



ADMISSIONS POLICY

Approved	January 2017		
Review Date	January 2018		
Signed (Head of School)		Name	
Signed (Chair of Local Governing Body)		Name	
Signed (Company Secretary)		Name	

Burnley High School

Admission Arrangements for Entry in 2018/2019

This document sets out the admission arrangements for Burnley High School for entry in 2018/2019

1 General Arrangements

1.1 Compliance with the School Admissions Code

Burnley High School (BHS) will comply with the School Admissions Code to ensure the admissions arrangements are clear, lacking complexity and fair. BHS will make sure that all communication is targeted and accessible to all in our community, including the hard to reach, and those requiring information in additional languages.

The school will not seek to select its students by ability, interview applicants or seek payment from parents and carers for admission. Although BHS has a Christian ethos, we will not seek to admit on the basis of faith and will operate an inclusive admissions policy (open to all faiths and to none).

1.2 Year 7 Admissions

BHS will work alongside Lancashire County Council ensuring that parents and carers can benefit from a prospectus and suitable marketing materials at the earliest opportunity. BHS will of course ensure that website information is available to all prospective parents and carers at www.burnleyhighschool.co.uk.

BHS will admit **90** students in Year 7 in 2018/19

1.3 In-Year Admissions

Applications for BHS outside the normal points of entry to Year 7 should be made directly to BHS.

1.4 General admissions arrangements

We intend to attract local students and all our publicity and promotional material is designed to appeal to parents and carers in surrounding neighbourhoods of the school. We are determined that no-one will be marginalised because of challenging or difficult circumstances and will put support in place where this is needed to access information and communication with BHS.

2 Process of Application

For applications for the academic year 2018/2019, BHS will operate inside the coordinated admission arrangements administered by Lancashire County Council.

Applications for BHS for 2018/2019 may be made from 1st September 2017, using the Lancashire coordinated admissions application form, available from www.lancashire.gov.uk (search for 'school admissions').

The indicative timeline for applications to BHS for September 2018 is:-

Period	Activity
Sept 2017	<ul style="list-style-type: none"> • Lancashire Coordinated Admissions Application process opens • Lancashire online application system opens • Applications can be made via www.lancashire.gov.uk (search for 'school admissions') • BHS Prospectus available
Oct 2017	<ul style="list-style-type: none"> • 31st October is the deadline for applications
Nov 2017 – January 2018	<ul style="list-style-type: none"> • In the case of over subscription, Chapel St Community Schools Trust will apply the admissions criteria outlined below in section 3.1
March 2018	<ul style="list-style-type: none"> • 1st March 2018 offers made to parents/carers • w/c 6th March distribution of appeal forms to those parents/carers who have requested one
April 2018	<ul style="list-style-type: none"> • 7th April deadline for appeal forms
July 2018	<ul style="list-style-type: none"> • By 3rd July all appeals submitted by the deadline heard by an Independent Appeals Panel

3 Admissions and Oversubscription Criteria for Burnley High School

Burnley High School wishes to work in harmony with the locally coordinated procedures throughout the admissions process. Where the number of applications for admissions is *lower* than the published admission number, all applicants will be admitted. Where the number of applications for admission is greater than the published admission number, applications will be considered using oversubscription criteria as detailed in Section 3.1 below.

It is important that all information presented on the application form is correct and verifiable. Chapel Street Community Schools Trust reserves the right to withdraw an offer of a place if it has been made on the basis of misleading or false information presented on the application form.

3.1 Oversubscription Criteria – Year 7

After the admission of students with a **Statement of Special Educational Needs/EHC Plan** where Burnley High School is named on the statement, the criteria will be applied in the order in which they are set out below:

- 1) Looked after children and previously looked after children at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after, (see note (i) below), then
- 2) Children/families for whom the Chapel St Community Schools Trust accepts that there are exceptional medical, social or welfare reasons which are directly

relevant to the school concerned, (see note (ii) below), then

- 3) Applications for siblings (see note (iii) below)
- 4) Children of staff employed at Burnley High School for 2 or more years at the time at which the application for admission (s) is made and/or the member of staff has been recruited to fill a post where there is demonstrable skill shortage (see note (iv) below)
- 5) Straight line distance between the child's home address and BHS (see note v) below) then

Please note children with a **Statement of Special Educational Needs/EHC Plan** naming Burnley High School in particular will be admitted before all other applicants. Admission numbers in section 1.2 will be adjusted to take this into account before the remaining places are offered to other applicants.

Where there are more applicants for the available places within categories (i) – (iv), then the straight line distance as described in note (v) below will be used as the final determining factor, nearer addresses having priority over more distant ones. If oversubscription occurs in category (v), and home to school distance is equal, rank order will be determined by BHS using a random number generator. This process will be independently verified. Where this applies to twins or other multiple births, the school will consider if it can accommodate the additional child(ren) on a case by case basis.

4 Waiting lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list. Children with statements of special educational need/EHC Plan will take priority over children on a waiting list.

Waiting lists for entry to Year 7 in September 2018 will be maintained until the last day of the Autumn term. Parents wishing to remain on the waiting list after this date must write to Burnley High School by 31 December 2018, stating their wish and providing their child's name, date of birth and the name of their current school. After 31 December 2018, parents whose children are not already on the waiting list but who wish them to be so must make an application through our in-year admission process. Waiting lists for other year groups will be reviewed termly.

5 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.

6 Appeals

Applicants who are not offered a place at BHS will be given a right of appeal, in line with the School Admissions Appeal Code (DfE, 1st February 2012). Clerks Associates UK manage the appeals process on behalf of Chapel St Community Schools Trust. Parents/carers may find out general information about the appeals process from their website (<http://www.clerksassociates.co.uk>).

Outcome letters will give full details of how to lodge an appeal for Burnley High School along with advice on the relevant timescales and deadlines.

Notes:

- i. 'Previously looked after' refers to children who are looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. It is incumbent upon applicants to provide the necessary supporting evidence.
- ii. This may include some non-statemented students who have Special Educational Needs. Students who have a Statement for Special Educational Needs/EHC Plan which names the particular school have priority for admission and are considered under a separate admissions procedure. Written evidence from an appropriate professional is required to consider medical, social or welfare reasons for admission. This should accompany the application form. Please note: only exceptional reasons associated with the child and/or family and relating to the suitability of the school are normally accepted in this criterion.
- iii. Siblings include stepchildren, half brothers and sisters and adopted and foster children who are living with the same family at the same address. (Consideration will be given to applying the sibling rule to full brothers and sisters only who reside at different addresses. This will be entirely at the discretion of the Chapel St Community Schools Trust and will take information and evidence provided by each applicant into account and will also examine other relevant issues i.e. location of each sibling's address and the distances to all relevant schools plus the affects of using discretion on other applicants for a school).
- iv. A child will be eligible for consideration as a child of a staff member when their parent(s)/carer(s) confirm on the application that they have been employed at Burnley High School for 2 or more years at the time at which the application for admission is made.
- v. Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. All distances will be calculated using a radial measurement. It should be noted that the distance will be defined from a start point plotted within the centre of the property at which the applicant lives to the centre of BHS. Applicants wishing to query a distance from home to school should contact Chapel Street at Burnley High School, via www.burnleyhighschool.co.uk. The child's home address excludes any business, relative's or childminder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will normally be the address of the parent who is claiming Child Benefit for the child, however all available evidence will be considered. The address to be used for the initial allocation of places to Year 7 will be the child's address at the closing date for application. Changes of address up to dates stated in the scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, and for in-year admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Burnley High School of any change of address.