



**United Learning**  
The best in everyone™

Marsden Heights Community College

Determined Admissions Policy  
2025 / 2026

## Marsden Heights Community College – Admissions Policy

2023-2024

Marsden Heights Community College is an inclusive school and welcomes children from the local community. It is part of United Learning (the Trust).

### Admissions Number

The proposed published admission number for Year 7 is 210.

### Process for Application

The Governors of the Academy are delegated responsibility by the Trust for the admission of pupils. For entry into year 7 the admissions application and offer process will be coordinated via Lancashire County Council and its timetable. Further information can be found on Lancashire County Council's website [here](#).

Applications should be submitted on the Common Application Form to the student's home borough / local authority (that is, the local authority responsible for the child's address). Typically, this will be Lancashire County Council.

The admission of students with an Educational Health Care Plan is conducted through a separate process. Parents of these students should contact their home local authority's SEND department.

### Consideration of Applications for entry into Year 7

There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome. All students are admitted without reference to ability or aptitude.

The Academy will consider all applications for places. Where fewer than 210 places are received, the Academy will offer places to all those who have applied.

### Procedures where the Academy is oversubscribed

Where the number of applications for admission is greater than the published admission number, applications will be considered as follows. After the admission of pupils with Education Health Care Plans (EHCP) where Marsden Heights Community College is named on the EHCP, the criteria will be applied in the order in which they are set out below to ensure places are offered in a fair, clear and objective manner:

1. Children who are "Looked after" by a Local Authority, or a child who was previously looked after but immediately following being looked after were subject to an adoption or residency order, including those from outside of England (*see notes A and B*).
2. Children for whom the Governors accept there are exceptionally strong medical, social or welfare reasons for admission, which are directly relevant to the college (*see note C*).
3. Children living within the college's geographical priority area with older brothers and sisters in attendance at the college at the time of transfer (*see notes D-G*).

4. Children living within the college's geographical priority area (*see notes E-G*).
5. Children living outside of the college's geographical priority area with older brothers and sisters in attendance at the time of transfer (*see note D-G*).
6. Children living outside the college's geographical area (*see note E-G*).

**The Academy will apply the above criteria to applicant's subject to the following exceptions:**

- Where an applicant is seeking admission for September in the normal admission round, applications received before the closing date will initially be given priority over those received after the closing date.
- When considering twins, triplets or other multiple births places, where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

**Admission Criteria Notes**

- A. A "Looked After Child" means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.
- B. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.
- C. The exceptionally strong medical, social or welfare reasons which parents may ask to be taken into account must relate directly to the student or the family. This category may include children without an EHCP who have special needs. Parent(s) wishing to make application on the basis of this criterion must demonstrate that the college is specifically suited to meet the need described in the application and that no other school can meet this need. Applications made on the basis

of this criterion must be accompanied by a report or letter from a relevant and appropriately qualified professional person. Such a person may be a doctor, social worker or educational psychologist. The college reserves the right to seek and take into account a second opinion from a suitably qualified professional person, such opinion to be gained at the expense of the college. Parent(s) are advised that they should provide full information with their application to enable it to be properly considered. It may not be possible for the college to consider late information.

- D. Siblings at the school are defined as full or half-brother/sister, step-brothers and sisters, adoptive brother/sister, fostered brother/sister living at the same address, (consideration may be given to applying this criterion to full brothers and sisters who reside at different addresses), and the children of parents who are married or cohabiting, where the parents and children live together in the same household. For the purpose of clarity, it does not include cousins. The college reserves the right to ask for proof of relationship. The priority does not apply to siblings whose brothers and sisters transferred into a sixth form at 16\*.
- E. **The Geographical Priority Area for Marsden Heights Community College:** The geographical priority area for Marsden Heights Community College is detailed below and in the brochure provided by Lancashire County Council for Year 6 to Year 7 transition. This area includes Brierfield, South Nelson and Southfield. The southern perimeter of the priority area is the border with Burnley. The perimeter follows the M65 north/north-west until Junction 13 then crosses to the Brierfield side of the motorway at Scotland Bank Road, and then turns up the A56, Leeds Road. It then turns east to follow the length of the centre of Barkerhouse Road, crosses Southfield Lane and follows the centre of Delves Lane to Float Bridge. All residential addresses under Barkerhouse Road and Delves Lane and within the defined area are included in this priority area. The perimeter line then heads south down the centre of Back Lane until it meets the border with Burnley.
- F. The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Academy Trust what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.
- G. Applications from separated Parents/Carers Only: One application can be considered for each child. Where parents/carers are separated, it is essential that agreement be reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. The address used should be the one of the parent/guardians who receives the Child Benefit Allowance for the child. If Child Benefit is not claimed, the address should be that at which the child spends most of their time during term time at the point of application. Proof of residence may be requested at any time throughout the admissions process.

- H. Where there are more applicants than available places within a category, then the distance between the Ordnance Survey address points for the college and the home measured in a straight line will be used as the final determining factor, nearer address having priority over more distant ones. This address point is within the body of the property and is 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).
- I. Applications for college 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.

### **Waiting Lists**

The college operates a formal waiting list from for those who are unsuccessful in securing a place. The waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with an Education Health Care Plan or one who is required to be admitted through an In-year Fair Access Protocol (see below), are allocated in accordance with these criteria.

The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date. The governors will review the waiting list regularly and all parents / carers will be asked to reaffirm their intention to remain on the waiting list at the end of each academic year.

### **National Offer Day**

On National Offer Day (normally the 1st of March) the child's home local authority will inform parents of the outcome of the application and which school you have been allocated.

### **In-Year Admissions: Arrangements for Admitting Pupils outside of the normal admissions round**

Applications outside of the normal admissions round are known as in-year admissions. These are managed directly by the college. You can apply for a place in-year by contacting our Admissions Team on 01282 683060. Parents will be notified of the outcome of their in-year application within 15 school days.

If the year group applied for has a place available, the child will be admitted unless there are reasonable reason(s) not to admit in accordance with Schools Admissions Code. If more applications are received than there are places available, the oversubscription criteria outlined above shall apply. Parents/carers whose application is turned down are entitled to appeal (see below).

Pupils new to the area will be admitted during term time at the earliest convenience. Pupils moving from other schools/colleges will be admitted at the beginning of the new academic term; as appropriate to individual circumstances.

### **Admissions: outside of the normal age-range**

Families may seek a place for their child outside of his/her normal age group under various circumstances such as for summer born children who started primary school later, ill health, if the child is gifted and talented or when the child has experienced problems.

Where a parent wishes to seek a place for their child outside their normal age group, they should contact the college whereupon the process will be explained. The college will make its decision on the basis of: (a) the circumstances of each case and in the best interests of the child concerned; (b) taking account of the parent's views; (c) information about the child's academic, social and emotional development; (d) the child's medical history and the views of a medical professional (where relevant); (e) whether the child has previously been educated out of their normal age group; and (f) whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The college will also take into account the views of the headteacher. When informing a parent of their decision on the year group the child should be admitted to, the college will set out clearly the reasons for their decision.

Where the college agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group as part of the main admissions round (Year 7) the local authority and college will process the application as though it were any other application made as part of the main admissions round, and the same oversubscription criteria shall apply. Where the application falls outside the main admission round, then the in-year admission process shall apply.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the college, but it is not in their preferred age group.

### **Rights of Appeal**

Parents have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the college. The appeal panel will be independent of the college and managed on behalf of the Local Governing Body by an independent organisation. The arrangements for appeals will be in line with the [School Admissions Appeals Code](#) (the "Code") published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and will be binding on all parties. Further information on appeals, including the process and the timeline, can be found on our website [here](#).

*NOTE: While these arrangements give you the right to appeal against decisions of non-admission, the School Standards and Framework Act 1998 does not give you the right to a place at a particular school. Even if you are appealing for a place at your preferred school, you should continue to make arrangements with another school in case your appeal is unsuccessful.*

If parents/carers decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal by an independent appeals service called Clerk Associates. The hearing will be conducted as informally as possible, and parents/carers will have the opportunity to put forward their case and ask questions. If the appeal is refused, the Local Governing Body will not consider a further appeal for admission in the same academic year, unless there is a significant material change in circumstances of the parent or child.

### **Fair Access Protocol**

Marsden Heights Community College participates in the In-Year Fair Access Protocol managed by Lancashire County Council in order to minimize the number of students who are at risk of underachievement by being out of school. This is reviewed by The Admissions Forum on a regular basis.

**Related Documentation**

LCC Admissions Policy

LCC Fair Access Protocol