



## ADMISSIONS POLICY

<b>Approved</b>			
<b>Review Date</b>			
<b>Signed (Head of School)</b>		<b>Name</b>	
<b>Signed (Chair of Local Governing Body)</b>		<b>Name</b>	
<b>Signed (Company Secretary)</b>		<b>Name</b>	



## **Burnley High School**

### **Admission Arrangements for Entry in 2019/20**

This document sets out the admission arrangements for Burnley High School for entry in 2019/20

#### **School Background**

Burnley High School is a 11-16 Secondary academy 'free school' in the Padiham area of Burnley.

Our Curriculum Model is unique and has a 'blended' approach to discreet subjects. Burnley High School offers an academically rigorous curriculum with a relentless focus on quality of work, high standards and character growth. We provide a tough and rewarding curriculum for everyone. We do not select any students by gender, ability or any other selective criteria. Our admissions policy reflects these aspirations.

Burnley High School is committed to a straight forward, open, fair and transparent admissions arrangement. The school acts fully in accordance with the School Admissions Code (as revised in February 2012), the School Admissions Code and admissions law as they apply to academies.

Burnley High School opened with Year 7 in September 2014.

Our class sizes range from 25 to 30 students in each of the five classes across the year groups. The DfE have agreed to our vision and educational plan and have funded our school accommodation according to this.

We intend our school to benefit Padiham and its surrounding area.

#### **Size of School and Appeals**

Burnley High School is a deliberately smaller school, which is key to delivering our highly personalised education provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around one thing: our size.

We have publicly, legally and financially defined the size of our school to have a total of 650 students.

Our admissions policy is the fairest we can legally have, based on random selection which is administered independently by our Local authority.

Burnley High School must therefore rigorously protect the integrity of our admissions process, and as the admissions appeal panel must not re-assess the capacity of our school, we do not accept any appeal on anything other than legal grounds, we feel this would be in danger of reducing our fair non-selective process to an unfair and selective interview by panel. If parents wish to appeal against refusal to offer a place in the school, they will be placed on a waiting list when notification of an appeal is received. If parents wish to appeal it should be in writing using the Lancashire Appeals Form available from <http://www.lancashire.gov.uk> and sent to the Clerk to Governors, Burnley High School, Byron Street, Burnley, BB12 6NX. An independent appeals panel will be arranged through



the Lancashire appeals process. If there are a number of appeals, these will be heard, where possible, at the same time.

## 1.2 Year 7 Admissions

BHS will work alongside Lancashire County Council ensuring that parents and carers can benefit from a prospectus and suitable marketing materials at the earliest opportunity. BHS will of course ensure that website information is available to all prospective parents and carers at [www.burnleyhighschool.co.uk](http://www.burnleyhighschool.co.uk).

BHS will admit **120** students in Year 7 in 2019/20

## 1.3 In-Year Admissions

Applications for BHS outside the normal points of entry to Year 7 should be made directly to BHS.

## 1.4 General admissions arrangements

We intend to attract local students and all our publicity and promotional material is designed to appeal to parents and carers in surrounding neighbourhoods of the school. We are determined that no-one will be marginalised because of challenging or difficult circumstances and will put support in place where this is needed to access information and communication with BHS.

## 2 Process of Application

For applications for the academic year 2019/20, BHS will operate inside the coordinated admission arrangements administered by Lancashire County Council.

Applications for BHS for 2019/20 may be made from 1<sup>st</sup> September 2018, using the Lancashire coordinated admissions application form, available from [www.lancashire.gov.uk](http://www.lancashire.gov.uk) (search for 'school admissions').

## 3 Admissions and Oversubscription Criteria for Burnley High School

Burnley High School wishes to work in harmony with the locally coordinated procedures throughout the admissions process. Where the number of applications for admissions is *lower* than the published admission number, all applicants will be admitted. Where the number of applications for admission is greater than the published admission number, applications will be considered using oversubscription criteria as detailed in Section 3.1 below.

It is important that all information presented on the application form is correct and verifiable. Chapel Street Community Schools Trust reserves the right to withdraw an offer of a place if it has been made on the basis of misleading or false information presented on the application form.

### 3.1 Oversubscription Criteria – Year 7

After the admission of students with a **Statement of Special Educational Needs/EHC Plan** where Burnley High School is named on the statement, the criteria will be applied in the order in which they are set out below:

- 1) Looked after children and previously looked after children at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after, (see note (i) below), then
- 2) Children on the Parent Group list. As Burnley High School was created through the Free School process, dispensation has been granted from the Secretary of State to prioritise the admission of children whose parents made a significant contribution to the application, set up and running of the school, as set out in Charity Law.
- 3) Applications for siblings (see note (ii) below)
- 4) Children of staff employed at Burnley High School for 2 or more years at the time at which the application for admission (s) is made and/or the member of staff has been recruited to fill a post where there is demonstrable skill shortage (see note (iii) below)
- 5) Straight line distance between the child's home address and BHS (see note iv) below) then

Please note children with a **Statement of Special Educational Needs/EHC Plan** naming Burnley High School in particular will be admitted before all other applicants. Admission numbers in section 1.2 will be adjusted to take this into account before the remaining places are offered to other applicants.

Where there are more applicants for the available places within categories (i) – (iv), then the straight line distance as described in note (v) below will be used as the final determining factor, nearer addresses having priority over more distant ones. If oversubscription occurs in category (v), and home to school distance is equal, rank order will be determined by BHS using a random number generator. This process will be independently verified. Where this applies to twins or other multiple births, the school will consider if it can accommodate the additional child(ren) on a case by case basis.

#### 4 **Waiting lists**

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list. Children with statements of special educational need/EHC Plan will take priority over children on a waiting list.

Waiting lists for entry to Year 7 in September 2019 will be maintained until the last day of the Autumn term. Parents wishing to remain on the waiting list after this date must write to Burnley High School by 31 December 2019, stating their wish and providing their child's name, date of birth and the name of their current school. After 31 December 2019, parents whose children are not already on the waiting list but who wish them to be so must make an application through our in-year admission process. Waiting lists for other year groups will be reviewed termly.

## 5 Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

### Notes:

- i. 'Previously looked after' refers to children who are looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. It is incumbent upon applicants to provide the necessary supporting evidence.
- ii. Siblings include stepchildren, half brothers and sisters and adopted and foster children who are living with the same family at the same address. (Consideration will be given to applying the sibling rule to full brothers and sisters only who reside at different addresses. This will be entirely at the discretion of the Chapel St Community Schools Trust and will take information and evidence provided by each applicant into account and will also examine other relevant issues i.e. location of each sibling's address and the distances to all relevant schools plus the affects of using discretion on other applicants for a school).
- iii. A child will be eligible for consideration as a child of a staff member when their parent(s)/carer(s) confirm on the application that they have been employed at Burnley High School for 2 or more years at the time at which the application for admission is made.
- iv. Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. All distances will be calculated using a radial measurement. It should be noted that the distance will be defined from a start point plotted within the centre of the property at which the applicant lives to the centre of BHS. Applicants wishing to query a distance from home to school should contact Chapel Street at Burnley High School, via [www.burnleyhighschool.co.uk](http://www.burnleyhighschool.co.uk). The child's home address excludes any business, relative's or childminder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will normally be the address of the parent who is claiming Child Benefit for the child, however all available evidence will be considered. The address to be used for the initial allocation of places to Year 7 will be the child's address at the closing date for application. Changes of address up to dates stated in the scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, and for in-year admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Burnley High School of any change of address.