

Admissions 2023 -2024 Policy

Weaverham High School



Approved by:	Governing Body	Date: September 2021
Last reviewed on:	September 2020	
Next review due by:	September 2022	

Admissions Years 7 – 11

The Governing Body, at the outset, would like to remind parents that Weaverham High School is a comprehensive school, welcoming students regardless of ability or aptitude.

Co-ordinated Admission Arrangements for Secondary 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 with letters being posted out on National Offer Day. Parents should formally accept or decline the place offered by the deadline date. Key Admissions Dates are published by the LA and can be found in the Admissions section of their web-site.

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 fill in one application form and will receive their offer from the LA in whose area they live.

The Common Application Form (CAF) must be used by all Cheshire West and Chester parents applying for a school place, whether inside or outside Cheshire West and Chester. Parents should have regard to the contents of the LA's "Transferring to Secondary School, A Guide to Parents/Carers".

Admissions Information

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 pupils resident outside the boundaries of Cheshire West and Chester

Pupils residing outside the boundary of Cheshire West and Chester are offered places on the same basis as Cheshire West and Chester pupils, 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 West and Chester LA, e.g. Pupils resident in Warrington wishing to express a preference for a place at this school, must name Weaverham High School on the Warrington LA Admissions application form.

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

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 this 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:

The published admission number for this school is 235 pupils for entry in year 7. The school will accordingly admit at least 235 pupils in the relevant age group each year.

Where more applications are received than there are places available for Weaverham High School, places will be awarded in accordance with the Governing Body's over subscription criteria:-

1. **'Cared for Children' or children who have previously been in the care of a local authority but have since been adopted, or became subject to a residency order or special guardianship order.** A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989) at the time of application and who Cheshire West and Chester Council has confirmed will still be cared for at the time of admission to the school.
2. **Siblings** - Children with siblings already attending Weaverham High School in Years 7 to 10 at the time of application. A sibling is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, adopted brother or adopted sister living together as part of one household.
3. **Children resident within the designated catchment zone of the school.** Children will be classed within this category if they and their parents/carers are resident within the catchment zones of the following schools on the closing date for applications.
 - Aston-by-Sutton Primary School
 - Crowton CE Primary School
 - Cuddington Primary School
 - Norley CE Primary School
 - Sandiway Primary School
 - Weaverham Academy (formerly University Primary Academy Weaverham, Wallerscote Primary School)
 - Weaverham Forest Primary School
 - Whitley Village School
4. **Past Pupil Siblings** - Children with siblings in year 11 at Weaverham High School at the time of application or with siblings who left the school in the preceding two academic years. Siblings who have already left must have remained on roll until after the summer exams in Year 11. The applicant's address must match that held for the elder sibling on the school database. If the household has moved in the intervening period, proof of residency at previous address must be provided to the Admissions Officer at school.
5. **Children** not resident within a school's local catchment zone but **attending partner schools for admissions purposes**, as out-of-zone pupils:
 - Aston-by-Sutton Primary School
 - Crowton CE Primary School
 - Cuddington Primary School
 - Norley CE Primary School
 - Sandiway Primary School
 - University Primary Academy Weaverham (formerly Wallerscote Primary School)
 - Weaverham Forest Primary School
 - Whitley Village School
6. **Children of parents who have been directly employed by the school for 2 years or longer at the closing date for applications.** 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. **Pupils living nearest to the school** - Distances are measured using Ordnance Survey mapping in conjunction with Local Land and Property Gazetteer (LLPG) to identify each property and each

school. A straight line measurement in miles is taken from the place of residence to the preferred school to calculate the distance.

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.

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 addresses (or, exceptionally, addresses) to use for admission purposes.

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

Where it is identified that there are a limited number of places available and the Governors cannot differentiate between the applications using the nearest school criterion (criterion 7) a random allocation tie-breaker will be applied. This may be required, for example, where applicants reside in the same block of flats.

Admissions Appeals

Parents who are not offered a place have a right of appeal to the Independent Schools Appeals Panel. Appeals must be submitted in writing within 20 school days of receiving notification of there being no place. 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 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

Pupils whose Year7 applications are unsuccessful will be placed on a waiting list for one term after the start of the academic year, regardless of whether their parents decide to appeal against the decision not to offer a place at the school. Thereafter, parents who wish to remain on the waiting list must 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 the School 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

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 pupils 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 pupils would cause prejudice to the school.

If the Panel believes that the school can admit all the pupils 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 pupils. 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

Appeals must be lodged within 20 school days of being notified there is no place.

For applications made in the normal admissions round, appeals will be heard within 40 school days of the deadline for lodging appeals.

For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.

For applications for in-year admissions, appeals will be heard within 30 school days of the appeal being lodged.

You will be given the date and time of the appeal hearing 10 school days in advance of the hearing and the school's statement of its case will be sent to you 5 school days in advance. You will normally be notified of the Panel's decision in writing within 5 school days of the hearing 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.

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 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.

Other sources of help

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

The Democratic Services at County Hall arranges all appeal hearings and their contact number is 01244 975970.

The Department for Education has a website that provides a range of information for parents www.dfe.gov.uk

Weaverham High School



COMPLETION OF THIS FORM IS ONLY REQUIRED IF YOU ARE CLAIMING A PARENT LINK.

**Supplementary Information Form
Parent Link for School Admissions.**

Child Name:.....

Date of Admission applied for:.....

Parent Name:.....

Parent Address:.....

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Employee Number:.....

Date commenced work on a direct contract for Weaverham High School:.....

Please confirm that you and the child named above are resident at the same address as each other for the majority of the school week.

Yes/No* (*Delete as applicable)

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For administration purposes only

Contract checked and accepted	Yes	No
Parent Link accepted	Yes	No

Weaverham High School



COMPLETION OF THIS FORM IS ONLY REQUIRED IF YOU ARE CLAIMING A PAST PUPIL SIBLING LINK.

Supplementary Information Form
Past Pupil sibling link for School Admissions.

Child Name:.....

Date of Admission applied for:.....

Past Pupil Sibling Name.....

Date elder sibling left Weaverham High School.....

Parent Name:.....

Parent Address:.....

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If you have moved house since elder sibling left Weaverham High School please provide additional evidence of previous residency and house move.

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		For administration purposes only
Sibling attended WHS within relevant date range?	Yes	No
Address match	Yes	No
Different address but evidence of previous residency	Yes	No
Past Pupil Sibling Link accepted	Yes	No