

CENTRAL LANCASTER HIGH SCHOOL **ADMISSIONS PROCEDURE AND CRITERIA**

As a trust school, CLHS's governing body is responsible for the school's admissions policy. The governors have arranged with Lancashire Local Authority for admissions procedures to be administered by the local authority. However, final responsibility for deciding admissions criteria rests with the governors.

Years 7 – 11

The number of intended admissions into year 7 for the year commencing 1st September 2021 will be 150. Students will be admitted at age 11 without reference to ability or aptitude. However, the school expects all admitted students to engage fully with its ethos of a learning community where every child has the opportunity to develop aspiration, character and endeavour; ensuring personal success, enabling individual progress and preparing for life beyond school. Applications for students to join CLHS at the beginning of Year 7 should be received by the local authority by 31st October 2020.

Ethos

The ethos of our school is based on the values set out in our Mission Statement which is outlined in our Home-School Agreement. We expect all our students to commit to these values and to pursue excellence in all that they undertake. All students and parents/carers should sign the school's Home-School Agreement.

Admissions Criteria

If applications for admissions exceed the number of places available, the governors have agreed the following criteria, in the order set out below, to decide which children should be admitted:

1. Looked after children and those who have been previously looked after;
2. Children for whom the Governors accept that there are exceptional medical, social or welfare reasons which are directly relevant to the school concerned. (See note ii);
3. Children whose parents are employed by the school, where the member of staff has been employed at the school for two years or more at the time when the application for admission is made or where he/she has been recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Children living within the school's geographical priority area with older brothers or sisters attending the school when the younger child will start (see note iii and iv);
5. Children living within the school's geographical priority area (see note iv);
6. Children living outside the school's geographical priority area with older brothers or sisters still attending the school when the younger child will start (see note iii and iv);
7. Children living outside the school's geographical priority area (see note iv).

Waiting Lists

Where the number of applications exceeds the school's capacity, students who are not offered places initially will have the opportunity to place their application on a waiting list. The waiting list will be maintained for at least two terms in the academic year of admission, i.e. until the end of the Easter holidays following an application for admission at the start of September. If a place becomes vacant, students on the waiting list will be offered places in the order defined by the above oversubscription criteria. Priority is not given based on the date that the application for admission is received. Therefore, for example, if a student moves to a location near to the school after the normal admissions process has been completed and they have a higher priority based on the above criteria, they will be ranked above those with lower priority already on the list.

Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held by the local authority. Therefore, should a vulnerable child within these protocols require a place at the school, they will take precedence over any child on the waiting list. Likewise, students with a statement of Special Educational Needs naming the school will not form part of the oversubscription criteria and places will be allocated outside the usual arrangements in this policy.

In-Year Admissions

Any applications for a place made outside the normal year of entry to the school, must be made directly to the school. In accordance with their statutory duty, the local authority will be responsible for offering school places to children on behalf of the governing body within their In-Year Co-ordinated Admission Scheme for the school year 2021-22

Equality Impact Assessment

In accordance with the duty placed upon schools, all admission authorities are required to ensure that they have documented Equality Impact Assessments in relation to their admission arrangements. For further guidance please refer to the local authority's published Equality Impact Assessment on the Lancashire website – www.lancashire.gov.uk

School Transport

Home to school transport is provided by the local authority in specific circumstances. This includes transport for school students who need to travel 3 miles or more to their nearest school. However, parents are not entitled to free transport if they choose to send their child to a school that is not their nearest one. Parents of eligible children will automatically receive the relevant application form once a school place has been confirmed.

Admission Appeals Procedure

Appeals against decisions on admissions to Years 7 to 11 may be made on application to an independent appeals committee. Details of the name and address of the clerk to the appeals committee may be obtained from the admissions officer at the school and full details of the appeal procedure will be sent free on request.

Appeals Timetable

- Appeals for on-time applications must be heard by 6th July or the next working day if 6th July falls at the weekend.
- Appeals for late applications should be included with those being heard for the same admissions round. However, if this is not feasible, appeals for late applications must be heard within thirty school days of the appeal being lodged.
- Appeals for in-year admissions must be heard within 30 school days of the appeal being lodged.
- Appeals are conducted in accordance with DFE regulations as to the holding of appeals on admissions.

Notes

- i. The highest priority must be given to looked after children (*Note 1*) and children who were looked after, but ceased to be so because they were adopted (*Note 2*) (or became subject to a residence order (*Note 3*) or special guardianship order (*Note 4*)).
- ii. The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without a statement who have special needs. Children who have a statement for special needs will have their applications considered separately.
- iii. Brothers and sisters includes step children, half brothers and sisters, fostered and adopted children living with the same family at the same address (consideration may be given to applying this criterion to full brothers and sisters who reside at different addresses). The priority does not apply to siblings whose brothers and sisters transferred into a sixth form at 16+.
- iv. Geographical priority area- 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. In the event that places remain unfulfilled after application of the criteria 1-4 remaining places will be allocated according to the straight line distance from home to school, nearer addresses having priority over more distant ones.
Parishes of Thurnham, Lancaster (part*), Scotforth, Quernmore, Ellel, Caton with Littledale, Cockerham and Over Wyresdale.
(Ellel, Cockerham and Over Wyresdale are in the Central Lancaster area and also in the Garstang Community Academy area).
*Up to the railway and river boundaries between Slyne with Hest and Oxcliffe parishes.
Also, a small area of the Lancaster Parish to be shared with Morecambe High Bay Academy. This is the area north of the River Lune (Scale Hall, Ryelands; Hare Runs; Beaumont and Skerton).
- v. A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admission process, (including after a child has accessed a school place).
Where a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday).
- vi. The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure centre of building to centre of building. If the Local Authority is unable to distinguish between applicants using the published criteria (eg twins or same block of flats) places will be offered via a random draw.
- vii. Children will not normally be able to start school other than at the beginning of the term unless they have moved into the area or there are exceptional circumstances.
- viii. Applications for school places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.

Note 1 - A 'looked after child' is a child who is (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 (see the definition in section 22(1) of the Children Act 1989).

Note 2 - Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

Determined Admission Arrangements for Academic Year 2021/22

Note 3 - Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

Note 4 - See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).