BISHOP HEBER HIGH SCHOOL

RESPECT • OPPORTUNITY • ACHIEVEMENT

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ADMISSIONS POLICY 2019-2020

School Admissions Years 7 – 11 and Sixth Form
The Governing Body, at the outset, would like to remind parents that Bishop Heber High School & Sixth Form School is a comprehensive school, welcoming students regardless of ability or aptitude. We strictly adhere to the published timetable within Cheshire West Secondary Schools (CWaC) admissions guidelines each year.

Co-ordinated Admission Arrangements for Bishop Heber High School
The School will positively comply with School Admissions legislation requiring all Local Authorities (LAs) to co-ordinate admission arrangements in their area. Co-ordinated admission schemes provide a way for ensuring that every parent living in a Local Authority (LA) receives an offer of one, and only one, school place on the same day which parents should formally accept or decline by the published County deadline.

Foundation Schools such as ours act as their own Admission Authority, applying their own admission criteria as detailed below. However, all parents will only have to complete one Common Application Form (CAF) and will receive their offer from the LA in whose area they live.

The Common Application Form (CAF) must be used by all Cheshire parents applying for a school place, whether inside or outside Cheshire. Parents should have regard to the contents of the LA's most recent Transferring to Secondary School Information Service.

ADMISSION INFORMATION

Admission Numbers
The published admission number (PAN) for Bishop Heber High School is 210 students per year group. Published admission numbers are established for each school in order to decide whether any age group within a school is full.

Admission and Age Groups
Applications for admission, and any appeals, are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances.

Admissions of students residing outside the boundaries of Cheshire
Students residing outside the boundary of CWaC are offered places on the same basis as CWaC students, however, applications on their behalf for a place at this School must be made using an application from their home LA which will make the necessary arrangements with Cheshire LA, e.g. students resident in East Cheshire wishing to express a preference for a place at this School, must name Bishop Heber High School & Sixth Form College on the East Cheshire Admissions Application Form (CAF).

Applicants not resident in England, applying for a place must apply on Cheshire West and Chester Application (CAF) Form. Contact the Admissions and Transfers Team on **0300 123 7039** for further information, advice and guidance.

Allocation of Places
As required by law, the Local Authority makes arrangements for parents to express their preference for the school where they wish their child to be educated and an opportunity to give reasons for their preference before any places are offered.

All preferences must be in writing and those meeting the criteria for Bishop Heber High School will be met except where this would prejudice efficient education or the efficient use of resources, e.g. if the year group in question is full.

The criteria used for prioritising applications if a year group is over-subscribed will be those pertaining to community and voluntary controlled schools, namely:

1. **A 'Looked After Child'** or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a residence, or special guardianship order). 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).

2. **Children for whom there are particular medical or social reasons which, in the Governors' view, justifies admission to this School.** Supporting evidence from a registered professional, such as a

medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why the School is the most suitable school and the difficulties that would be caused if the child had to attend another school. A panel of Governors will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Governors, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received. Few applications fall within this category.

3. **Siblings** – students with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters **living together as part of one household**, already attending Bishop Heber High School and expected to continue at the School in the following school year (i.e. at the time of admission).

4. **Students resident within the designated catchment zone of Bishop Heber High School.** Students will be classed within this category if they and their parents/carers are resident within the area served by the School on the closing date for applications:

Bickerton Holy Trinity CE	Tushingham-with-Grindley CE
Farndon	Clutton CE
Malpas Alport	Shocklach Oviatt CE
Tattenhall Park	Tilston Parochial CE

5. **Students not resident** within the local catchment zone but attending a school designated as a partner/feeder school for admissions purposes as out-of-zone students. Designated Partner Schools:

Bickerton Holy Trinity CE	Tushingham-with-Grindley CE
Farndon	Clutton CE
Malpas Alport	Shocklach Oviatt CE
Tattenhall Park	Tilston Parochial CE

6. **Children of staff** (parents) who have been directly employed by the school for 2 years or longer at the closing date for applications or who have been recruited to meet a particular skills shortage. A parent is any person who has parental responsibility or care for a child and lives in the same family unit at the same address for the majority of the school week. Staff should complete a Supplementary Information Form and submit this to the Admissions Officer at School at the time of application.

7. **Students living nearest to the School** – measured using an Ordnance Survey address point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

Sixth Form

All Students whether they are already in the School or attend another school are required to apply formally for places in the Sixth Form and should have reached the minimum entry requirements for admission to the Sixth Form. Minimum entry requirements are the same for internal and external applicants.

The external admission number for places in Year 12 is 30. Students wishing to join Bishop Heber High School in Year 12 must, however, meet the academic criteria set for their intended courses. A-level courses require a minimum of 5 A*-C grades at GCSE including English and Maths except in exceptional circumstances. Individual subjects may set a minimum requirement grade which is indicated in the Sixth Form Prospectus. In the event that the number of eligible applicants exceeds the number of places available, oversubscription criteria 1, 2, 3, 4, 6 and 7 will apply

Bishop Heber High School will not interview students or their families for entry to Year 12, although meetings may be held to provide advice on options and entry requirements for particular courses.

Proof of address and residency may be required, and Governors retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

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When a child lives at more than one address (e.g. spends part of each week at different addresses) full details of the arrangements must be included on the application form (or by means of an accompanying note) to enable the Governors to decide which address (or, exceptionally, addresses) to use for admission purposes.

Where the school can accommodate some, but not all, students qualifying for one of the preceding criteria, priority will be given to students having regard to the subsequent criteria.

Admission Appeals
Parents who are not offered a place at Bishop Heber High School have a right of appeal to the Independent Schools Appeals Panel. Appeals must be submitted in writing to the School, but parents have the right to present their case to the Panel in person. The Panel will allow you to be accompanied by a friend or to be represented although government advice is that legal representation should not normally be necessary. We will make the necessary administrative arrangements for hearing appeals. The decisions of Independent Schools Appeal Panels are binding on the school Governing Body and parents.

Late Applications
Late applications for places will be considered after all applications received on time (unless there are very exceptional reasons for a late application which must be explained at the time of application).

Repeat Applications
Repeat applications will not be considered within the same school year, unless the parents', child's or the school's circumstances have changed significantly since the original application was made.

Transfer between Schools (In year Admissions)
Governors are prepared to consider requests for transfers between schools other than at normal admission times and parents seeking transfer should approach the Headteacher to find out if there are any places in the appropriate school year. Parents are, however, advised as a first step, to discuss their child's progress and problems with the Headteacher of the child's present school.

Waiting Lists
Students whose applications are unsuccessful may be placed on a waiting list until the end of the Autumn Term and parents should reconfirm their interest in writing to the Headteacher.

If a parent decides to appeal against the decision not to offer a place for their child at their preferred school the child's name will automatically be placed on a waiting list in case any further places become available. Parents who decide not to appeal can also ask for their child's name to be included on a waiting list if they wish. Placing a child's name on a waiting list does not affect the right of appeal.

The waiting list will not be held on a 'first come, first served' basis. New applications will be added to the waiting list in criteria order and should places become available, these will be offered in line with the over-subscription criteria outlined above.

Appeal Panels
The Appeals Panels will be appointed by an outside facilitator (e.g. the Democratic Services within the Local Authority) and will have three members made up of independent lay persons and people who have an educational background. A clerk to the Panel also attends to see that the appeal is heard properly and to keep a record of the hearing. The clerk is impartial and does not represent the school. An administrator also attends to take notes.

Appeal Hearings
Appeals Panel hearings are informal and will be held locally and they are structured in the following way:

- The Chair of the Appeal Panel introduces the other members and explains what will happen
- The School representative, called a Presenting Officer, puts their case
- You, as parents, and the Panel members can question the Presenting Officer
- You, as parents, put your case
- The Presenting Officer and the Panel can ask you questions
- The Presenting Officer sums up their case
- You, as parents, sum up your case

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The Appeal Panel will then ask both parents and the Presenting Officer to leave, before making their decision.
You are encouraged to attend the Panel as it may wish to put questions to you but you are not obliged to do so. Appeals can be considered on the basis of your written information alone.

Powers of Appeal Panels
Panels can uphold all appeals and instruct the school to allocate a place for your child. They can uphold some of the appeals and reject others and they can also reject all the appeals.

Once all the appeals have been heard Panels must first decide whether further admissions 'will prejudice the provision of efficient education and/or the efficient use of resources'.

Prejudice cannot normally be proved until the year group your child will enter is full. This means that the year group has not only reached its admission limit but cannot accept any more students in that year group without prejudicing the provision of efficient education at the school or the efficient use of resources. The school will provide a statement giving their reasons why they consider that to accept further students would cause prejudice to the school.

If the Panel believes that the school can admit all the students whose parents have appealed without causing prejudice your appeal will automatically be upheld. The Panel may decide that places can be allocated to some of the appellants before the point is reached when further admissions will cause prejudice. The Panel will decide how many more places can be offered. Any such places may be allocated by the Panel according to the school's admissions criteria and any other factors in the individual case which are compelling reasons for admission, for example if there has been an error in applying the admission criteria when places were allocated.

If the school's case that further admissions will cause prejudice is accepted by the Panel (either as presented or after some further places have been allocated) the Panel will then proceed to the second stage.
This requires panel members to balance your own arguments in support of your child's admission against the extent of prejudice to efficient education and the efficient use of resources which would be caused by the admission of further students. If the Panel believes that your case outweighs the extent of the prejudice your appeal will be upheld, otherwise your appeal will be rejected.

Timescales
Casual appeals are normally heard within 30 school days (excluding school holidays) from the date the completed appeal form is received in school. Block appeals for September intake into Year 7 will be held between April to July each year, if the form is returned within the published time scales. Forms received after the deadline may result in the appeal for your child not being held until September.

You will be given the date and time of the appeal hearing two weeks in advance of the hearing and the school's statement of its case will be sent to you one week in advance. You will normally be notified of the Panel's decision in writing no later than 7 working days of the hearings being completed. Decisions of Appeals Panels are final and binding on both the school and the appellants.

Repeat Appeals
If you are not successful you may apply for another appeal, but your application will not be considered within the same school year unless your own or the school's circumstances have changed significantly and materially since your first appeal (e.g. change of address).

What Happens If You Are Not Happy With The Outcome Of The Appeal?
Decisions of Appeals Panels are final and binding on both the school and the appellants. The only further rights open to you if your appeal is not upheld is to complain to the local government ombudsman if you consider there has been 'mal administration' in the way your appeal was handled or to seek 'judicial review' of the decision through the Courts.

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Making your Appeal
You must make your appeal in writing to the School. You must also state the 'grounds' on which your appeal is based. You should consider when preparing your appeal whether to include copies of any supporting documentation. These are some examples of documentation that might support or corroborate statements in your appeal:

- letters or statements from doctors, other health professionals or social workers stating why your child must attend this particular school;
- in circumstances where a change of address is relevant to your appeal, letters or statements from a solicitor (or others) confirming a change of address.

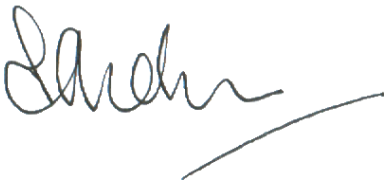
All supporting documentation should be provided at least 7 days before the appeal. If you submit additional information during the appeal, the presenting officer may seek an adjournment from the panel. In certain instances this might require the hearing continuing on another day.

The School will acknowledge receipt of your form as soon as possible and will make the necessary arrangements. A copy of your appeal documentation will also be provided to the presenting officer, who, together with the School, will prepare a written response to your appeal, which will be sent to you no later than seven days before the hearing by the outside facilitator (e.g. the Democratic Services within the Local Authority).

Other sources of help
Parents can seek advice from the Advisory Centre for Education (ACE) in London which is a voluntary body providing a helpline advice service to parents on education matters. The telephone helpline number is **0300 0115 142** and they also have a website: www.ace-ed.org.uk

General information regarding appeals can be obtained from the Cheshire Admissions & Transfer Team, who will also assist you if your appeal is unsuccessful. Their helpline number is **0300 123 7039.**

The Department for Education (DfE) has a web site that provides a range of information for parents. www.gov.uk/government/organisations/department-for-education



Signed: **(Chair of Governors)** **(Headteacher)**

Administration Use:	
Statutory/Non-Statutory:	Statutory
Website:	Yes
GB Committee:	REP
Document Formulated:	28th March 2014
Review:	Annually
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