



# Sandbach School Admissions Policy

## 2019-2020

### **School Admissions Years 7 - 11**

The school complies with School Admissions legislation requiring Local Authorities 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 receives an offer of one, and only one, school place on the same day. We are a member of Cheshire East's scheme.

Academies 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 East parents applying for a school place, whether inside or outside Cheshire East. Parents should have regard to the contents of information booklets issued by the LA.

### **Admission Numbers**

The published admission number for this school is 240 pupils per year. Published admission numbers are established for each school in order to decide whether any age group within a school is full.

Application for admission, and any appeals, are normally considered in relation to the availability of places in a year group other than in exceptional circumstances.

Pupils residing outside the boundary of Cheshire East are offered places on the same basis as Cheshire East pupils. Applications must be made using an application from their home LA which will make the necessary arrangements with Cheshire East LA.

### **Special Educational Needs**

Until capacity is reached, all students with statements of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHCP) where Sandbach School is named on the statement (and where minimum entry requirements are met for Year 12 entry) will be admitted.

### **Allocation of Places**

As required by law, the LA 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 are as follows:**

- i. **Cared for children and previously cared for children**  
A "cared for" child is a boy who is in the care of the LA or provided with accommodation by that authority – as defined in Section 22 or the Children's Act 1989. A "previously cared for" child is a boy who has ceased to be so because they were adopted or became subject to a residence order or special guardianship order'.
- ii. **Children for whom advice from a medical practitioner or psychologist has been provided in support of admission to our school** and which in the school's view justifies admission on the basis that a place here is essential for the medical well-being of the child. If it is considered appropriate the views of the School Doctor or Educational Psychologist will be sought in the event of parents requesting admission on medical or psychological grounds.
- iii. **Pupils resident within the designated catchment zone of the school** – given below. Pupils living in the catchment zones of: Elworth CE Primary, Elworth Hall Primary, Offley Primary, Sandbach Primary Academy, Sandbach Heath St John's CE Primary, Wheelock Primary, Haslington Primary and The Dingle Primary, (including the shared areas in relation to Haslington and The Dingle Primaries) and pupils living in the parishes of Arclid and Hassall and of Betchton Parish.

- iv. **Siblings** – boys with brothers, step-brothers or half-brothers living together as part of one household already attending Sandbach School and expected to continue here the following school year OR boys with sisters, step-sisters or half-sisters already attending Sandbach High School & Sixth Form College and expected to continue there the following school year.
- v. **Children of staff** with more than two years' service, or those new members of staff recruited to meet a particular skills shortage, who are not resident within the local catchment zone nor attending a school designated as a partner/feeder school for admissions purposes.
- vi. **Pupils not resident within the local catchment zone but attending a school designated as a partner/feeder school for admissions purposes as out-of-catchment pupils.** Designated Partner Schools: Elworth CE Primary, Elworth Hall Primary, Offley Primary, Sandbach Primary Academy, Sandbach Heath St John's CE Primary, Wheelock Primary, Haslington Primary, The Dingle Primary and Rode Heath Primary.
- vii. **Pupils living nearest to the school** measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the point of residence's coordinate point.

**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 address (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.

### **Late Applications**

Late applications for places will be considered after all applications received by the closing date unless the school considers that there are good reasons for the late application, which must be stated at the time of application, e.g. exceptional medical reasons preventing earlier application, late removal in to the area.

Supporting documentation must be provided to the school for consideration and must be received by the deadline provided by the local authority. Late applications will be forwarded by the local authority to the governing body for consideration.

### **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 Local Authority to find out if there are any places in the appropriate school year.

### **Waiting Lists**

Boys whose 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 son at their preferred school the boy'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 son's name to be included on a waiting list if they wish. Placing a boy'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.

### **Admissions Appeals**

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

### **Appeal Panels**

The Appeals Panels will be appointed by 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.

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 unless the year group 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 the 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 arguments in support of the 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 the individual case outweighs the extent of the prejudice the appeal will be upheld, otherwise the appeal will be rejected.

Decisions of Appeals Panels are final and binding on both the school and the appellants. The only further rights open if the appeal is not upheld is to complain to the local government ombudsman if there has been 'mal administration' in the way the appeal was handled or to seek 'judicial review' of the decision through the Courts.

## **Sandbach School Sixth Form Admissions Policy 2019-2020**

The Sixth Form welcomes applications from Year 11 students currently at Sandbach School and students, both boys and girls wishing to join from other schools. All current Year 11 students at the school will be guaranteed a place in the sixth form subject to the minimum entry requirements outlined below. A number of 'external' places are available each year to accommodate a growing number of students wishing to apply from other schools in the area. The published minimum admissions number (PAN) for external students is set at 80, but this is a flexible upper limit.

Students should apply by completing the Sixth Form Guidance Form, available on the website and returning it for the attention of Mr N Darling, Assistant Headteacher. All applicants will be invited to discuss their options in detail and given advice and guidance in order to help them to choose the most appropriate curriculum post-16.

### **Entry Requirements:**

- Level 3 - A Level Study: 5 or more GCSE subjects graded 5 or above.
- Level 3 – BTEC qualifications: 4 or more GCSE subjects graded 5 or above.
- For the full list of subject specific requirements, please refer to the sixth form course booklet.
- Students not gaining English and Maths GCSE will be required to re-sit these subjects in Year 12.

### **Sandbach Sixth Form Partnership:**

- Students undertaking subjects in the sixth form partnership with Sandbach High School & Sixth Form College will be expected to achieve similar grades at GCSE for entry into the sixth form. However, the High School has an open entry policy and entry for certain subjects can be negotiated on an individual basis.
- Students may access subjects as part of the partnership under the following circumstances:
  - A student wishes to study 'Partnership specific' subjects. These subjects are identified in the course information and guidance materials provided by both schools.
  - A timetabling clash can be solved by taking a subject at either partnership school.
- Students wishing to undertake Partnership subjects should apply to their home school, following the school's application process.

### **Oversubscription Criteria:**

In the event that the number of eligible applicants exceeds the number of places available, the oversubscription criteria to be applied are (please refer to page 1 of this document for definitions):

- Cared for children and children who were previously cared for
- Children resident within the designated catchment area of the school
- Pupils living nearest the school

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Headteacher*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Governor*