



Congleton High School

Together in the Pursuit of Excellence

Admissions 2025 - 2026 Policy:

Policy Lead:	Congleton High School
Last Review Date:	19.01.2024
Next review date:	January 2025
Approval needed by:	Local Governing Board



Congleton High School Admissions Arrangements for 2025/26

Arrangements

Congleton High School would like to adopt the following arrangements with respect to the admission of students to the school for the academic year 2025-2026

Into Year 7 at age 11
Into Y8 to Y11 if there is a vacant place
Into Y12 at age 16

The Governors are committed to ensuring that admissions to the school reflect the wide diversity of the community that the school exists to serve.

Procedure for admission into Year 7

Detailed information and guidance will be published in the Cheshire East booklet. Applications should be submitted on the Common Application Form to the Local Authority responsible for the parental address.

Students will be admitted without reference to ability or aptitude. The age of admission is 11 years. The planned admission number (PAN) for the year will be 230.

Over-subscription criteria

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

1. Cared for children and all previously cared for children as defined in Section 22 of the Children Act 1989.
2. Children whose brother or sister attends the school and who is expected to continue at the school in the following school year. This also includes half-brothers/sisters and unrelated children living together as part of one household.
3. Children who attend one of the following feeder schools:
 - Astbury St Mary's CE Primary
 - Black Firs Primary
 - Castle Primary
 - Daven Primary
 - Scholar Green Primary
 - Smallwood CE Primary
 - The Quinta Primary
 - Woodcocks' Well CE Primary

These schools will be treated equally.

4. Children of staff with more than two years' service, or those new members of staff recruited to meet a particular skills shortage.
5. The Governors reserve the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence or reports from a doctor or social worker. (see note below)
6. All other pupils

Notes:

A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989).

Children previously 'cared for' are children who were 'cared for' as defined above, but immediately after being 'cared for' became subject to an adoption, child arrangements order (formerly residence order), or special guardianship order. A child arrangements order is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 amended by Children and Families Act 2014. 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 appear to (in the view of the school) have been in state care outside of England and ceased to be in state care as a result of being adopted.

If the school is named in a Statement of Educational Needs or Education, Care and Health Plan the Governors have a duty to admit the child to the school.

Where capacity is exceeded in any of the above admission criteria a place will be allocated to the student living nearest to the school. Distance is measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the point of residence's coordinate point.

Proof of address and residency may be required and the Governors retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

When a child lives at more than one address e.g. spends part of each week at different addresses, full details of the arrangements must be included on the application form (or by means of an accompanying note) to enable the Governors to decide which address (or, exceptionally, addresses) to use for admission purposes. The address used as coordinate point is where the child wakes up most Monday to Friday.

Supporting evidence from a registered professional such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. The Governors, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received.

Late applications for places will be considered after all applications received by the closing date unless the school considers that there are good reasons for the late application, which must be stated at the time of application, e.g. exceptional medical reasons preventing earlier application or late removal into the area. Supporting documentation must be received by the deadline provided

by the local authority. Late applications will be forwarded by the local authority to the governing body for consideration. Further details can be found at <https://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>

Repeat applications will not be considered within the same school year, unless the parents' or the school's circumstances have changed significantly since the original application was made.

Pupils whose applications are unsuccessful will be placed on a 'reserve list' for one term after the start of the academic year in case any further places become available.

In Year applications – Applications for school places received after the first day of the school year into the relevant age group (secondary transfer at 11+) or into any other year group are coordinated by the school. The Cheshire East local authority Common Application Form should be completed via Cheshire East Admissions, and they will send the form directly to the school to process. The school will then contact parents to advise them of the decision.

Congleton High School – Sixth Form Admissions

The published admission number for September 2024 is 40. This is the maximum number of external students that could be admitted.

Entry criteria

- The general guideline for the admission of students into the Sixth Form is that there is an appropriate course of study accessible to the student.
- The minimum entry requirements for entry to the Sixth Form is reviewed annually by the Headteacher. These entry requirements are published in the Sixth Form Prospectus and on the school website annually.
- The minimum entry requirements for each **specific** course are published in the Sixth Form Prospectus and on the school website.
- Minimum entry requirements are the same for internal and external applicants.
- Students will receive a conditional offer of a place which will be based on the entry requirements for the courses that they wish to study.

Oversubscription criteria

If more external applications are received than can be accommodated, the oversubscription criteria will be applied to determine eligibility for places:

1. Cared for children and all previously cared for children – as defined in section 22 of the Children Act 1989
2. All other pupils based on distance criteria.

Distance is measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the point of residence's coordinate point.

If the school is named in a statement of special educational needs or Education, Care and Health Plan the Governors have a duty to admit the child to the school.

The application process

Students who are interested in attending Congleton High School Sixth Form are invited to attend a range of events designed to enable them to make informed choices about their Post 16 study. Such events include:-

- Open Evening during the Autumn term as advertised in the local press and on our website.
- Application forms can be submitted at any time of the year but applicants are strongly encouraged to submit their form by the 15th January, prior to the September they wish to join the Sixth Form.
- Informal meetings held during the Spring and Summer terms to offer advice on the suitability of courses chosen, offer of further guidance as part of the options process, and to answer questions about the Sixth Form. Following this meeting, letters detailing conditional offers are issued to applicants.
- Students holding offers will have their places confirmed at enrolment in August, following receipt of examination results, provided they meet the general criteria and grade requirements for particular subjects as outlined. If students do not meet the criteria, we will discuss at enrolment whether or not an offer of a place can be confirmed.

Appeals

Parents/Guardians/Carers and children have the right to appeal to an Independent Appeal Panel if a preference is unsuccessful. Those wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal Panel, care of Congleton High School, within 20 school days of the date of the letter confirming the Governors' decision not to offer a place. Should an appeal be unsuccessful, the Governing Body will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

Signed: _____ Headteacher Date: _____

Signed: _____ Chair of Governors Date: _____