

IMPORTANT NOTICE TO ALL PARENTS

Secondary School Admission Arrangements 2019/20

The Governing Body for this School will retain the same admission policy for 2019/20 as was determined for 2018/19. As a result, the admissions policy remains unchanged.

**Please note that the closing date for 2019/20 applications is 31 October 2018.
Offer notices will be issued on 1 March 2019.**

Please contact the school direct if you have any questions regarding admission.



West Craven High School

Admissions Policy 2018 – 2019

Admissions Policy 2018

West Craven High School is a school for children aged 11-16. It is a mixed, non-denominational, comprehensive school. As an academy, funded by the EFA, the Governing Body is the Admissions Authority and is responsible for applying the admissions criteria to applications submitted for entry to the school. The coordination of the arrangements is undertaken by Lancashire County Council, the local authority.

This policy has been written to comply with the statutory guidance of the [Schools Admissions Code \(December 2014\)](#) and the [Schools Admission Appeals Code \(2012\)](#).

For 2018-2019 admissions, the Governing Body has set its admissions number (PAN) at 140. Admissions to the school will be determined by the Governing Body. Parents must complete an application form on line through Lancashire County Council's website. There is a Common Application Form available for those without access to the internet

<http://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place.aspx>.

Statutory Dates	Secondary Schools
Closing Date	31 st October 2017
Offer Issue Date	1 st March 2018

After the admissions of Children with an Education Health and Care Plan or Statement of Education Needs which names the school and where there are more applications submitted than places available priority for admission will be given to those children who meet the admissions criteria below. All applications will be accepted if 140 or fewer applications are received.

Twins/Triplets or children from other multiple births in the same year group will be admitted if there are insufficient places (ie where one of the siblings is the last child who can be admitted up to the admissions number).

ADMISSIONS CRITERIA 2018-2019

The criteria will be applied in the order in which they are set out below:

- 1) Looked after children and children who were previously looked after and ceased to be so because they were adopted (or became subject to a special guardianship order)
- 2) Children with proven and exceptional medical, special educational or social needs which are directly relevant to the school. The application must be supported by written specific appropriate professional advice (letter from doctor or social worker) as to why admission to West Craven High School is necessary. It is

Admissions Policy 2018

the responsibility of parents to show that it is essential for the child to attend West Craven High School rather than any other school.

- 3) Siblings of children who will be attending West Craven High School on the date when the applicant would be admitted. The term siblings includes brother or sister, half brother or sister, step brother or sister, adopted brother or sister, foster brother or sister and other children living permanently at the same address.
- 4) Other children whose permanent home address is closest to West Craven High School.

Tie-breaker.

Where there are more applicants received than places available under any of the above criteria then the distance between the school and the home will be used as the final determining factor. The distance criterion is a straight line (radial) measured centre of building to centre of building. 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) as an effective, clear and fair tie breaker.

Waiting Lists

In the event of there being more applicants than places, a waiting list will be operated by Lancashire County Council.

In year Admissions to all year groups

All those applying for admission outside the normal admission round will be admitted where there are places available up to the admissions for the year group. Where there are more applications than places available the school admissions criteria will be applied. If there are no places available in the year group, applicants will be offered the right of appeal.

Fair Access Protocols

The Governing Body will consider admitting a child to West Craven High School where it is requested to by Lancashire County Council, even when admitting such a child would exceed the normal admission number.

Appeals

Parents have a right of appeal to an independent appeal panel in line with the School Admissions Appeals Code (February 2012) as it applies to academies.

Signed:

Chair of the Governing Body

Date: November 2016