



# Admissions Policy 2018/19

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## **ADMISSIONS POLICY FOR 2018/19**

### **Introduction**

The Lymm High School Charter, adopted when the school became an Academy in September 2012, sets out the enduring aims and principles which guide the school. It states that Lymm High School is committed to maintaining its status as a comprehensive school, serving the whole community, with no use of selection in its admission arrangements and policies. Furthermore, it notes that Lymm High School has an established and valued partnership with nine local primary schools, and is committed to working closely with all its partner primary schools to provide an integrated education for students from 5 to 18. It confirms that the governors will seek to provide admission arrangements which are fair and reflect the needs of the whole community we serve.

### **Process for Applications for Admission**

The governors of Lymm High School are responsible for determining the school's Admission Policy. In undertaking this responsibility, the governors will be guided by the requirements of the law and will conform fully to the national admissions code.

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 to ensure 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 Warrington Borough Council's Coordinated Admissions Scheme. All applications should be made through Warrington Borough Council's on-line admissions system at [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions). Parents should have regard to the contents of the Secondary Admissions Information Booklet issued by the local authority.

### **Planned Admission Number**

The planned admission number for Year 7 in September 2018 will be 300.

## **Oversubscription Criteria**

Where more applications are received than there are places available, after the admission of pupils with a statement of special educational need naming Lymm High School, applications will be considered in accordance with the school's published oversubscription criteria:-

The oversubscription criteria are:-

- 1 Children in care and children formerly in care (those who have ceased to be in care because they have been adopted, or became subject to a residence order, or a special guardianship order).
- 2 Siblings (pupils with elder brothers or sisters already attending the preferred school and expected to continue at the school in the following school year. This includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit).
- 3 Pupils for whom advice from a medical practitioner or psychologist has been provided by the parents (at the time of application) in support of admission to the school which, in the school's view, justifies admission. The school, if it is considered appropriate, will seek the views of the school medical officer or educational psychologist in the event of parents requesting admission on medical or psychological grounds.
- 4 Pupils attending Lymm High School's nine partner primary schools, which are:-
  - Bradshaw Community Primary School
  - Cherry Tree Primary School
  - Grappenhall St Wilfrid's CE Primary School
  - High Legh Community Primary School
  - Little Bollington CE (Controlled) Primary School
  - Oughtrington Community Primary School
  - Ravenbank Community Primary School
  - Statham Community Primary School
  - Thelwall Junior School.
- 5 Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measured using a geographical information address point system based on the local and property gazetteer. This measures straight line distances from the address point of the permanent place of residence to the address point of the school.

- 6 When the school reaches its published admission number from pupils within one of the categories listed above those pupils to be admitted from within that category will be those whose permanent place of residence is closest to the school as defined in oversubscription criterion 5.
- 7 In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number. This is to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the same school.

### **Schedule for Admissions to Year 7 in September 2018**

The timetable for admissions to Year 7 in September 2018 is set out in the table below.

September 2017	Information and application packs are made available for parents by the local authority, inviting a parental statement of preferences of secondary school.
October 2017	Preference forms are to be submitted to the authority by the given date.
December 2017	The authority sends preference forms to school and the Governors' Admissions Committee applies the agreed criteria.
January 2018	The school informs the authority of which pupils are to be offered a place.
March 2018	The authority advises parents whether their application has been successful and informs unsuccessful applicants of their right of appeal.

### **Arrangements for Admissions to Year 12**

Our Sixth Form Admissions Policy is based on the principle that there is an appropriate course or programme of study accessible for all. Students, existing and prospective, are required to submit an application form and they will be offered an Information, Advice and Guidance Meeting to help support them in deciding on a programme of study that best suits their needs and future aspirations.

For students embarking on A Level or three BTEC courses it is normally advised that they should have achieved five GCSE Grade A\* - C or equivalent, with a minimum Grade B in certain subjects, which are relevant and necessary for the course they wish to pursue. It is strongly recommended that students applying for courses read the Sixth Form Prospectus, paying particular attention to the details outlined in the individual subject content. Mathematics or English lessons in Sixth Form will be compulsory for any student who has not achieved a Grade C GCSE.

Places, in accordance with the school admissions code, are available for external candidates to a maximum of 40.

There is a right of appeal, for both internal and prospective students.

### **Right of Appeal**

Parents who are not offered a place for their child have the right of appeal to an independent panel. The Appeals process will be conducted by the local authority. Parents wishing to appeal should write to the Clerk of the School Admission Appeal Panel, Town Hall, Warrington, WA1 1UH, with 21 days of the date of notification of decision. Should an appeal be unsuccessful, the Governing Body will not consider further applications from the parents within the same academic year unless there have been significant and material changes in their circumstances.

This information is published by the governors in accordance with the relevant sections of the School and Standards Framework Act 1998 as amended by the Education Act 2002.

The appeals timetable is set out as follows:-

- Appeals are expected to be lodged on or before Friday 23<sup>rd</sup> March 2018.
- All on time appeal requests will be heard before the end of July. Appeals received after Friday 23<sup>rd</sup> March 2018 will be heard within 40 school days of receipt.
- Appellants will receive at least ten school days' notice of their appeal hearing.
- It is expected that all additional evidence in relation to an appeal is submitted five days before the date of the appeal. This is to try and ensure that all parties have time to consider the additional evidence.
- Decision letters will be sent to appellants and the school up to five school days after the appeal. For 'batch' appeals in relation to the normal round of admission, it will be five days after the final appeal for the school is heard.