



Consultation on the Admission Policy community secondary schools for 2027-28

The Local Authority is consulting on the proposed admission policy for community secondary schools for 2027-28.

The Local Authority is primarily consulting in line with the requirement within the School Admissions Code 2021, that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

We are taking this opportunity to add a criterion to the admission arrangements of Bedford High School and Shevington High School to give priority to children of staff.

Giving priority to children of staff assists schools with the recruitment and retention of staff. It also recognises the contribution of staff to the school and its community.

The full proposed arrangements are below. If you have any questions about the proposed admission arrangements, please contact Darren Thomas-Stanley on 01942 489013.

Proposed admission arrangements for community secondary schools 2027-28

Bedford High School

DfE number: 4019

Admission Number: 210

Where the school receives more applications than places available, the following oversubscription criteria will be applied once places have first been allocated to pupils who have an education health and care plan which names the school:

1. Looked after children, previously looked after children and children who appear to the Local Authority to have been in state care outside of England and ceased to be in state care because they were adopted.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Applications for previously looked after

children must be supported with appropriate evidence i.e. a copy of the adoption order, child arrangements order or special guardianship order.

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. Applications must be supported with appropriate evidence that the child has been adopted from state care.

2. Children whose older brother or sister attends the school and will still be there at the time of admission.

3. Priority will be given to children of all staff in either of the following circumstances:

- (a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made; or
- (b) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children living in Atherton (M46 postcodes), Leigh (WN7 postcodes), Astley (M29 postcodes), Tyldesley (M29 postcodes) and Mosley Common (M28 postcodes).

5. Other children living nearest to the school.

Cansfield High Specialist Language College

DfE number: 4015

Admission number: 202

Where the school receives more applications than places available, the following oversubscription criteria will be applied once places have first been allocated to pupils who have an education health and care plan which names the school:

1. Looked after children, previously looked after children and children who appear to the Local Authority to have been in state care outside of England and ceased to be in state care because they were adopted.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, child arrangements order or special guardianship order.

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. Applications must be supported with appropriate evidence that the child has been adopted from state

care.

2. Children whose older brother or sister attends the school and will still be there at the time of admission
3. Other children living in Ashton-in-Makerfield, and Garswood and North Ashton in St Helens (WN4 postcodes).
4. Other children living nearest to the school.

Shevington High School

DfE number: 4027

Admission number: 178

Where the school receives more applications than places available the following oversubscription criteria will be applied once places have first been allocated to pupils who have an education health and care plan which names the school:

1. Looked after children, previously looked after children and children who appear to the Local Authority to have been in state care outside of England and ceased to be in state care because they were adopted.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, child arrangements order or special guardianship order.

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. Applications must be supported with appropriate evidence that the child has been adopted from state care.

2. Children whose older brother or sister attends the school and will still be there at the time of admission.
3. Priority will be given to children of all staff in either of the following circumstances:
 - (a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made; or
 - (b) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living in Shevington. (see map below)
5. Children living in Standish Lower Ground, Appley Bridge and Orrell. ([follow this](#)

[link for map](#)).

6. Children living nearest to the school.

Notes to the oversubscription criteria for all community secondary schools

Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats).

In these cases, we will use a system to randomly pick who will be offered a place.

Child's home address

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications.

If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is the address where the child sleeps the majority of the school nights (Sunday to Thursday) during the week in term time. Where there is dispute or equal nights are slept, parent will be asked to provide proof of the address registered with the child's GP.

We may ask to see additional forms of evidence of your home address (photocopies are acceptable). This may include:

- proof of where you are registered for council tax
- your television licence
- wage/ salary slip
- proof of your child tax credits

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carers is unable to provide sufficient proof of their residence.

Brothers and Sisters

We will include:

- Half-brothers and half-sisters;

- Stepbrothers and step sisters; and
- Foster brothers and foster sisters;

who live at the same address as part of the same family unit.

Late applications

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 30 November will be included with on time applications.

Waiting lists

Places may become available at a school after the offer date. We will:

- Put all children who we refuse a place at one of their preferences on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- Offer any place that becomes available to the next child on the waiting list; and
- Maintain the waiting list until 31st December 2027.

We must keep the waiting list in order of the oversubscription criteria for the school. This is a legal requirement. We cannot take into account the date the application was received or the length of time a child's name has been on the waiting list. This means that both on time and late applications are treated the same for waiting list purposes. Your child's position on the waiting list may change if another applicant is refused a place and their child is ranked higher in the school's oversubscription criteria.

Applications outside of the normal age group

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

Where a child has been educated out of their normal age group at primary school, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

A decision is made on the basis of the circumstances of each case.

The process is as follows:

Stage 1 – request

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

- A request for early entry into Year 7 should be made before 31 October in the previous academic year in order to give sufficient time for the case to be considered prior to the offer of school places on 1 March.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

Stage 2 – decision

Requests for voluntary-aided, foundation and academy schools will be referred to the school to be considered.

Requests for community and voluntary controlled schools will be considered by the local authority. We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the local authority to consider.

Stage 3 – outcome

Parents are notified of the decision in writing by the School Organisation Team.

Request agreed:

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications in accordance with the oversubscription criteria for the school. **There is no guarantee that a place will be offered at the preferred school.** 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 school but it is not in their preferred age group.

Request refused:

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the Council's complaints procedure for decisions made by the local authority or under the school's complaints procedure where the decision has been made by the school.

Shevington High School Criterion 3

