



**CHS South**

# **Draft Admissions Policy**

**(Proposed Admission Arrangements)**

**For September 2023**

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<b>Document Control</b>	
Title	Admissions Policy: Proposed Admission Arrangements CHS South for September 2023
Date	November 2021
Supersedes	Admissions Policy: CHS South for September 2022
Amendments	Proposed Change to Oversubscription Criteria to include a category for staff employed by the school see section 4.4
Related Policies/Guidance	
Review	Annual (statutory policy)
Author	Andy Park
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### **Prosperre Learning Trust**

is a Multi Academy Trust

Registered in England and Wales number 10872612

Registered Office: Firbank Road, Manchester, M23 2YS

The Prosperre Learning Trust has several Trust-wide policies which are adopted by all schools/academies in the Trust to ensure an equitable and consistent delivery of provision.

The Trust Board has responsibility for the operational of all schools/academies and the outcomes of all students however responsibility is delegated to the Local Governing Body of each school via the Scheme of Delegation.

Within our policies reference to:

- Governing Body / Governors relates to the members of the Local Governing Body representing the Trust Board.
- School includes a reference to school, academy or free school unless otherwise stated.
- Headteacher includes a reference to Headteacher, Principal or Head of School of a school, academy, or free school.

## 1. Introductory statement

CHS South is a mixed, comprehensive school serving the local communities of South Manchester and is part of the Prospere Learning Trust. CHS South is a fully inclusive school and offers an Arts rich, creative, and academically rigorous curriculum.

## 2. Admission number(s)

The school has a Published Admissions Number (PAN) of 240 for entry into Year 7 in the 2023/24 academic year.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

## 3. Application process

Applications for CHS South will be made through the Manchester Local Authority (LA) Co-ordinated Admissions Process. Information about the application process and access to the online application form will be sent to parents / carers by the relevant Local Authority. Further information about the school can be obtained through the school website: [www.chssouth.org.uk](http://www.chssouth.org.uk)

All parent/carers are required to apply to their home Local Authority regardless of where the school/academy they are applying for is situated. Manchester residents will apply to Manchester Local Authority. The Local Authority will liaise with other Admission Authorities in Manchester and other Local Authorities where required. Manchester Local Authority will inform parent/carers of the outcome of their application.

Further information on Admission Applications is available from [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions) and can be requested by phone on 0161 245 7166. Manchester Local Authority's Integrated Admissions Service can be contacted at the address below.

Admissions Service  
Manchester City Council,  
P.O. Box 532,  
Town Hall,  
Manchester,  
M60 2LA

Or

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

The closing date for applications will be **31<sup>st</sup> October 2022**. Any admission forms received after the closing date will be processed as late applications.

All applications will then be processed by the Admission Authority, applying the oversubscription criteria below if necessary. All parents will be notified of the outcome of the application process by **1<sup>st</sup> March 2023**.

#### **4. Oversubscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Priority will next be given to children based on their exceptional medical or social needs or those of their parents. Each application must include evidence, from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the LA with the application, a child's, or parent's medical or social needs cannot be considered.
3. Priority will next be given to the siblings of pupils attending the school at the time the application is received, where an older sibling is in Year 11 siblings will not be prioritised under this criterion.
4. Priority will next be given to children of staff employed at CHS South.
5. Other children.

#### **5. Tie-break**

If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the centre point for a home to the centre point for the school as defined by the Local Land and Property Gazetteer (LLPG) using the Local Authority's computerised measuring system.

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-4 above to decide who has highest priority for admission if the distance between a child's home and the academy/school is equidistant in any two or more cases.'

#### **6. Late applications**

All applications received after the deadline will be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

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

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the Academy Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

#### **8. Waiting lists**

The school will operate a waiting list. Where the school receives more applications for places in Year 7 than there are places available, a waiting list will operate until the end of the Autumn term. This will be

maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

For 'In-Year' applications, waiting lists will be held for the term in which the application was made. At the end of the term all applicants will be removed from all waiting lists. At this point applicants will be required to re-apply for the school should they wish to stay on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## 9. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Independent School Appeals Service, PO Box 532, Town Hall, Manchester, M60 2LA by **31/03/2023** for information on how to appeal. Information on the timetable for the appeals process is on our website at [www.chssouth.org.uk](http://www.chssouth.org.uk)

### Notes:

#### Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

#### Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

#### Medical and Social Need:

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions.

The Local Authority will convene a panel to consider Category 2 (Medical and Social Need) applications on behalf of the Academy Trust.

#### Children of staff employed at CHS South

This would apply to all staff (in a teaching or non-teaching capacity) in either or both of the following circumstances:

- Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.