



POLICY ON ADMISSION ARRANGEMENTS

For all schools in the Hanley and Upton Educational Trust the Trust is the admissions authority.

Hanley Castle High School has its own admission arrangements, and these arrangements must be in accordance with the School Admissions Code 2021, the School Admissions Appeal Code and this Policy.

It is the responsibility of the Academy Standards Committee and Headteacher to ensure that this Admissions Policy and the associated admission arrangements are adhered to by the school and its staff.

All preferences are treated equally.

1. Admission at Age 11

- 1.1 As an Academy, Hanley Castle High School's Admission Arrangements support our primary aim of delivering education of the highest quality to students of all abilities.
- 1.2 Pupils will be admitted at age 11 (Year 7) without reference to ability or aptitude. The number of intended admissions for the year commencing September 2023 will be one hundred and eighty (180).

2. Oversubscription

- 2.1 Where applicants for admission into Year 7 exceed the number of places available, places will be offered in accordance with the following criteria, applied in the following order:
 - i) Looked After and Previously Looked After Children –any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A 'previously looked after child' is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.



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- ii) Children with a sibling on roll at Hanley Castle High School at the time he or she will be joining the school. A sibling is a brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same permanent address.
 - iii) Children who live in the Hanley Castle High School catchment area – with priority given to students who live nearest to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the Geocode point for the centre of the School. The Local Authority use a software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process).
 - iv) Pupils who were attending one of our feeder schools – Castlemorton CE Primary, Eldersfield Corse Lawn CE Primary, Hanley Swan (St Gabriel's) Primary, Kempsey Primary, Pendock CE Primary, Upton upon Severn Primary, Welland Primary – at the time of application.
 - v) Pupils who were attending Twynning School at the time of application.
 - vi) Children of members of staff of the Hanley and Upton Educational Trust (full or part time, with a minimum of two year's employment by the school by September 2023 and/or in a skills shortage area).
 - vii) Children who live outside the Hanley Castle High School catchment area – with priority given to those who live closest to the school using the same methodology as described above.

Please note:

- Children whose final statement of Special Educational Needs/Education, Health and Care Plan (EHCP) names Hanley Castle High School will be automatically admitted and are not subject to the oversubscription criteria.
- If the last student to be offered a place within our school's Published Admission Number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake above our PAN.
- A map of the catchment area may be obtained from the school website.
- Late applications will be allocated in the same order, providing places remain available.
- All applications for Year 7 places will be co-ordinated by Worcestershire Local Authority, who will make offers of places on behalf of the Governors



of the school. Parents or guardians who reside within Worcestershire are required to complete a Worcestershire LA Common Application Form.

- Parents or guardians who reside in Gloucestershire or other neighbouring counties, but who wish to apply for a place for their child at Hanley Castle High School must complete an application form for their “home” LA which will ensure that application details are passed to Worcestershire for consideration according to the oversubscription criteria above.
- All application forms must be received by the Local Authority by 31 October 2023.
- Late applications will only be considered after those received on time. The final date by which late applications will be accepted is 31 January, 2024.

3. Waiting List and In-Year Admissions

- 3.1 Any applications for a place at Hanley Castle High School outside the normal year or time of entry to the school must be made directly to the Worcestershire Children First School Admissions Team, on behalf of the Local Authority. The school will be notified by the Local Authority of the outcome of the application and parents will be informed of their right to appeal against a refusal of a place. Full details of the co-ordinated scheme for in-year applications 2022 can be found via the following link:
https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated_schemes_for_all_worcestershire_schools
- 3.2 Applications outside the normal admissions round from children with challenging behaviour which is likely to breach our Behaviour Management Policy will be considered on a case by case basis. If the governing body considers that admitting a child might have a detrimental impact on maintaining good order and discipline, and does not wish to admit the child even though places are available, it will refer the case to the Local Authority for action under the Fair Access Protocol (see 5.1 below).
- 3.3 A waiting list for places in each year will be held by the school. In Year 7 the list will be maintained until 31 December (of the year in which the children start school). Parents of unsuccessful applicants must ensure that they notify the school if they wish their child to be placed on this list. Where places become available, allocation will be according to the published oversubscription criteria.

4. Admission of children outside their normal age group

- 4.1 Where parents seek a place for their child at Hanley Castle High School outside of their normal age group, either as part of the main admissions



round or as an in-year admission, the application will be processed in the normal way and a decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. This must also consider the views of the Headteacher of the school.

In the case of all applications the parent should forward the application form onto the Worcestershire Children First School Admissions Team. The application form is an editable form and can be completed electronically and returned directly to Worcestershire Children First School Admissions team via email to schooladmissions@worcschildrenfirst.org.uk. The form can also be printed and returned via post but parents should be aware that there may be a delay in dealing with postal applications.

The School Admissions Team will consult the preferred schools on receipt of the application and will let parents know if an offer can be made at any of the preferred schools, normally within ten school days of receiving the application.

- 4.2 Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

5. Fair Access

- 5.1 Admissions via the Local Authority Fair Access Protocol will be dealt with separately, usually directly between the Headteachers of the schools involved.

6. Appeals

- 6.1 Parents whose application for a place at Hanley Castle High School has been unsuccessful have the right of appeal to an Independent Appeal Panel.

In accordance with the School Admission Appeals Code of Practice – Department for Education - Parents must set out their grounds for appeal in writing within 20 school days of receiving notification of the decision to refuse their child a place at a school for which they have applied. All



appeals should be sent for the attention of the Clerk to the Academy Standards Committee by post to the school address or by email at office@hanleycastlehs.org.uk.

- 6.2 Appeals will be conducted in accordance with the Current Code of Practice for School Admission Appeals. Parents or guardians whose appeals have been unsuccessful may only apply for a further appeal in the same academic year if there has been a significant or material change in circumstances. Parents may then appeal in each following academic year, but only once in each year.

7. Admissions at Age 16

- 7.1 Students must meet the following course requirements:

- (i) Other than in exceptional circumstances, students starting post-16 courses must have 5 or more Grade 5 GCSEs or their equivalent.
- (ii) There are also minimum grade requirements relating to some individual courses (see Sixth Form Prospectus).
- (iii) Progression to Year 13 will be dependent on students' good attendance and on gaining results in line with their ability in Y12.

- 7.2 Applications for a place in Year 12 should be made directly to the school.

- 7.3 The PAN for students admitted from other institutions for post-16 studies at Hanley Castle High School is 20. However, all students admitted must meet the course requirements published above.