



Gartree High School

Admissions Policy from August 2019

Gartree High School is its own Admissions Authority but all matters relating to admissions are delegated to the local authority. All applications are made through the Local Authority's admissions process.

1 Purpose of this Policy

1.1 The purpose of this Policy is to ensure that places at Gartree High School are allocated and offered in an open and fair way in accordance with admissions legislation.

2 Applying for a place

2.1 Parents apply to the local authority in which they live (for Gartree High School this is usually Leicestershire County Council or Leicester City Council) for a place at Gartree High School. The annual closing date for applications to be made to the local authority is the 31st October for a place the following August.

3 Appeals

3.1 Parents/carers who are unsuccessful will be given the opportunity to appeal against the decision to an Independent Appeal Panel. In the case of parents/carers whose children have an Education, Health & Care Plan, the appeal is to the Special Educational Needs Tribunal.

4 Late applications

4.1 Any application received after the closing date will be accepted will have the lowest priority as a late application and will only be considered after those received by the closing date. Parents are therefore encouraged to submit their application on time.

4.2 Mid-year applications should be made to the Local Authority. We advise that you contact the school to arrange a visit prior to an application being made.

5 Admission Number

5.1 Gartree High School will have an Admission Number (PAN) of 155. This number is capped and will not be exceeded to accommodate mid-term applications from those moving into the local area. Under exceptional circumstances we may overfill for applications from looked after children, a child with an EHCP or due to successful appeals or the Fair Access process.

6 Oversubscription Criteria

6.1 Children with Statements of Special Education Need or Education Health & Care Plans where Gartree High School is named will be offered a place at the school.

6.2 Where there are more applications for Gartree High School than there are places available, the below criteria will be used to allocate spaces. Priority will be given to children whose parents applied on time, in the following order:

1 st	Looked after children (LAC) and those children who were previously looked after children (see 6.3)
2 nd	Pupils who will have an older brother or sister attending Gartree High School at the same time (see 6.4)
3 rd	Pupils who have attended a feeder school for at least two years before the time of transfer (see 8.1-8.2)
4 th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school. (see 6.5-6.6)
5 th	Pupils living nearest to the school measured in a straight line distance from home address to school gate (see 6.7-6.9)

6.3 Combinations of the above criteria are used in priority order. Where the computerised system throws up an equality of distance for more than one child (who do not have the same home address) the final tie breaker will be by drawing lots. 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 (see the definition in Section 22 (1) of the Children Act 1989 at the time of making an application to a school. Previously looked after children (including those from outside of England) are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

6.4 The term “brother / sister” includes half-brothers / sisters, and legally adopted children living at the same home address.

6.5 Documentary evidence must be provided in support of a serious medical condition or an exceptional social or domestic need, and why it is essential they attend Gartree High School. Any documentary evidence must be produced by a professional and is subject to challenge if the school requires.

6.6 The following circumstances are solely considered by school to constitute exceptional social and domestic needs:

6.6.1 Children of Crown Servants. An official government letter declaring a relocation date and intended address will be required. A unit postal address will be accepted, or if appropriate a “quartering area” address in the absence of a new home postal address.

6.6.2 Children subject to Child Protection Plans.

6.6.3 Children of parents suffering from domestic violence.

6.7 The child's home address is the primary address of the parents. Where a child lives for part of the week with one parent and for part of the week with the other parent, the primary address is the one where the child lives for the majority of the school week. If a residence arrangement is found to be false or misleading, the child's place at the allocated school may be withdrawn even if the child has started attending.

6.8 The following circumstances are not deemed to constitute a home address for the purposes of this policy

6.8.1 purchase of a second property by a family, while the first property is retained;

6.8.2 rented accommodation, while a previous property is retained;

6.8.3 offers or exchange of contracts on intended purchases or sales of properties;

6.8.4 informal accommodation arrangements with friends or relatives.

6.9 Measurement of distance is in a straight line from the centre point of the property to the school's main designated front gate.

7. Out of Age Group Applications

7.1 Gartree High School does not generally admit pupils out of their chronological year group. Where a parent/carer wishes to make such a request they should speak to the school about the request and the rationale that underpins it. The school will then make a decision as to whether the request can be accepted and allow an application to be considered on this basis.

8. Feeder Schools

8.1 The following primary schools are considered to be feeder schools for the purposes of this policy.

Brocks Hill Primary School

Brookside Primary School

Fernvale Primary School

Glenmere Primary School

Houghton on the Hill Church of England Primary School

Langmoor Primary School

Launde Primary School

Overdale Junior School

St Cuthbert's Church of England Primary School, Great Glen

St John the Baptist Church of England Primary school

St Luke's Church of England Primary School

Woodland Grange Primary School

8.2 The child must have been enrolled at one of the above feeder schools on or before the start date of the Autumn Term two years before transfer.

9. Waiting List

9.1 If Gartree High School is oversubscribed, it will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the Oversubscription Criteria. The waiting list will be maintained for the first academic term in the year of admission. If places become available between the acceptance deadline and 31st December of the year on entry, individuals may be offered a place according to the waiting list.

9.2 The PAN is 155 pupils. Gartree High School will maintain a waiting list throughout the autumn term for the transfer year only, ranked in the same order as the published over-subscription criteria and in line with the LA's waiting list rules.

9.3 Gartree High School will maintain an over-subscription list from completion of the decision-making process for the transfer year, and in relation to mid-term transfers, throughout the relevant academic year. This waiting list is ranked in the same order as the published over-subscription criteria and not by date of application. As new applicants are added to the waiting list, it will be necessary to re-rank in priority order.

10. The admissions timeline

31st October 2018 – closing date for application to the Local Authority

1st March 2019 – National offer day for secondary school places

April – May 2019 – Appeals process and outcomes

August 2019 – New Year 7 intake start at school