



Gartree High School

Admissions Policy from August 2024

Gartree High School is its own Admissions Authority and admissions arrangements are decided by the board of Trustees. Applications are made through the Local Authority's admissions process.

1. Purpose of this Policy

1.1 The purpose of this Policy is to ensure that places at Gartree High School are allocated and offered in an open and fair way in accordance with admissions legislation.

2. Applying for a place

2.1 Parents/Carers of Year 6 children should apply for a place at Gartree High School either online via the home Local Authority's website or on the home Local Authority's Common Application Form (CAF), which must be completed and returned by 31 October to be considered as an on-time application.

2.2 All applications received by the relevant closing date will be considered first. Where there are more applications than places, these will be ordered in accordance with the approved oversubscription criteria set out below.

2.3 All late applications received after the closing date will receive the lowest priority and will be considered after those that have been received on-time. If an application is late due to exceptional circumstances a request can be made to the Trust to take those circumstances into account.

2.4 It is the legal responsibility for the Local Authority where the child resides to co-ordinate this process.

Decisions

2.5 All decisions about admissions will be made using this policy and relevant oversubscription criteria for each academy.

2.6 All offers for normal admission round Year 7 places will be made on National Offer Day 1st March, or the next working day by the home Local Authority.

All offers for in-year places will be made within a reasonable time.

3. Appeals

3.1 Parents/carers who are unsuccessful will be given the opportunity to appeal against the decision to an Independent Appeal Panel. In the case of parents/carers whose children have an Education, Health & Care Plan, the appeal is to the Special Educational Needs Tribunal.

Appeals will be held in line with the Department for Education 'School Admission Appeal Code 2022' and will be managed by Leicestershire County Council Admissions team.

4. Late applications

4.1 Any application received after the closing date 31st October, will be accepted but considered only after those received by the closing date.

4.2 Applications that are received late for good reason, e.g. when a single parent has been hospitalised, or a family are returning from abroad will be considered along with applications received before the closing date of 31st October, providing documentary evidence of the reason for lateness is also received and is no later than 31st January.

4.3 Mid-year applications should be made to the Local Authority if a place is available at the school. We advise that you contact the school to arrange a visit prior to an application being made.

5. Admission Number

5.1 Gartree High School will have an Admission Number (AN) of 185. This number is capped and will not be exceeded to accommodate mid-term applications from those moving into the local area.

5.2 Children with Education Health and Care Plans where Gartree High School is named will be offered a place at the school.

6. Oversubscription Criteria

6.1 Where there are more applications for Gartree High School than there are places available, the below criteria will be used to allocate spaces. Priority will be given to children whose parents applied on time. If there are more applications in a category, the other criteria will be applied in combination. For example, if there are more feeder school children than remaining places, the 4th and 5th criteria will be applied together, so it will be a feeder school child who lives closest to Gartree High School that will take the next place.

Allocation will made in the following order:

1 st	Looked after children (LAC) and those children who were previously looked after children (see 6.2)
2 nd	Children who will have an older brother or sister attending Gartree High School at the same time (see 6.3)
3 rd	Children of current Gartree High School staff (see 6.4)
4 th	Children who attend a feeder school (see 11.1)

5 th	Children living nearest to the school measured in a straight-line distance from home address to school gate (see 6.5-6.9)
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6.2 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.

Previously Looked After Children are children who were looked after but ceased to be so because they were adopted, (or became subject to a child arrangement order or special guardianship order).

Children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.] (i.e. charity group that benefits society) but does not include private fostering whether in England or from outside of England.

6.3 The term “brother / sister” includes half-brothers / sisters, and legally adopted children living at the same home address.

6.4 Where the member of staff has been permanently 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 or staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. This applies to all staff.

6.5 The child’s place of residence is taken to be where the child is resident for the majority of the college week and the school will accept 50:50 living arrangements.

6.6 We may request evidence of the home address and the Admission Authority will determine on the evidence produced if this evidence is sufficient to support the application.

6.7 Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and/or or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

6.8 For children of UK service personnel (UK Armed Forces) and Crown Servants, a unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address prior to arrival into the UK.

6.9 Measurement of distance is calculated by the Leicestershire County Council admission team using a Geographic Information System in a straight line from the centre point of the property to the school's main designated front gate. Distance from the school is used as a means of giving priority to children. Should the computerised system throw up an equality of distance for more than one child (who do not have the same home address), the final tie breaker will be by drawing lots.

7. Out of Age Group Applications

7.1 It would be exceptional to admit pupils out of their chronological year group. Where a parent/carer wishes to make such a request they should speak to the school about the request and the rationale that underpins it.

7.2 As the Admission Authority, we will make decisions on the basis of the circumstances of each case and in the best interests of the child. This will include taking into account the parent/carer's views, information about the child's academic, social and emotional development and where relevant, the views of a medical professional. When informing a parent/carer of our decision on the year group the child will be admitted to, the reasons will be clearly set out.

8. Tie Breaker

8.1 In the event that there are two applications which cannot otherwise be separated following application of the over subscription criteria (including using the final application of distance if more applicants are within a single criterion), the allocation of a place will be by lot. The names of the relevant children will be drawn from a hat by an independent person. This process will be independently verified.

9. Fair Access Protocol & Pupils with Challenging Behaviour

9.1 Gartree High School participate in our Local Authority's Fair Access Protocol.

9.2 Gartree High School will not refuse to admit children in the normal admission round on the basis of their poor behaviour elsewhere except where the child has been permanently excluded from two or more schools.

9.3 At any other point of application other than the normal admission round, the school may take into account any evidence to suggest that the child has displayed challenging behaviour to refuse admission and refer the child to the Fair Access Protocol.

10. Second Applications (Further Appeals)

10.1 Ordinarily only one application may be made for an academy per academic year. In exceptional circumstances, and at its sole discretion, the Trust may allow a further application

to be made where there has been a significant and material change in the circumstances of the parent, the child or the academy.

10.2 The Trust will determine if the circumstances meet the threshold for a second application.

11. Feeder Schools

11.1 The following primary schools are considered to be feeder schools for the purposes of this policy.

Brocks Hill Primary School

Glenmere Primary School

Langmoor Primary School

Launde Primary School

Overdale Junior School

St Cuthbert's Church of England Primary School, Great Glen

John the Baptist Church of England Primary school

Woodland Grange Primary School

12. Waiting List

12.1 If Gartree High School is oversubscribed, it will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the Oversubscription Criteria. The waiting list will be maintained for the first academic term in the year of admission. If places become available between the acceptance deadline and 31st December of the year on entry, individuals will be offered a place according to the waiting list.

12.2 The Admission Number (AN) is 185 pupils. Gartree High School will maintain a waiting list throughout the autumn term for the transfer year only, ranked in the same order as the published over-subscription criteria. A waiting list is not held for other year groups.

13. The admissions timeline

31st October 2023 – closing date for application to the Local Authority

1st March 2024 – National offer day for secondary school places

April – May 2024 – Appeals process and outcomes

August 2024 – New Year 7 intake start at school