

**Hutton Church of England Grammar School**  
**Determined Admission Arrangements – September 2018 Intake**

**Making an application**

Applications for admission to the school for September 2018 should be made on the common application form and also on the Diocesan supplementary form between **1<sup>st</sup> September 2017 and 31<sup>st</sup> October 2017**. It is not normally possible to change the order of your preferences for schools after the closing date.

**Parents must complete the Local Authority common application form online. Parents who wish their application to this Church school to be considered against the faith criteria should also complete the supplementary form.** If the school is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance. The form is available from the school and should be completed and returned to The Clerk to the Governors, Hutton Church of England Grammar School, Liverpool Road, Hutton, Preston PR4 5SN. The supplementary form can also be accessed via the school website at [www.huttongrammar.org](http://www.huttongrammar.org)

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on **1<sup>st</sup> March 2018**. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

**Admission procedures**

Arrangements for admission have been agreed following consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

The number of places available for admission to Year 7 in the year 2018 will be a maximum of 149.

The governing body will not place any restrictions on admissions to Year 7 unless the number of children for whom admission is sought exceeds their admission number.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all boys with a statement of educational need or Educational, Health and Care Plan naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

1. a) Boys in public care – This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence 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) Boys with special medical or social circumstances affecting the child where these needs can only be met at this school
2. Boys who have a sibling attending the school at the date the application is made and on the date of admission
3. Boys whose parents/guardians worship in a church in membership of Churches Together in England or the Evangelical Alliance and:
  - a) live within the ecclesiastical parishes of Penwortham (2), Longton, New Longton, Farington Moss, Lostock Hall and Hoole

- b) live outside the area
- 4. Boys whose parents live within the ecclesiastical parishes of Penwortham (2), Longton, New Longton, Farington Moss, Lostock Hall and Hoole
- 5. Boys whose parents live outside the area:
  - a) whose parents/guardian show evidence of being active members of a faith other than Christian which is associated with the UK Inter-Faith Network
  - b) other boys on the basis of distance of home from school

Notes:

- 1b. Professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances. Such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the boy had to attend another school. Children with statements of special educational need naming the school will be admitted in accordance with Section 324 of the Education Act 1996.
- 2. Siblings include step, half, foster or adopted siblings who are living at the same address.
- 3a/b The list of Churches can be found on the Churches Together in England website at [www.cte.org.uk](http://www.cte.org.uk) and the Evangelical Alliance website at [www.eauk.org](http://www.eauk.org) and is taken as that on 1<sup>st</sup> September 2017. Churches in membership of the equivalent bodies in Northern Ireland, Scotland and Wales are accepted. **Parental worshipping is normally taken to mean a minimum of monthly attendance at church at public worship for over at least six months.** The date on which this is judged is 1<sup>st</sup> September 2017. **The governors will request confirmation of this from the relevant member of the clergy or church officer.**
- 4. "Penwortham (2), Longton, New Longton, Farington Moss, Lostock Hall and Hoole" is defined by the Church of England parishes of St Mary's Penwortham, St Leonard's Penwortham, St Andrew's Longton, All Saints New Longton, St Paul's Farington Moss, St James Lostock Hall, and St Michael's Hoole. A map showing the boundaries is available in school.
- 5a. **Parental worshipping is normally taken to mean a minimum of monthly attendance at public worship for over at least six months.** The relevant date is 1<sup>st</sup> September 2017. **The governors will request confirmation of this from the relevant faith leader.**

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

**Twins/Triplets etc.** – Where there are twins wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.

**Late applications for admission**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

### **Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate for the full Autumn Term.

### **Address of pupil**

The address used on the school's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

### **Non-routine admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. In order to obtain a school place in mid year, it is necessary to fill in the Local Authority's Common Application Form, stating three preferences. The form must be returned to the Area Pupil Access Team (or Local Authority Admissions Office). If you wish to apply to this school on the grounds of your faith commitment then it may be helpful to your application to complete the Diocesan Supplementary Form and return it to the school. The Local Authority will consider your three preferences equally, in liaison with other admissions authorities. *The offer of a place can only be made by the Local Authority.*

If you wish to visit the school before stating your preferences, please contact us.

Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

### **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. *Parents should notify the Schools Admission*

*Team at County Hall within 14 days of receiving the letter refusing a place.* Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

### **Fraudulent applications**

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

**Supplementary form  
Admission to Hutton Church of England Grammar School - September 2018**

**Name of child:**

**Surname** ..... **Forename(s)** .....

Date of birth .....

**Name of parent(s)/carer(s)** .....

Address .....

.....

Post code .....

**Telephone** ..... **Mobile** .....

**Are you applying for a place because of:** (Please read the attached admission criteria descriptions for details before completing this section of the form. You may tick more than one box. **Please note that the local area is defined in the notes for category 4 of our oversubscription criteria. If you tick the box for Special social/medical needs you must also attach professional supporting evidence or your application cannot be considered in this category.**)

Living in local area            Special social/medical needs     

Sibling in school            Parental faith commitment     

**If you are applying on grounds of parental faith commitment, complete the following sections:**

**Place of worship** one of parent(s) / carer(s) regularly attends:

Name of place of worship .....

Address .....

.....

.....

**Name of vicar / priest / minister / faith leader / church officer:**

.....

Address .....

.....

.....

Post code ..... Telephone .....

E-mail Address .....

**Your faith leader will be contacted in order to provide the information.**

**Clergy Reference Form  
Admission to secondary school, 2018**

**Hutton Church of England Grammar School**

**Name of child:**

**Surname** ..... **Forenames** .....

Date of birth .....

**Name of parent/guardian** .....

Address .....

.....

.....

Post code .....

**Contact Telephone** .....

This parent has given your name as a reference for his/her commitment to the church/place of worship.

Our criteria require the parent to have attended their place of worship at least once a month for six months prior to 1<sup>st</sup> September 2017.

Has this been the pattern for this parent? YES / NO

Signed .....

Name ..... Date: .....

Position .....

Church .....

Please return this form to .....

by .....