

# ADMISSIONS POLICY

## Document Control

This document has been approved for operation within:	Burnley High School
Date effective from	September 2027
Date of next review	September 2028
Review period	1 year
Status	Statutory Schools
Owner	Local Governing Body
Version	1



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## Admissions Arrangements for 2027/28 School Entry

This document sets out the admission arrangements for Burnley High School for entry in 2027/28.

### School Background

Burnley High School is a 11-16 Secondary academy 'free school' in the Padiham area of Burnley.

Our Curriculum Model is unique and has a 'blended' approach to discreet subjects. Burnley High School offers an academically rigorous curriculum with a relentless focus on quality of work, high standards and character growth. We provide a tough and rewarding curriculum for everyone. We do not select any students by gender, ability or any other selective criteria. Our admissions policy reflects these aspirations.

Burnley High School is committed to a straight forward, open, fair and transparent admissions arrangement underpinned by a required commitment from parents/carers to agree to and uphold the ethos and values of the school. The school acts fully in accordance with the School Admissions Code (as revised in February 2012), the School Admissions Code and admissions law as they apply to academies.

Burnley High School opened with Year 7 in September 2014. Our class sizes range from 20 to 30 students in each of the five classes across the year groups. The DfE have agreed to our vision and educational plan and have funded our school accommodation according to this.

We intend our school to benefit Padiham and its surrounding area.

### Size of School and Appeals

Burnley High School is a deliberately smaller school, which is key to delivering our highly personalised education provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around one thing: our size.

We have publicly, legally and financially defined the size of our school to have a total of 600 students.

Our admissions policy is the fairest we can legally have, based on random selection which is administered independently by our Local authority.

Burnley High School must therefore rigorously protect the integrity of our admissions process, and as such the admissions appeal panel must not reassess the capacity of our school and year groups, and we therefore do not accept any appeal on anything other than legal grounds. To do so we feel this would be in danger of reducing our fair non-selective process to an unfair and selective interview by panel.

If parents wish to appeal against a refusal to offer a place in the school, they will be placed on a waiting list when notification of an appeal is received.

If parents wish to appeal it should be in writing using the Lancashire Appeals Form available from <http://www.lancashire.gov.uk> and sent to the Clerk to Governors, Burnley High School, Byron Street, Burnley, BB12 6NX. An independent appeals panel will be arranged through the Lancashire appeals process. If there are a number of appeals, these will be heard, where possible, at the same time.

### Year 7 Admissions

BHS will work alongside Lancashire County Council ensuring that parents and carers can benefit from 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.burnleyhigh.com](http://www.burnleyhigh.com).

BHS will admit 120 students in Year 7 in 2027/28

### 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



## 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.

### Process Of Application For Applications For The Academic Year 2027/28

BHS will operate inside the coordinated admission arrangements administered by Lancashire County Council.

Applications for BHS for 2027/28 may be made from 1st September 2025, using the Lancashire coordinated admissions application form, available from [www.lancashire.gov.uk](http://www.lancashire.gov.uk) (search for 'school admissions').

### Admissions And Over-subscription Criteria For Burnley High School

Burnley High School wishes to work in harmony with the locally coordinated procedures throughout the admissions process.

The initial application criteria for applications to Burnley High School is follows:

1. Parents/carers must read and agree to the Burnley High School Parent Agreement (appendix a)

Where the number of applications for admissions is lower than the published admission number, all applicants will be admitted assuming the criteria above has been fulfilled. Where the number of applications for admission is greater than the published admission number, applications will be considered using over-subscription criteria as detailed below.

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

### 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 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,
2. Children on the Parent Group list. As Burnley High School was created through the Free School process, dispensation has been granted from the Secretary of State to prioritise the admission of children whose parents made a significant contribution to the application, set up and running of the school, as set out in Charity Law.
3. Applications for siblings
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
5. Straight line distance between the child's home address and BHS

***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 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 1-4 then the straight-line distance as described in category 5 will be used as the final determining factor, nearer addresses having priority over more distant ones. If over-subscription occurs in category 4 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.



## 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 2027 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 2027, stating their wish and providing their child's name, date of birth and the name of their current school. After 31 December 2027, 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.

## 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.

## Admission of children outside their normal age group

Parents/carer(s) may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

### Children who are already of secondary school age

Parent(s)/carer(s) must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

### Children who wish to seek admission to Year 7 outside their normal age group (i.e. who are currently placed in a lower year group).

Parent(s)/carer(s) will need to submit a normal Common Application Form (CAF) to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

Please note: This Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Secondary national offer date if at all possible.

If the request is agreed, the parent(s)/carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make a further in-year application to the Governing Body for their child to be admitted outside their normal age group when they leave the current primary school.

## Making the decision

Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s)/ carer(s) to provide the Governing Body with all relevant information relating to this request, including the parent(s)/carer(s) views; information about the child's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Governing Body is required to take into account the views of the Head Teacher on the application as well as the information from

the parent(s)/carer(s). The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Governing Body will then inform the parent/carer of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s) have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.

#### Definitions

'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.

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 Burnley High School 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 effects of using discretion on other applicants for a school).

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.

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 EPT at Burnley High School, via [www.burnleyhighschool.com](http://www.burnleyhighschool.com). 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.

# BURNLEY HIGH SCHOOL PRE ADMISSION - PARENTAL AGREEMENT

At Burnley High School, everyone is committed to providing the best education and opportunities for our students. At the heart of our school's work is a commitment to high aspirations for all; for our students to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements. Every student at Burnley High School is encouraged to have aspirational and ambitious goals and everybody is responsible for creating a culture of academic excellence. Our vision as a school is to tackle social disadvantage through high expectations and an ambitious curriculum

Our admissions policy reflects our drive to achieve our vision and therefore Burnley High School welcomes applications only from parents and families who support our vision and ethos. As such, the schools initial admission criteria is that parents/carers must read and agree to the below commitments.

## AS A PARENT/CARER, I WILL

- Ensure my child attends school every day, on time and in full and correct uniform Ensure my child has all the necessary equipment and kit every day to fully participate in school life
- Attend all parents' evenings/meetings and participate in other school events Keep contact details accurate and up to date
- Fully support the school and its policies
- Work with the school to make sure our child behaves well and supports us with any disruptive behaviour
- Encourage my child to have a positive attitude towards school and to always do their best
- Make every effort to support my child's learning at home by encouraging them to complete their homework
- Avoid taking my child on holiday during term time
- Read all correspondence from the school and respond when required, including requests for parental feedback
- Make the school aware of any problems which may affect my child's learning or behaviour
- Treat all staff of Burnley High School with dignity and respect

PARENTS SUBMITTING THEIR APPLICATION THROUGH THE LCC PORTAL WILL BE OFFERRED THE CHOICE TO AGREE TO THE ABOVE AS PART OF THE ONLINE APPLICATION PROCESS

PARENTS SUBMITTING AN IN-YEAR APPLICATION DIRECTLY TO THE SCHOOL SHOULD SIGN HERE TO INDICATE THEIR INTENTION.

**Signed** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Date** \_\_\_\_\_