



**HOLMER GREEN SENIOR SCHOOL**

**ADMISSIONS POLICY  
(for 2019-2020)**

**January 2018**

## **Introduction**

Following the decision of the governing body, and the subsequent approval by the DfE, 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. This policy sets our admissions arrangements for Holmer Green Senior School for:

- September 2017 for all in-year admission applications after 1<sup>st</sup> September 2017
- September 2019 admissions through the Co-ordinated Admission Scheme.

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.bucksc.gov.uk/bcc/schools/admissions/admission.page>

### **1. Admission Numbers**

The planned admission number (PAN) of students for admission for years 7 – 11 is 150. All Admissions for years 12 and 13 are considered on a case by case basis with a PAN of 100 for each year group.

### **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:

1. 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.)
2. 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>
3. 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.
4. 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. 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.
5. Children of parents where one or more parents works at the school at the time of application in either or both of the following circumstances:
  - a) 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
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

6. Children who live outside the defined catchment area.

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. 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 1<sup>st</sup> 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](mailto: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.

### **4. Student 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 Headteacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, 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. If the parental request is made too late for this to be possible, it will be processed under the school's In-Year Admission arrangements. 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.

## **5. Sixth Form Admissions**

We aim to offer a range of academic and vocational courses to our Sixth Form students subject to a minimum grade requirement at GCSE. Our policy is to ensure that students accepted into the Sixth Form are placed on appropriate courses where they are most likely to succeed. For this reason we ask all applicants to attend an interview with senior school staff to discuss the most suitable course of study. The decision to accept a student is based not only on prior attainment, but also on a successful interview and previous attendance and behaviour references.

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.

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

## **6. 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.

## **7. 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: Jan 2018

To be reviewed: Jan 2019