



HOLMER GREEN SENIOR SCHOOL

ADMISSIONS POLICY

2018-2019

April 2017

Introduction

Following the decision of the governing body, and the subsequent agreement by Buckinghamshire County Council, as of 1 April 2012, Holmer Green Senior School has been categorised as an Academy. All voluntary aided, academies and foundation schools are required to consult on their admission arrangements. These arrangements set out the proposed arrangements for 2015 onwards admissions.

The Admissions Policy for students entering Year 7 at the normal September intake at Holmer Green Senior School follows The Co-ordinated Admission Scheme for Secondary Schools in the area of Buckinghamshire County Council Local Authority unless stated. This will be referred to as The County Scheme. The County Scheme is available on the Buckinghamshire County Council Website with supporting information.

<http://www.buckscc.gov.uk/bcc/schools/admissions/admission.page>

1. Admission Numbers

The planned admission number (PAN) of students for admission to Year 7 at the September intake is 150.

2. Over-subscription Criteria

Where eligible applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which student/s to admit:

- a) Looked after children. A looked after child is a child who is either in the care of the local authority or being provided with accommodation by a local authority in the exercise of their social services functions, or previously looked after children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order.)
- b) Students living in the catchment area of the school. Please see the Catchment Area Map on the following link:
https://www.hgss.co.uk/_site/data/files/school/admissions/A89F544A76CDE002492C90224D5721BC.pdf
- c) Siblings of students in Years 7 to 10 who are on the roll of the school at the time allocations are made and who will be on the roll of the school at the time of the proposed admission.
- d) Students who have exceptional medical or social needs which can only be met at this school supported by evidence as set out in the County Scheme.
- e) Once the rules have been applied, then any further places will be offered in distance order using the methodology set out in the County Scheme
- f) Where the school can take some, but not all, of the students who qualify under one of these rules, we will give priority by taking account of the next rule (or rules) in the list.

Students who qualify and who have statements of Special Educational Needs that name the school will be admitted prior to the application of the admission rules.

3. Waiting List

If any vacancies arise between National Offer Day (March 1st) and December 31st of the same year, first priority will be given to those on the waiting list managed by Buckinghamshire County Council through the County Scheme. From January 1st a waiting list will be maintained for all year groups by Holmer Green Senior School. Any available places will be managed in accordance with the In Year Admission Procedure outlined below.

If parents decline an offer of a place, they may subsequently re-join the waiting list.

4. In-Year Admissions

In-year admissions are applications made for school places at any time during the school year and outside of The Co-ordinated Admission Scheme for Secondary Schools. For Year 7 applications the In-Year Admissions process reverts to HGSS from 1st September of that admission year. We process applications on a three weekly cycle.

Making an in-year application

- You will need to request an In-year application form by telephone or email - details below
- Follow the guidance for completing the form. If your child is currently on roll or just recently left a primary or secondary school in the UK **you must get the Part 2 form completed by the school before submitting your application form**, and return to the Admissions Team
- Send with your application a copy of your child's passport or birth certificate and proof of your UK resident address, Council Tax bill and Utility bill to School Admissions, Holmer Green Senior School, Parish Piece, Holmer Green, Bucks. HP15 6SP

If you require further advice, please contact The Headteacher's PA:

- Tel: **01494 712219**
- Email: office@hgss.co.uk

The school's normal Planned Admission Number (PAN) is:

Year 7	150
Year 8	150
Year 9	150
Year 10	150
Year 11	150

In-Year Waiting List

This will be maintained by the Headteacher's PA and where the school is over-subscribed the Over-Subscription Admission Criteria will be applied as per paragraph 2.

5. Out of Year Admissions

- a) Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.
- b) Holmer Green Senior School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. We

will also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, we will set out clearly the reasons for our decision.

- c) Where the school agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and the school will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. We will **not** give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

6. Sixth Form Admissions

We aim to offer a range of academic and vocational courses to our Sixth Form students and some of these require minimum grades at GCSE. Our policy is to ensure that students accepted into the Sixth Form can be placed on appropriate courses where they are likely to succeed. For this reason we ask all applicants to attend a meeting with some of our Sixth Form staff to discuss the most suitable course of study.

All students in Year 11 will be encouraged to apply for the Sixth Form. We also accept applications from students wishing to transfer from another school. In all cases the same admission criteria will apply and we have a PAN of 25 for external admissions. This is the minimum we will admit.

Admission number in Year 12

We might exceed this number if the preferred courses of study are not oversubscribed and the external applicant has met the relevant entry requirements.

Internal candidates should apply by the appropriate date stated in the current Sixth Form prospectus.

Applications from external candidates should if possible comply with the date given in the prospectus to enable us to plan courses effectively.

7. General

- a) This Admissions Policy is subject to consultation whenever changes are proposed.
- b) Appeals against non-admission are managed on our behalf by Buckinghamshire County Council. To request an appeal please contact the Bucks County Council Appeals Team.
- c) A map of the school's catchment area for Year 7 and Late Transfer admissions is available on Buckinghamshire County Council's website.
- d) Parents wishing to know their entitlement to free transport should contact the County Council.

8. Explanation of terms used in the Admission rules

Terms used follow the County Scheme. In addition, for admission purposes 'sibling' means one of two or more children who have one or more parent in common, or any other child (including an

adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility. For Year 7 admission, the school follows the application process and time lines set out in the County Scheme.

Policy date: April 2017

To be reviewed: April 2019