannot be less than a grade 3 in one of these subjects. Resits in GCSE Mathematics and English Language will be offered to improve your grade should you wish to.

Helpful and effective information, advice and guidance is important to us. At enrolment, we are prepared to have a conversation with any student who has not fully met the entry profile. All A Level subjects will be offering the two-year linear A level from September 2018. AS level qualifications will not be offered.

All A level subjects will require the student to have achieved at least a grade six at GCSE (where study of the GCSE in that subject was possible) to continue to study the respective subject at A level.

We will consider GCSE grades in English Language and Mathematics as well as related subjects when determining whether it is suitable for a student to study subjects such as Economics, CTec Health and Social Care, Government and Politics, Law, Criminology, Media Studies and Psychology, given that they may not have had the opportunity to study these subjects at GCSE. A few subjects have further requirements: a GCSE grade 7 in Mathematics to study Further Mathematics; a GCSE grade 6 in Mathematics to study Chemistry or Physics and a grade 5 for Biology. A GCSE grade 6 in Science or in Mathematics is strongly recommended in some subjects.

The Higham Lane School website will detail each individual subject's entry requirements. Entry into the Sixth Form is also conditional upon good attendance and behaviour in years 7 to 11.

For the purposes of admission to the Sixth Form:

- BTEC courses and other vocational courses such as Cambridge Nationals will count as 1 GCSE
- Other qualifications will be considered on a case by case basis.

All students seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen. Meeting the requirements of any course is no guarantee that the student will automatically be offered a place on a preferred choice of course.

Continuation into Year 13

The student's results from examinations, any modules and teacher assessment in Year 12 will be taken into consideration when deciding whether a student progresses into Year 13, as we require evidence that the student will be likely to go on to complete the course successfully. Any decisions made to withdraw from a course or programme of study will be discussed with the students and parent/carer ensuring that advice, information and guidance is given to support positive student pathways. Attendance and attitude to learning will also be considered.

Oversubscription Criteria

Number of applicants for places in the Sixth Form exceeds the places available

Where the number of applicants for places in the Sixth Form exceeds the places available, then admission will be determined in accordance with the following priority of admission criteria:

- (i) Any Looked After or previously Looked After Children who meet the academic requirements for entry into the Sixth Form;
- (ii) Applications from existing Higham Lane students who meet the academic requirements for entry into the Sixth Form;
- (iii) Students in Year 11 on roll at another educational provider who meet the academic requirements for entry into the Sixth Form and who have siblings at Higham Lane School at the time of enrolment. (Siblings are defined as brothers or sisters (including step brothers and sisters) living at the same address as their primary place of residence);
- (i) Any other students in Year 11 on roll at another educational provider who meet the academic requirements for entry into the Sixth Form; preference will be given based on their geographical distance from the School (distance will be measured as described in the 'Warwickshire County Council-determined Admission Arrangements' to which Higham Lane School subscribes), for entry in Years 7-11).

Over-subscribed courses

Where the number of applicants for a course of study exceeds the places available, priority will be given to those who have higher attainment in their GCSE/BTEC or other vocational qualifications. This will be calculated using the DfE GCSE Average Point Score methodology. If students have the same GCSE Average Point Score then selection will be obtained using a computer random generator which will be witnessed by an independent observer. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome. Further details can be obtained from the school.

Appeals

Any student refused a place in the Sixth Form has the right of appeal to an independent appeals panel. Details of how to appeal can be obtained from the School.

False Information

Any place offered on the basis of a fraudulent or intentionally misleading application, e.g. giving a false address, will be withdrawn. It is for the parents/carer to satisfy the School of their circumstances, as they apply to the admission criteria at the time of application.

Timetable for Admission

Student to complete application form	By December 2021
Course guidance consultation/interviews	By February 2022 for internal students and external students
Provisional offers made	By March/April 2022
Publication of GCSE results	August 2022
School agrees/refuses the admission	August/September 2022
Decision communicated to parent/student	August/September 2022
Independent Appeal	September 2022

Late Applications and Transfers

Late applications will be considered up to the end of the second week of the autumn term. Where an application is received on behalf of a student who has moved into the area during the academic year, it will be considered in accordance with the minimum entry requirements, oversubscription criteria and whether the student has a reasonable chance of completing the course in the time available.

The right of appeal will also apply to late applications and transfers.