



**CHS South**

# Admission Policy for September 2023

Document Control	
Title: Admission Policy	This policy forms part of the school's admission arrangements (as defined by the School Admissions Code 2021) for the September 2023 intake
Review schedule	Annually in the Autumn of each year
Consultation on proposed changes	For a minimum of 6 weeks between 1 October and 31 January in the determination year
Formal determination	On or before 28 February each year
Date of determination of the admission arrangements by the Trust Board	25 <sup>th</sup> February 2022

## 1. Introductory statement

CHS South (**School**) is a mixed, comprehensive academy serving the local communities of South Manchester. It is a fully inclusive school offering an Arts rich, creative and academically rigorous curriculum. It does not currently have a sixth form.

The arrangements for admission to school are governed by the School Admissions Code 2021 (**Admissions Code**) and the School Admission Appeals Code 2012 (**Appeals Code**). The 'admission authority' for the School is Prospera Learning Trust (**Trust**), a multi academy trust.

The Board of Trustees has responsibility for determining the admission arrangements for all of its schools and making admission related decisions. It delegates this responsibility to the Local Governing Body of each school via a Scheme of Delegation, who in turn can delegate admission decisions to a committee of three Local Governors. Decisions will never be made by an individual.

## 2. Definitions of terms used in this policy

In the Admissions Code, the term 'admission arrangements' is defined as the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places, and refers to any device or means used to determine whether a school place is to be offered.

In education law, the term 'parent' includes a natural or adoptive parent of the child (irrespective of whether they have parental responsibility for, contact with, or care of the child) along with other persons who have care of, or parental responsibility for, the child.

## 3. Published admission number

The published admissions number (PAN) for Year 7 is **240** pupils.

## 4. Children with an Education Health and Care (EHC) plan

Children with an EHC plan are admitted to school under separate statutory processes managed by their home Local Authority, not under the admission arrangements for schools. Parents of children with an EHC plan are therefore advised to discuss their school preferences with their child's home Local Authority's SEN team if they want their child to attend the School.

Where the School is formally named in a child's EHC plan, the child must be admitted. In the normal admission round, these children will be allocated their places within the PAN first, which will lower the number of places available for children applying under this policy. At other times, these children will be admitted regardless of actual pupil numbers.

## 5. Oversubscription criteria

Where fewer applications than the PAN stated above are received, all applicants will be offered a place. When the school is oversubscribed, the order in which places will be allocated is as follows:

**5.1. Looked after children and previously looked after children**

A 'looked after child' is one 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, in England.

A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Governing Body to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's current or former social worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When assessing the evidence provided, the DfE's current guidance will be followed.

Where the Local Authority's Virtual School Head has already verified the child's status and the School is able to confirm this with them, there will be no need for further evidence to be provided by parents.

**5.2. Children with an exceptional social and/or medical need to attend CHS South**

This category will include children with an exceptional social and/or medical need, or who have a parent with an exceptional social and/or medical need, where this need means that only CHS South is suitable and no other school would be.

The application must be supported by satisfactory documentary evidence from a medical specialist or social worker confirming the child's or parent's exceptional social and/or medical need, and setting out why they must attend CHS South rather than any other school because of that need. If evidence is not provided to support the application, the child cannot be considered for a place under this category and will be placed in the next category that applies.

Parents should note that mild medical conditions or a desire for the child to attend CHS South because of their aptitude or ability, or because their friends will be attending, will not meet this criteria.

The Board of Trustees has agreed with Manchester City Council that it will convene a panel to make the decision as to whether the criteria for inclusion in this category are met, on the

Board's behalf. If the criteria are not met, the child will be placed in the next category that applies.

### 5.3. Children with a sibling at CHS South

This category will include children with a sibling in Years 7 to 10 at the time of application/the application closing date only. For the avoidance of doubt, children with a sibling in Year 11 at the time of application/the application closing date will not meet the criteria for inclusion in this category.

In this policy, a 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), a legally adopted brother or sister (full or half), a step-brother or sister (one's parent being married to the other's parent) and any other child living in the same household as part of the same core family unit.

In all cases, the sibling must live at the same address as the applicant child at the time of application/the application closing date. For the avoidance of doubt, the children of extended family members (e.g. cousins) and friends will not meet the definition even if they live at the same address as the applicant child.

Parents must clearly state the sibling's name in the application form. Failure to do so may result in the child not being identified as having a sibling, and being placed into a category with lower priority.

### 5.4. Children of staff at CHS South

This category will include children with a parent who at the time of application/the application closing date has been employed at CHS South for two years or more years, or who were recruited to fill a vacant post for which there is a demonstrable skill shortage, will be allocated places in this category.

Where staff work at more than one school in the Trust (including CHS South), priority will only be given where they are permanently based at CHS South for more than 50% of their time during term time at the time of application/the application closing date (and have been for the duration of the two year period referred to above, where this applies). They will not have priority at any other school they work at.

In this category, a 'child of a staff member' means their natural or adopted child, as well as a child of their cohabiting spouse/partner. In all cases, the child must live with the employed parent.

In order to identify applicants meeting the criteria in this category, applications must be accompanied by a signed letter on the School's headed notepaper from the employed parent's HR manager confirming they meet the criteria stated above. As the School is prohibited from obtaining the details of more than one parent in the application process, only the employed parent's details should be given in the application form.

### 5.5. All other children

This category includes all children not falling into any of the categories above.

## **6. Tie breaker**

Where remaining places will be exhausted in any of the oversubscription categories listed above, the order in which places will be allocated will be by reference to the distance between the child's home address (as defined below) and the School, with those living nearer having higher priority.

Distance will be measured from the centre point for the child's home address to the centre point for the school as defined by the Local Land and Property Gazetteer (LLPG) using Manchester City Council's computerised measuring system.

Where one or more applications cannot be separated because the distance is equal, the order in which places are allocated will be determined by random allocation in front of an independent witness.

## **7. Child's home address**

The child's home address will be their permanent residential (not business) address at which they live and sleep at the time of application/the application closing date.

Where the child lives with each parent for some of the time at different addresses, the application must be accompanied by a joint declaration of the parents setting out the pattern of residence (i.e. which days and nights the child spends with which parent - particularly where they sleep from Sunday to Thursday night during term time) so that the child's main home address can be established. If no joint declaration is received, or if the pattern of residence is exactly equal, the home address will be taken to be the address at which the child is registered with their GP. The School reserves the right to ask for documentary evidence to determine the correct address where any issue arises.

Where the child is due to permanently move to another address after the application is submitted, but before they would be admitted to the school, the new address can be used to measure distance as long as the application is accompanied by compelling evidence that the new address will be permanent and meet the definition above (e.g. a 6+ month tenancy agreement signed by both parties, a signed solicitor's letter confirming that contracts have been exchanged on a sale and purchase).

Applications for admission of the children of UK Armed Forces personnel with a confirmed posting or Crown servants returning from overseas will be processed ahead of the family's arrival in the area, as long as they are accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the criteria in this policy. The family's actual intended address can be used if evidence of it is provided. Alternatively, where requested by parents, the unit or quartering address will be used.

## **8. Application process**

### Normal admission round (admission to Year 7 in September)

Applications in the **normal admission round** (i.e. applications for transfer to Year 7 at secondary school in September) are coordinated by Local Authorities for all children living in its county/borough. This includes **late applications** (i.e. applications received after the closing date and before the first day of term in September, but not made in time to enable an offer or refusal of a place to be made on National Offer Day).

Applications in the normal admission round must be made directly to the applicant's **home** Local Authority by completing a Common Application Form (CAF), which is available on their website, and submitting it by the application deadline. Parents wanting to apply for a place at the School must give the School as one of their preferences in the CAF. Parents should consider the oversubscription criteria above to determine whether any supporting documentation must be sent with the application.

Further information about the school can be obtained through the school website:

[www.chssouth.org.uk](http://www.chssouth.org.uk)

The application deadline is **31 October 2022**.

National Offer Day is **1 March 2023**.

Parents are asked to confirm whether or not the offer is accepted by **15 March 2023**.

Late applications (as defined above) will be processed after all other applications have been processed, which will inevitably reduce the chance of the child achieving a place.

### In-year applications (mid-year/other years)

An in-year admission application is one for admission to Year 7 which is submitted on or after the first day of term in September, or for admission to any other year group at any time.

The PAN set for Year 7 applies throughout the year of entry but then ceases to apply after that. This means that in-year applications made for Year 7 may be refused on the basis that **there are no places available within the PAN**.

For in-year applications to other year groups, the applicant will be accepted for admission unless admitting an additional child would **prejudice the efficient provision of education, and/or the efficient use of resources**, at the School.

Where multiple in-year applicants for the same year group are received and processed at the same time, and it has been determined that some but not all can be admitted without causing prejudice, the oversubscription criteria and tie breaker will be applied to determine which children are offered the places.

The School has chosen to participate in Manchester City Council's coordinated scheme for in-year admissions. **In-year applications must therefore be made to Manchester City Council not the School**, by following the process set out on the admissions page. Their details are:

Admissions web page: [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions)

Telephone: 0161-245-7166

Email address: [school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

Post: Admissions Service  
Manchester City Council  
PO Box 532  
Town Hall  
MANCHESTER  
M60 2LA

Again, parents should consider the oversubscription criteria above to determine whether any supporting documentation must be sent with the application.

Ideally, parents will be notified of the outcome of their in-year applications within **10 school days** of receipt, but they will in any event be notified within **15 school days**.

## 9. Waiting lists

In the normal admission round, the School will operate a waiting list for the duration of the first term following entry of the cohort until 31 December. The names of all those who were unsuccessful in achieving a place in the normal admission round will be included on the list. Thereafter the list will be cleared and parents will need to re-apply if they still want to be considered for a place.

For in-year applications, the School will operate a waiting list for the remainder of the term in which the application was refused. Thereafter the list will be cleared and parents will need to re-apply if they still want to be considered for a place.

Children are ranked on the waiting list by reference to the oversubscription criteria set out in this policy, not by the date their name was added, which means names can go up as well as down as more children with higher priority are added. Being included on the waiting list does not affect parents' statutory right of appeal against the refusal of a place.

Children allocated a place under the Local Authority's Fair Access Protocol will take priority over those on the waiting list.

## 10. Refusal of a place and the statutory right of appeal

Where an application is refused, this will be communicated in writing and the letter will clearly set out the reasons for this (i.e. that there are no places available within the PAN in Year 7, or why the admission of an additional child would prejudice the efficient education of others and/or the efficient use of resources in other years).

All parents have a statutory right of appeal against the refusal of a place, which will be heard before an independent Admission Appeal Panel. Full details of the statutory right of appeal, including the deadline by which the request for an appeal and grounds must be lodged, will be included in the refusal letter.

The way in which appeals are determined is set out in the Appeals Code.

The Board of Trustees has agreed with Manchester City Council that it will administer the process for arranging Admission Appeal Hearings on the Board's behalf. Full information about admission appeals, together with the appeals timetable for appeals against refusals in the normal admission round, will be published by the School alongside this policy on or before 28 February before National Offer Day.

## **11. Admission of children outside their normal age group**

Parents have a right to ask for their child to be admitted to the School outside their normal age group (i.e. to a higher or lower year group). The Governing Body, through its Admission Committee, has a discretion as to whether or not to agree the request **in principle**, permitting the application to be accepted and processed along with all others received for that year group. Agreeing a request in principle does not mean that an offer of a place has been made.

Parents must make the request by sending it to the School by email to [admin@chssouth.org.uk](mailto:admin@chssouth.org.uk) or by post/hand to the School marked for the attention of **The Clerk to the Governors**. Parents are encouraged to make their requests as early as possible, ahead of any application deadlines, to enable them to make informed choices about school preferences once the outcome of the request is known.

The request will be decided in accordance with the statutory guidance set out in the School Admissions Code 2021 in the best interests of the child concerned, and on the basis of the circumstances in each case. The committee will have regard to the parents' views, information about the applicant's academic, social, and emotional development, their medical history and the views of a medical professional (where relevant), 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, and the views of the Headteacher of the School.

The outcome will be notified to the parents in writing as soon as possible after the request is made, having regard to any impending application deadlines. Where the request is refused, the letter will clearly set out the reasons for this in full, so that it can be understood by parents. Parents do not have a statutory right of appeal against a refusal, but they are able to complain under the School's published Complaints Policy, if they wish.