



Gartree High School

Admissions Policy from August 2023

Gartree High School is its own Admissions Authority and admissions arrangements are decided by the board of Governors. 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 apply to the local authority in which they live (for Gartree High School this is usually Leicestershire County Council or Leicester City Council) for a place at Gartree High School. The annual closing date for applications to be made to the local authority is the 31st October for a place the following August.

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.

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. Under exceptional circumstances we may overfill for applications from looked after children, a child with an EHCP or due to successful appeals or the Fair Access process.

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, in the following order:

1 st	Looked after children (LAC) and those children who were previously looked after children (see 6.2)
2 nd	Pupils who will have an older brother or sister attending Gartree High School at the same time (see 6.3)
3 rd	Pupils who attend a feeder school (see 8.1)
4 th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school. (see 6.5)
5 th	Pupils living nearest to the school measured in a straight line distance from home address to school gate (see 6.6-6.8)

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 (see note ii) outside of England and ceased to be in state care as a result of being adopted.

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

6.4 Documentary evidence must be provided in support of a serious medical condition or an exceptional social or domestic need, and why it is essential they attend Gartree High School. Any documentary evidence must be produced by a professional and is subject to challenge if the school requires.

6.5 The following circumstances are solely considered by school to constitute exceptional social and domestic needs:

6.5.1 Children subject to Child Protection Plans.

6.5.2 Children of parents suffering from domestic violence.

6.6 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.

6.7 Measurement of distance is 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.

6.8 Tie Break - if two or more applications have identical ranking following applying all the above criteria in priority order as set out in note (i), then the final determination will be made by drawing lots, supervised by an independent body.

Notes:

- i. Priority will be given to children whose parents applied on time and ranked in accordance with the priority criteria set out. Where there are more applications than places or there is a tie, the next relevant criteria will be used to determine which application should be offered the place, if they still have identical ranking then lots will be drawn.
- ii. State Care - 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.

7. Out of Age Group Applications

7.1 Gartree High School does not generally 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. The school will then make a decision as to whether the request can be accepted and allow an application to be considered on this basis.

8. Feeder Schools

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

Brocks Hill Primary School
Brookside Primary School
Fernvale Primary School
Glenmere Primary School
Houghton on the Hill Church of England Primary School
Langmoor Primary School
Launde Primary School
Overdale Junior School
St Cuthbert's Church of England Primary School, Great Glen
St John the Baptist Church of England Primary school
St Luke's Church of England Primary School
Woodland Grange Primary School

9. Waiting List

9.1 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.

9.2 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.

10. The admissions timeline

31st October 2022 – closing date for application to the Local Authority

1st March 2023 – National offer day for secondary school places

April – May 2023 – Appeals process and outcomes

August 2023 – New Year 7 intake start at school