



**Central Lancaster  
High School**

# **Determined Admission Policy for Academic Year 2024/2025**

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**THE BAY  
LEARNING TRUST**

# **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 2023 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 2023.

### **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:

- a) Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note i);
- b) 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);
- c) 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
- d) 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);
- e) Children living within the school's geographical priority area (see note iv);
- f) 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);
- g) Children living outside the school's geographical priority area (see note iv).

### **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**

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application.

The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel.

Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's [appeal form](#) on Lancashire County Council's website.

## **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 Bay Learning Trust's published Public Sector Equality Duty (PSED) Policy on the Trust's website – [www.baylearningtrust.com/key-information/policies](http://www.baylearningtrust.com/key-information/policies)

## **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 the first Monday in July.
- 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 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).
- vi. 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). 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. 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).

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).