Admissions Policy
For September entry 2026

Policy reviewed:	December 2024
Next review:	December 2025
Link Manager:	Mr M Cook, Deputy Headteacher
Governor Committee:	Standards & Achievement

Sale High School is an 11-16 foundation school and is a caring, supportive and aspirational school serving the local and wider community. We welcome all pupils regardless of their background and ability, challenging them to achieve their full potential.

Our policy seeks to meet the needs of all children and is determined with reference to the co-ordinated admissions arrangements under which all children are admitted to schools in Year 7.

All applications are made to the home Local Authority (LA) where the child lives. LAs will provide an application form to each parent which must be completed and returned by the due date to the home LA. Parents of pupils outside Trafford LA can apply for a place at Sale High School using the application form provided by their 'home LA.'

The priority Catchment area for Sale High School is all residents residing within the M33 postcode and only Trafford residents residing in the M23 postcode.

The Published Admission Number for September 2026 is 210. Sale High School will admit students to Year 7 in September, up to the admission number.

Admissions Criteria

All children whose Education, Health and Care (EHC) plan names the school **must** be admitted. If the number of other applications exceeds the number of places available, the following criteria will apply:

1. Looked After Children and all previously Looked After Children. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority, in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989). Previously Looked After Children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order - 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 have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. Children who live in the catchment area of the school who will have a sibling attending the school at the time of the applicant 's proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).

3. Children who live in the catchment area of the school.
   Appendix A: Catchment Area Map

4. Children who live outside the catchment area who will have a sibling attending the school at the time of the applicant 's proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).

5. Children who live outside the catchment area.

If there are more applicants than can be accommodated at the school in criteria 1 to 5, places will be offered to those children in each criterion whose place of residence is nearest to the school. Distance will be calculated in a direct straight line from the child 's permanent place of residence to the school. The co-ordinates that will be used for Sale High School are 379842, 390864. For the home address the distance will be calculated using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666) (Royal Mail postal address Information may be used in some instances). In the case of a child living in a block of flats, co-ordinates will be obtained in the same way.

Where two or more applications cannot be otherwise separated the final place will be determined through a random draw conducted and scrutinised by persons independent from the School.

Home Address

The place of residence means the address where the child normally and permanently lives on a full-time basis, not a temporary address or the address of any carer or relative. It is always assumed that the correct factual information will be provided when an application for a school place is submitted. However, proof of the child's residency may be requested so that the application can be considered correctly alongside other applicants. In the case of parents who are separated the application will also be considered from the address where the child lives, even though the child may regularly spend some time at another address. Where it is claimed that the child's residency is shared equally between two addresses parents may decide which address will be used for the purpose of the application.

Changing your address

You must inform us immediately if you change your address at any point before starting school in September as this may change your child's priority for a particular school. If you move home, your application will be reviewed and as a result, any offer of a place may be withdrawn. Failure to report a change of address may be considered as a misleading application.

Fraudulent or misleading applications

We assume the information you provide on your application will be factually correct. Any attempt to undermine the fairness of the school admissions system by providing false information is taken very seriously. We will always investigate possible fraudulent applications. If we find out that a place we offered was based on a fraudulent or misleading information, for example a false claim to be living at an address, the place may be withdrawn and offered to another child. A place may also be withdrawn even after your child has started school.

Unsuccessful Applicants

Unsuccessful applicants may ask the local authority to place them on the waiting list and be considered for any places that may arise in the future. These places will be awarded in accordance with the admissions criteria listed above.

Appeals Process/Panel

All unsuccessful applicants will have the right of appeal to an Independent Appeals Panel in accordance with the Education Act 1998. Applicants wishing to exercise their right of appeal for a place must contact Trafford Democratic Services Section, telephone number 0161 912 4221 or email school.appeals@trafford.gov.uk, to obtain an appeal form.

Independent Appeals Panel
At least 3 independent members, of which 1 will have experience in education.

A Presenting Officer will represent the school and present the reasons for the school's decision not to admit the applicant.
An independent clerk will attend and record all meetings and provide legal advice when and if required.
The clerk will notify all parties of the panel's decision.

Order of Hearing
1. Case for the school made by the Presenting Officer. Written details will have been provided in advance.
2. Questioning of this case by the parents (for information and/or clarification). Questioning of the case by the independent members of the Panel
3. Case for the parents
4. Questioning by the school (for information and/or clarification). Questioning of the case by the independent members of the Panel
5. Summing up by the school
6. Summing up by the parents

Sale High School Admissions Committee

Membership will be 3 Governors, of which one will be the Headteacher.

Terms of Reference
1. To consult with governing bodies of local schools, relevant parents and other interested groups before 31st January in each academic year, notifying all with Sale High School admission arrangements.
2. To recommend the admission number for each relevant year group, taking regard of the net formula capacity. This will be ratified by the full governing body each spring term.
3. To review admission arrangements and determine the arrangements for the school in the following year.
4. To review discussions and outcomes from local admissions forums.
5. To review admissions appeals from the year and report a summary to the full governing body.

In Year Applications

Applications received outside the normal admissions round (known as "In-year"), will be determined in accordance with the admissions criteria above. All in year applications should be made direct to Trafford Local Authority School Admissions. Trafford Local Authority School Admissions will notify the School of the application. Applicants will be advised of the outcome of the application in writing by the school. All unsuccessful applicants will be advised of their right of appeal to an Independent Appeals Panel in accordance with the Education Act 1998. Applicants wishing to exercise their right of appeal for a place must contact Trafford Democratic Services Section, telephone number 0161 912 4221 or email school.appeals@trafford.gov.uk to obtain an appeal form. Unsuccessful applicants can request their child's names to be placed on the waiting list in writing within 14 days of receipt of the letter refusing admission to the school.

If you need advice or assistance with any aspect of the application process or with your application, please do not hesitate to contact the School on 0161 973 2713 or e-mail to info@*salehighschool*.org.uk

Waiting List

The waiting list for every year group will be maintained throughout the year. Applicants will be ranked in the same order as the published over-subscription criteria and not based on the date the application was received or the name added to the list. The position on the waiting list is not fixed and can move up and down the list depending on the circumstances of other children who apply. For example, if a child moves to an area and has higher priority against the published over-subscription criteria, they must be ranked above those with lower priority already on the list.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents requesting admission out of the normal age group must put their request in writing to the Headteacher, together with any supporting evidence they want to be taken into account. The Governing Body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This includes:

- taking account of the parent's views
- any information provided 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.

When informing a parent of the decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision. 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.

Admission arrangements for students with disabilities

Standard admission procedures are followed for students who are not in receipt of an Education, Health and Care Plan.

Sale High School prides itself on its standard of care for all students including those who have a special educational need or disability. We ensure we are compliant with the 'SEND Code of Practice', and work hard to ensure we are inclusive in all we do. The school follows the guidance given in the Code to ensure it offers students equal opportunities for educational achievement. All staff have a direct responsibility for meeting the Special Educational Needs of students in their classes. Students are allocated provision/support according to their individual need. Students are assessed and we apply for EHC plans for those that need them. We work hard to ensure a good transition process for those students with EHC plans and with additional needs.

Appendix A: Catchment Area Map

Sale High School Catchment Area 2026

