



**BLACON**  
HIGH SCHOOL

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ASPIRE BELIEVE ACHIEVE

**Admission Policy 2024 - 25**

**For admission into September 2024**

**VISION STATEMENT**

We want Blacon High School to be a safe and caring place at the heart of our community, where everyone is valued and supported to aspire, believe and achieve beyond their potential.

**Ratified by Full Governing Body: 7<sup>th</sup> December 2022**

**Next due for review: Autumn 2023**

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## Admission Policy 2023 - 24 - For admission into September 2024

Blacon High School is an 11-16 foundation school. The Governing Body is the admissions authority and the admission limit for September 2024 for Year 7 is 150 places.

The Governors' admission policy on the allocation of places at Blacon High School follows the Local Authority model. Advice on the appeals procedure should parents not be satisfied with the allocation, appears in the Authority's booklet "**Transferring to Secondary School – Applying for Secondary School Places.**" This booklet is available on request from Cheshire West and Chester Council or can be viewed on the Council's website <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/information-booklets-school-ad.aspx> forms for the school are available from the school directly on request.

### 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

#### **4. How to apply**

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from your local authority.

#### **5. Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group. It is the school's policy for students to be within the year of their chronological age.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 6. Allocation of places

### 6.1 Admission number

The school has an agreed admission number of 150 pupils for entry in each year group.

### 6.2 Oversubscription criteria

All children whose statement of special educational needs (SEND) or education, health and care (EHCP) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

In prioritising applications from parents expressing a preference for the school, the following criteria are used:

All pupils with an Education Health Care Plan (EHCP) or statement of special needs which names the school, will be admitted before any other places are allocated.

1. **‘Cared for Children’.** A ‘cared for child’ is a child who is in the care of the 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 the local authority has confirmed will still be cared for at the time of admission to the school. These determined arrangements contain the statutory requirement of the School Admissions Code (December 2014) to include a variation to the “Looked After Child” criterion which is to include a child who was previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements, or special guardianship order). Formal consultation on this change did not take place as this amendment was a mandatory requirement.
2. **Siblings** – students with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school, and expected to continue at the school in the following school year; Siblings in Years 7 – 11 attending the school at the time of application.
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 area served by the school on the closing date for applications.
4. **Children not resident within a school’s local catchment zone but attending a school designated as a partner school for admissions purposes,** as out-of-zone students. Our partner schools are – JH Godwin Primary School, Dee Point Primary School, Highfield Primary School, The Arches Primary School and St Theresa’s RC Primary School.
5. **Distance** - Students living nearest to the school measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child’s home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

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

### **Disabilities and Special Educational Needs**

***Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education Health and Care Plan that names their school.***

Students with disabilities and Special Educational Needs without an EHCP are encouraged to follow the same application process, clearly identifying the specific needs on the application form. The school SENDCO will be in contact following the award of school places on 31<sup>st</sup> March to discuss the support required. If you have any specific queries with regards to Special Educational Needs please contact the SENDCO on 01244 371475.

### **6.3 Late/Repeat Applications and Waiting List**

The waiting list of places for Year 7 students will be held open throughout the academic year in line with statutory guidelines.

Late applications for places for Year 7 will be considered after all applications received on time. Repeat applications will not be considered within the same school year, unless the parents' or school's circumstances have changed significantly since the original application was made. Waiting lists for the normal admission rounds will be held in admission criteria order and not on a 'first come, first served' basis. Any vacant places will be reallocated to children held on a school's waiting list. The waiting list will be kept open until the end of the Autumn term. Placing a child's name on a waiting list does not affect the statutory right of appeal.

**Normal Admission Round:** The normal admission round refers to applications made for admission into the relevant age group i.e. year 7 in a secondary school where admission would be the normal point of entry to the school in September.

**In-Year Applications:** In-year applications are those received after the first day of the school year into the relevant age group or into any other year group. Waiting lists will not be held for in year applications but the school retains an expression of interest list based on the date of applications received.

### **6.4 Parents and carers with shared responsibility for a child**

Where parents or carers have shared responsibility for a child the place of residency will be determined as the address where the child lives for the majority of the week (e.g. where the child wakes up between Monday to Friday). Full details of the arrangements must be included on the application form to enable the Governors to decide which address to use for admission purposes.

### **6.5 Moving House**

Parents and carers must inform the school immediately of a change of address, even if details of a future change of residency were included on the application form as this may change a child's priority for the school. The school will require supporting evidence to show that the place of residency has changed, for example completion of sale, tenancy agreements, council tax and utility bills and any other information considered relevant to the application, including disposal of previous property. In addition proof that the child now resides at the new property will be required i.e. Child Benefit or Child Tax Credit.

For normal admission into Year 7 at Blacon High School, supporting evidence must be received by the date as stated in Cheshire West and Chester Local Authority's booklet – Transferring to Secondary School – Applying for Secondary School Places.

## **7. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHCP plan or statement names the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place unless they meet the Fair Access protocol in which case the application will be considered by the Fair Access Panel. If there are no spaces available at the time of your application, your child's name will be added to an expression of interest list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list.

Please make the in-year admission online through the Cheshire West and Chester website and then contact school to make an appointment to meet with our Admissions team when each application will be dealt with according to the child's needs and availability of places within the year group at our school.

Telephone 01244 371475 or email: [admin@blaconhigh.cheshire.sch.uk](mailto:admin@blaconhigh.cheshire.sch.uk)

## **8. Appeals**

If you wish to make an appeal against an admissions decision that has been made, please submit an appeals form to the school or contact the school for further information.

## **9. Monitoring arrangements**

This policy will be reviewed and approved by the Governing Body annually.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.