



# Admissions Policy

Policy reviewed:	November 2023
Next review:	November 2024
Link Manager:	Mr A Cree, Assistant Headteacher
Governor Committee:	Standards & Achievements

Sale High School 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 postcode areas within M33, WA14, WA15 and M32. We also welcome children from postcode M23 and from other postcodes, when there are vacancies.

Sale High School will admit students to Year 7 in September, up to the admission number. The Published Admission Number for September 2023 is 210.

The Office of the Schools Adjudicator has considered the 2022 admissions. You can read the full determination on the OSA Website [Trafford Council: 13 October 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/trafford-council-13-october-2021)

## Admissions Criteria

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below.

1. 'Looked after Children' both currently and previously (as defined in the Education Act 2002 – a. Admissions)
2. Siblings: children who have brothers and sisters enrolled at this school at the time of admission and live within the priority catchment area. Siblings are defined as 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. All other applicants living within the priority catchment area
4. Siblings: All other children who have brothers and sisters enrolled at this school at the time of admission who live outside the priority catchment area.
5. All other applicants outside the catchment area.

For each of the criteria listed above, if the demand for place exceeds the admission number, the rank order will be determined by the proximity of the child's home to the school.

### Notes

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.

1. Where the child lives equally at two residences in the catchment area, the child will be considered as living in the catchment area.
2. Where the child lives equally at two residences and one is outside the catchment area, the child will be considered as living outside the catchment area.
3. In the event that there are more applications than places available, within either category, the average of the distances of the two residences will be used for the purposes of determining the level of priority within each category.

Distances will be taken as a straight line from the applicant's front door to the main school entrance. This will be measured using property coordinate provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) Royal Mail Post Address Information and information provided by the other LAs.

If a successful applicant moves home between the date of allocation and 1 September of that year, the offer of a place will be reviewed. As a result of this review, the offer of a place may be withdrawn, if an unsuccessful applicant is, as a result of the move, promoted to a higher priority on the School's admissions criteria.

Sale High School reserves the right to withdraw a place at a later date if it is discovered that false or incorrect information has been used in order to secure a place.

Unsuccessful applicants may ask to be placed on a waiting list and considered for any places that may arise in the future. These places will be awarded in accordance with the criteria listed above. Parents wishing to exercise this right should state their intention in writing within 14 days of receipt of the letter.

### **Appeals Process/Panel**

All unsuccessful applicants will have the right of appeal to an Independent Appeals Panel in accordance with the Education Act 1993. Parents who wish to exercise this right will be asked to state this intention in writing.

### **Waiting List**

Unsuccessful applicants may ask to be placed on a waiting list and considered for any places that may arise in the future. These places will be awarded in accordance with the criteria listed above. This waiting list will be maintained to the end of the first term of the school year.

### **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 1<sup>st</sup> March 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.

### **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

### **Applications for places throughout the year (Years 7-11)**

Applications should be made in writing direct to the school to cover all in-year applications. From next September all in-year changes will be school approved. Places will be allocated taking account of the admission number for each individual school year according to the admissions criteria detailed above. In the event of oversubscription a waiting list will also be compiled according to the admissions criteria.

### **Waiting Lists**

The School operates a waiting list, following the completion of the Appeals Process. Applicants who are not given a place upon appeal may join a waiting list. Should a place become available, the "oversubscription criteria" applies.

Unsuccessful applicants may request to be placed on a waiting list and thus be considered for any places that may arise in the future. These places will be awarded in accordance with the criteria listed above. This waiting list will be maintained to the end of the first term of the school year.

### **Applications for a place after September of Year 7**

As a Foundation School, Sale High School is responsible for its own admissions. In Year applications must be made in writing to the School, however applications made via Trafford admissions will also be processed.

Places will be allocated to children taking account of the admission number for that year and by compiling a list of applicants on a waiting list, according to the admissions criteria outlined above.

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](mailto:info@salehighschool.org.uk)

### **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.