

**The Deanery**

Church of England High School and Sixth Form College



# ADMISSIONS POLICY FOR 2020/2021

September 2018

1. The Deanery C.E. High School is a Church of England High School, therefore:
  - o the Governors decide the school's Admissions Policy, and
  - o the Governors decide who is offered a place at the school.The Local Authority co-ordinates Admissions across Wigan.
2. Normally, children start at The Deanery in the September of Year 7 and the September of Year 12. Children can start in other year-groups or at other times of the year; these are called "in-year" admissions (see below).
3. For September 2020, there are 250 places for Year 7 children.
  - o If 250 children (or less) apply to The Deanery, all will be offered a place.
  - o If more than 250 children apply, places will be offered in the following order.
    - a) Children with a Statement of Special Education Needs or Education Health and Care Plan, as long as the Statement or EHC Plan names The Deanery as the pupil's school.
    - b) Children in Public Care, including previously looked after children (i.e. children who were looked after, but ceased to be so because they were adopted, became subject to a residence order or special guardianship order. Applications in this category must be supported with appropriate evidence, i.e. a copy of the adoption order, residence order or special guardianship order).
    - c) 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. 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.
    - d) Children with special medical or social needs where those needs can best be met at The Deanery C.E. High School, as long as evidence from a suitably qualified professional (e.g. a doctor or social worker) is given to the school. This evidence must set out the reasons why The Deanery is the school most suited to meet the child's needs.
    - e) Children who will have an older brother or sister at The Deanery at the time of application, including the 6<sup>th</sup> Form.
    - f) Children who are regular worshippers at a Christian church, as long as this is confirmed by the church leader (such as the priest).
    - g) Children who are active members of another World Faith community, as long as this is confirmed by the community's leader (for example, the imam).
    - h) Children who express a preference for a place at the school on their Local Authority form.

#### 4. **Distance Tie-Break**

Within each group **A** to **G** above, children who live nearer the school will be offered a place first. The distance will be measured in a straight line from the child's home address to the school's Pupil Entrance, using a Geographical Information System. Occasionally the distance from home to school is the same for more than one child (e.g. if two children live in the same block of flats). In these cases, the Local Authority will prioritise these children on a random basis.

When parents apply for a place, they must give the correct permanent address. This is where the child and parent, or person with care of the child, or the person with parental responsibility, normally live. If the child's parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who gets the Child Benefit to determine this. We may carry out checks to confirm that addresses are genuine. We may ask to see two forms of evidence of a child's permanent address at the closing date for applications such as:

- o where the registration for council tax is held, and/or
- o a utility bill which can be gas, electricity or water

Any evidence provided must establish that the parent or main carer lived at this address at the closing date for applications. If there is a temporary change of address, for example, if someone has gone to live with a relative etc., this address cannot be used. When considering a child's application, we use the permanent home address we have on file at the closing date for applications.

## 5. Brothers and Sisters

In category **D**, we mention "*an older brother or sister*". In line with the Local Authority definition, we will count

- brothers and sisters.
- half-brothers and half-sisters.
- stepbrothers and stepsisters.
- foster brothers and foster sisters

who live at the same address as part of the same family unit as "*an older brother or sister*".

## 6. Christian Churches

In Category **E**, we mention "*regular worshippers at a Christian Church*". "*Regular worshippers*" means any child who has attended a church service, or a youth activity organised by church (such as Sunday School), at least 12 times in the 12 months before the application is made. A Christian Church is any church in membership of, or sharing the statement of belief ('the Basis'), of Churches Together in England. Children will only be offered a place as a "*regular worshipper*" if the church leader (for example, the priest, minister or vicar) signs the Local Authority or supplementary form to confirm the child's Church attendance.

## 7. Other World Faiths

In Category **F**, we mention "*another World Faith*". This means any recognised world-wide religion, such as:

- Buddhism
- Hinduism
- Judaism
- Islam
- Sikhism
- Mormonism, Jehovah's Witnesses, etc.

This is not an exclusive list. Children will only be offered a place as an "*active member of another World Faith community*" if the community's leader (such as an imam or rabbi) signs the Local Authority or supplementary form to confirm the child's active membership of the faith community concerned.

## 8. Applications from twins, triplets etc.

If a twin or triplet etc. is offered a place at The Deanery, then the other twin, triplet(s) etc. will also be offered a place. Very occasionally this may result in more than 250 places being offered.

## 9. Late Applications

Late applications, received after the closing date of 31<sup>st</sup> October 2018, 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<sup>th</sup> November 2018 will be included with on time applications.

## 10. In-year Admissions

Children can apply for a place The Deanery outside the normal round of Admissions.

- If there is at least one place available in a year-group, the child will be admitted.
- If there are more applicants than places, the Governors will apply the categories listed above to establish which child(ren) will be admitted.

If there are no places available the child will not be admitted and the parents will be advised of their right of appeal.

## 11. Unsuccessful Applications

All unsuccessful applicants will be offered a chance to appeal. The Appeal is heard by a panel independent of the school.

Unsuccessful applications for the normal round of admissions into Year 7 will be held in a waiting-list. The waiting-list is kept in categories using the same criteria described above. In the event of a place becoming available, the Admissions process will be run again to determine which applicant is offered a place. The waiting-list for the normal round of admissions will be maintained until the Christmas of Year 7. No waiting-list will be kept for any other year-group.

## 12. **Sixth Form Admissions**

Each year up to a maximum of 250 students are admitted into the 6<sup>th</sup> Form, up to 80 of who may be external applicants. Any Looked-After Child who meets the admissions criteria for the courses they have chosen will automatically be offered a place. The remaining places will be awarded on the basis of academic suitability for the courses that will run, using criteria that will be published in the Sixth Form Prospectus, and measured in the first instance by GCSE results. GCSE results will be used as an over-subscription criterion should this prove necessary; children with the best average GCSE grade will be admitted.

## 13. **Admission of children outside their 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.

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**

As a Voluntary Aided school, requests will be referred to the school by the Local Authority School Organisation Team to be considered.

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. **There is no guarantee that a place will be offered at the 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.

Where a child has been educated out of their normal age group, 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.

**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 school's complaints procedure where the decision has been made by the school.