



Gartree High School

Admissions Policy from August 2025

Gartree High School is its own Admissions Authority and admissions arrangements are decided by the Governing Body. 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, and School Admissions Code and School Admission Appeal Code: <https://www.gov.uk/government/publications/school-admissions-appeals-code>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf.

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 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 school to take those circumstances into account. This will be reviewed and written reasons will be provided for any decision.

2.4 It is the legal responsibility for the Local Authority where the child resides to co-ordinate the transfer from Year 6 to Year 7 for all relevant children in their area.

Decisions

2.5 All decisions about admissions to Gartree High School will be made using this policy.

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.

2.7 All decisions for in-year places will be made within 20 days of receiving the application.

3. Appeals

3.1 Parents/carers who do not secure a place, will be given the opportunity to appeal against the decision of the Admission Authority to an Independent Appeal Panel.

If a child has 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 late applications received after the closing date will be considered after those that have been received on time. They will be considered and ranked after all of the on-time applications have been processed.

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 Admissions 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 has Planned Admission Number (PAN) of 185. This number is capped and will not be exceeded to accommodate mid-term applications from those moving into the local area.

6. Oversubscription Criteria

6.1 Where there are more applications for Gartree High School than there are places available, the criteria below will be used to allocate places. Priority will be given to children whose parents applied on time. If there are more applications than places in a category, then the lower 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)

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 / step sibling 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 school week. The school will accept 50:50 living arrangements where the child is resident with both parents on a 50:50 split of time, as enabling the closest address to the school as being the determinative address for measuring distance.

6.6 We may request evidence of the home address. We will determine on the evidence produced if this 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 may be withdrawn. Incorrect information may be misleading or even fraudulent. Accurate information is needed to fairly process all applications. If a place has been withdrawn, the applicant can submit a new application and that will be considered in line with this policy.

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. A place can be allocated prior to arrival in the UK.

6.9 Measurement of distance is calculated by the Leicestershire County Council admission team using a Geo Coding 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 used (see section 8).

7. Out of Age Group Applications

7.1 It would be exceptional to admit pupils out of their chronological year group. However, if a parent/carers wants to request this then they should contact Gartree High School to discuss the application and explain the reasons supporting the request.

7.2 When informing a parent/carers of our decision on the year group the child will be admitted to, the reasons will be clearly set out. 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/carers' views, information about the child's academic, social and emotional development and where relevant, the views of a medical professional.

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 Leicestershire County Council's Local Authority's Fair Access Protocol.

9.2 Gartree High School will not take account of their poor behaviour in the usual admission round, that is to say transfer from primary to secondary school, 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, or at any point in the normal year of entry (year 7), 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 Gartree High School per academic year. In exceptional circumstances, and at its sole discretion, we 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 We 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.

Historic link to Gartree High School prior to 2016:

- Brooks Hill Primary School
- Brookside Primary School
- Fernvale Primary School
- Houghton on the Hill Church of England School
- Langmoor Primary School
- Launde Primary School
- Overdale Junior School
- St Luke's Church of England Primary School
- St John the Baptist Church of England Primary School
- Woodland Grange Primary School

Gartree High School is the closest secondary school:

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

12. Waiting List

12.1 If Gartree High School is oversubscribed, we 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. We 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 2024 – closing date for application to the Local Authority

1st March 2025 – National offer day for secondary school places

April – May 2025 – Appeals process and outcomes

August 2025 – New Year 7 intake start at school