

# Admissions Policy 2021 – 2022

## Sandbach School



Prepared by: Sarah Burns, Headteacher  
Approved by: Sue Kennerley, Chair of Governors

A handwritten signature in black ink, which appears to be 'Sue Kennerley', is enclosed within a thin black rounded rectangular border.

**Date Approved:** 20 January 2020 / 24 June 2021  
**Next Review Due:** January 2022

## **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 (PAN) 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 an Education, Health and Care Plan (EHCP) where Sandbach School is named on the EHCP (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:

#### **1 Cared for children and previously cared for children**

A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989).

Children previously 'cared for' are children who were 'cared for' as defined above, but immediately after being 'cared for' became subject to an adoption, child arrangements order (formerly residence order), or special guardianship order. A child arrangements order is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 amended by Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). This includes children who appear to (in the view of Cheshire East) have been in state care outside of England and ceased to be in state care as a result of being adopted."

2. **Aptitude** — Sandbach School will admit up to 24 applicants into Year 7 who have aptitude in Music or Sport. Evidence of this aptitude will be provided via an assessment event to which all those who have applied for a place under Priority 2 will be invited. Applications for entry into Year 7 based on Music or Sporting aptitude must be made via a separate form which can be found on the school website. This must be returned to the school on the date indicated on this form. Applicants should indicate on the LA CAF that an application to the school has been made under this priority.

3. **Pupils resident within the designated catchment area of the school — See Appendix 1 .**

4. **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, stepsisters or half-sisters already attending Sandbach High School & Sixth Form College and expected to continue there the following school year.

5. **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.
6. **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.
7. **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.

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 board 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**

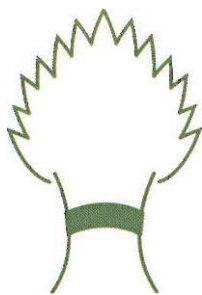
Boys whose applications are unsuccessful will be placed on a waiting list for one term after the start of the academic year, regardless of whether their parents decide to appeal against the decision not to offer a place at the school. Thereafter, parents who wish to remain on the waiting list must reconfirm 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 made within 20 school days of the decision not to offer a place. 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 decisions of Schools Appeal Panels are binding on the school governing board and parents.



## Sandbach School Sixth Form Admissions Policy 2021 - 2022

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 admissions number (PAN) for external students is set at 80.

Students should apply by completing the Sixth Form Guidance Form, available on the website and return it for the attention of the Head of Sixth Form. 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:

The general guideline for admission of students into the sixth form is that there is an appropriate course of study accessible to the student. Experience tells us that in order for students to manage the course of study and gain successful outcomes at A level courses or similar they typically have achieved the following:

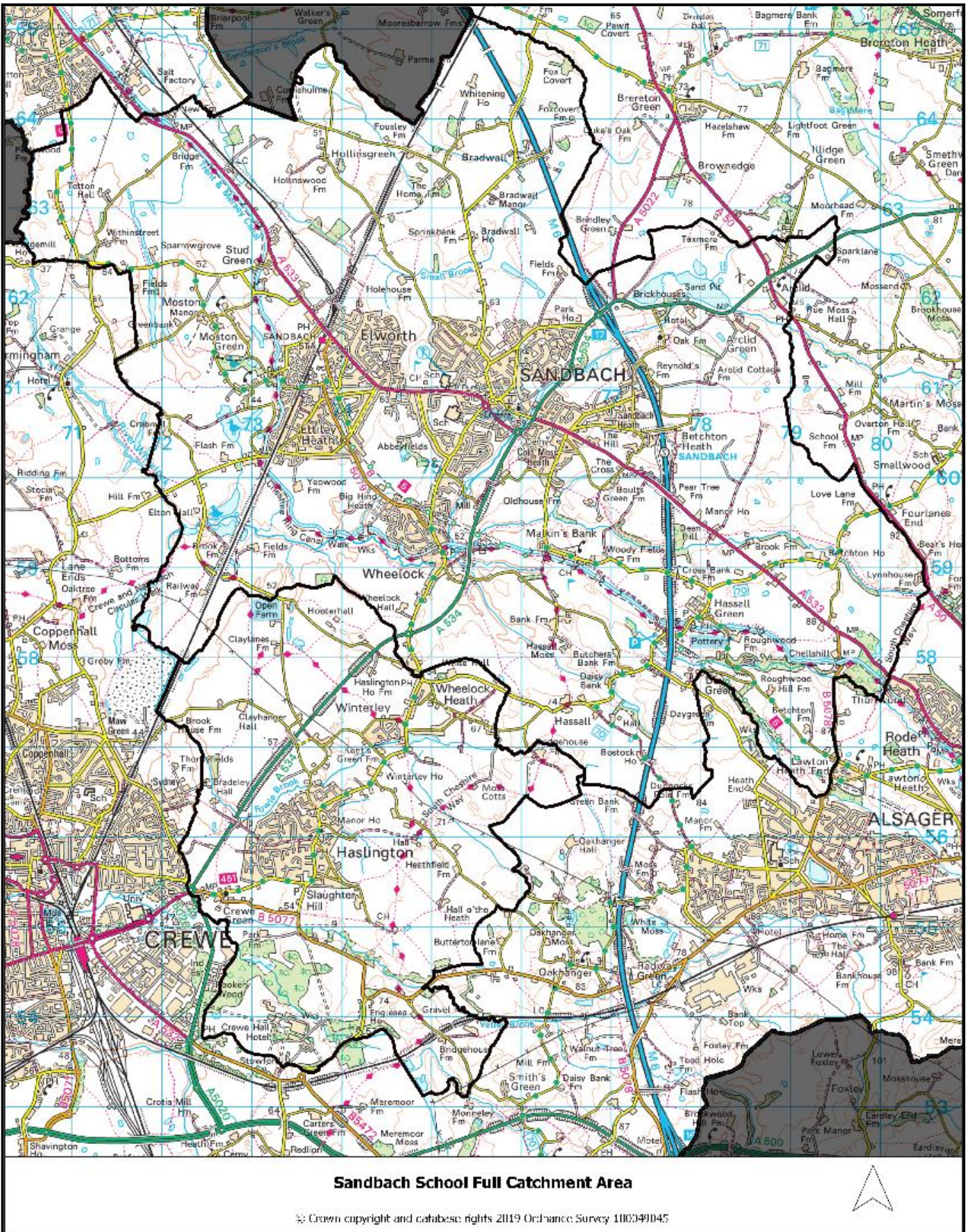
- Level 3 - A Level Study: 5 or more GCSE subjects graded 5 or above.
- Level 3 — BTEC qualifications: 4 or more GCSE subjects graded 5 or above.
- For the full list of subject specific requirements, please refer to the sixth form course booklet.
- Students not gaining English and Maths GCSE will be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

### Oversubscription Criteria:

In the event that the number of eligible applicants exceeds the number of places available, the oversubscription criteria to be applied are as set out in the main school Admissions Policy (see page 1 of this document).

Students refused a place in the Sixth Form have a right of appeal to an Independent Schools Appeals Panel. Appeals must be submitted in writing using the form available on the school website. Appellants are allowed 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Parents/carers 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 legally 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 board and parents/carers.

# Appendix 1



**Note:** The smaller area marked on the map is a joint catchment area with Sir William Stanier School, Crewe