



## **Holmleigh Park High School - Admissions Arrangements 2020**

### **School's Published Admission Number: 254**

Date agreed by Governors:

Date of next review: September 2019

### **Admission Arrangements for Holmleigh Park High School for September 2020**

Holmleigh Park High School is an academy within The Greenshaw Learning Trust and the Greenshaw Learning Trust is the admissions authority for the school.

Holmleigh Park High School participates in the Gloucestershire Secondary Coordinated Admissions Scheme for entry to the school at the normal time of transfer (Year 7) and all applicants should adhere to deadlines within that scheme. Full information on this scheme and the procedure for applications is contained in the Information for Parents published by Gloucestershire Local Authority. Transfer packs are provided by your Local Authority in September 2019 to parents/carers of students in Year 6 at maintained Local Authority primary schools. Applications for all school places must be made on the Common Application Form (CAF) provided by your home Local Authority, with the opportunity to nominate schools, ranked in order of preference. For residents living in Gloucestershire, the CAF can be found on-line at [www.gloucestershire.gov.uk](http://www.gloucestershire.gov.uk). Please refer to Local Authority guidance for deadline information, which is available at the same address

The Admission Arrangements is the responsibility of the Headteacher.

The Arrangements were approved by the Local Governing Body on: 05 December 2017

The Arrangements are due for review by: September 2020

## **Contents**

### **1 Admissions for entry to Year 7, September 2020**

- 1.1 SEN/EHCP
- 1.2 Oversubscription
- 1.3 Waiting Lists
- 1.4 In-Year Admissions

### **2 In-Year Applications**

### **3 Sixth Form Applications**

### **4 Appeals**

### **1 Admission for entry to Year 7, September 2020**

Holmleigh Park High School has a Published Admission Number of 254 for entry into Year 7 in September 2020. Parents must submit their Common Application Form stating their preferred schools to the Admissions and Transfer Team no later than 31 October 2019.



## **1.1 SEN/EHCP**

Pupils with a statement of Special Education Needs or an Education Health Care Plan that names the school will be allocated a place before other applicants are considered.

In this way, the number of places offered, as set out below will be reduced by the number of children with a Statement that has named the school.

## **1.2 Oversubscription**

### **1.21 Priority One: Children in Public Care (Looked After Children)**

A 'looked after child' ( 1 ) or a child who was previously looked after but immediately after being looked after became subject to an adoption ( 2 ) child arrangements order ( 3 ) or special guardianship order ( 4 ) .

(1) 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. In Gloucestershire, such children are referred to as Children in Care. (2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). (3) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders. (4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **1.22 Priority Two: Children with siblings**

Children with a sibling who will still be on roll at the Academy when the child starts. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address.

### **1.23 Priority Three: Children with an exceptional medical condition**

Children for whom only this particular Academy is appropriate due to an exceptional medical condition. Applications under this criteria will only be considered if they are supported by a written statement from a doctor. This must demonstrate that there is a very specific connection between the medical need and this Academy

### **1.24 Priority Four: Distance**

Children with the strongest geographical claim, measured in a straight line from the Ordnance Survey point of the child's home address (including flats) to the Ordnance Survey point of the Academy, using the local authorities computerised measuring system, with those living close to the Academy receiving the higher priority.



NB

In the event of oversubscription in any of the above criterion, places will be allocated to children with the strongest geographical claim measured in a straight line from the ordnance survey address point of the child's home address to the ordnance survey address point of the school, using the local authorities computerised measuring system, with those living closer to the Academy receiving the higher priority.

### **1.3 Waiting List**

Waiting lists for all year groups are maintained by the Academy and parents need to apply, in order to be included. If you wish your child to be on the waiting list for the next term you will need to confirm this in writing to the Principal at the beginning of each term. Application letters will be destroyed at the end of term for the preceding term so the waiting list is accurate and active. Parents who have applied to be included on a waiting list will only be notified if a place becomes available. Each waiting list is maintained strictly in order of the oversubscription criteria.

### **2 In Year Admissions**

If parents wish to transfer their child to Holmleigh Park High School, they must discuss the transfer with the Headteacher of the pupil's present school in the first instance. Parents should note applications will not be processed for an existing year group where a place would not be taken up more than a term in advance. Places offered must be accepted within a reasonable period of time. If it is then decided to make a formal request for transfer, parents should complete an admissions form available from the Academy and pass this to the Principal. The Academy's admissions criteria is applicable to all applicants throughout the school, whether bulk round or in year. However, when determining the number of places available in a relevant age group, the Academy will refer to the published admission number that was in operation when that year group was at the normal transfer age, in order to judge whether admission would prejudice the provision of efficient education or the efficient use of resources.

A sub-committee of the Local Governing Body will consider each application and will endeavour to respond within 15 school days of receipt of the application.

After a place has been offered to a pupil other than at the normal time of entry the following procedures will take place:

- (i) Assistant Principal makes contact with the child's previous school to gather information on
  - (a) Academic Ability (for setting purposes)
  - (b) Prior Assessment Data (as above)
  - (c) Behaviour Information (to include previous fixed term or permanent exclusions and reasons) including Special Needs
  - (d) Pastoral Information or concerns (including attendance, punctuality and relevant Health and Safety concerns)
- (ii) Student and parent/carer are invited for interview/tour of the school site with the Principal/Assistant Principal/Leader of Learning Community



(iii) In discussion with parents/carers and other relevant professionals (Special Education Needs Co-ordinator, Virtual school for Looked After Children, Behaviour Support Centre etc.) a start date is agreed (including a 'phased introduction' where this is relevant).

(iv) During the period between the interview and the start date the Assistant Principal will ensure:

(a) The Student is put on the School's Information Management System (SIMS)

(b) The Assistant Principal allocates a tutor group to the student.

(c) The Subject Leaders in subjects where setting takes place allocate a set to the student

(d) A timetable is prepared for the student prior to the start date.

\* Please note that in line with the Governors' Fair Access protocol, admission may not be granted to any student until the Academy is in possession of all the original documentation relating to that pupil.

\*\* In some cases, in order to best meet the educational needs of the pupil an offer may be made to enter a year group other than the year group that pupil may expect to be in chronologically.

### **3 Sixth Form**

#### Year 12 and 13 Admissions

The minimum academic attainment required for entry into the post-16 provision is 5 grade 1-5 for Level 2 courses and 5 grade 5-9 for level 3 courses. Students will also need to satisfy minimum entrance requirements for the courses for which they are applying. The Academy will publish these specific criteria in relation to the minimum entrance requirements. The same minimum academic attainment for particular courses will apply to students who have transferred from Year 11 of the Academy and to students who have been admitted from other schools. The Academy will offer a minimum of 50 places to external candidates. The entry requirements are identical for external applications as they are for internal and no distinction is made between candidates.

Places in the post-16 provision will be offered to existing Academy students first. If the Academy is oversubscribed by internal pupils, then the oversubscription criteria above will apply. Where the Academy is oversubscribed as a result of external candidates, the Academy will admit all external pupils with a statement of Special Educational Need or Education Health care plan naming the Academy and the oversubscription criteria above will be applied. There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

Information Advice and Guidance As part of the process of applying to join the Sixth Form students will be asked to attend a guidance meeting to discuss the suitability of their chosen programme of study.

At the guidance meeting possible combinations of subjects and the most suitable programme of study will be discussed.

#### Entry Requirements 2020-21



5 grade 5-9 GCSEs leading to 3 A Level or BTEC Level 3 courses in Year 12 which will be continued in Year 13. All students not attaining grade 4 or above in GCSE English and maths will need to resit these qualifications during their sixth form studies.

5 grade 1-5 GCSEs leading to 2 Level 2 courses and GCSE English and maths.

In subjects such as Biology, Physics, Chemistry and Maths a grade 6 is required. A minimum bank of knowledge based on GCSE achievement is needed if students are to have a reasonable chance of success in these subjects level.

All students not attaining grade 4 or above in GCSE English and maths will need to re-sit these qualifications during their sixth form studies'

The criteria for admission has been thought through and developed very carefully in the best interests of our students. This is a sensitive area and students are strongly advised to have a 'back up' plan in case they do not achieve the minimum requirements for their chosen route. This will be discussed during the guidance meeting. Considering this eventuality in advance of the results day in August helps ensure that decisions can be made calmly and rationally.

#### **4 Appeals**

Parents/carers have a statutory right of appeal under the School Standards & Framework Act 1998 if a place is not offered.

Parents/carers wishing to appeal must send a written request for an Appeals Pack to [mfrancis@greenshawlearningtrust.co.uk](mailto:mfrancis@greenshawlearningtrust.co.uk) or;

Head of Admissions  
The Greenshaw Learning Trust  
Grennell Road  
Sutton  
SM1 3DY