



Admissions Policy

2022-23

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| Policy Name: | Admissions Policy | | | Review Date: | Every Year Spring Term |
| Presented to the Resources Committee: | Date: 17.05.2021 | Adopted by the Full Governing Body: | Date: 01.07.2021 | Chair of Governors Signature: | |

ADMISSIONS POLICY 2022-23

Admissions to Year 7

- 1 Queen's Park High School is an 11-18 Academy. The Governing Body is the admissions authority and the Published Admission Number (PAN) for September 2022 is 180 places.
- 2 Queen's Park High School's admission arrangements are reviewed by the governing body of the school on an annual basis following discussion with the Local Authority, who co-ordinate the process on the Academy's behalf. Information on the admissions and appeals process appears in the Authority's booklet "**Transferring to Secondary School – Applying for Secondary School Places.**" The booklet is available in September and can be viewed on the Local Authority's website www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/school-admissions.aspx or a hard copy can be obtained on request. The contact address is: School Admissions, Cheshire West and Chester Council, Wyvern House, The Drummer, Winsford, CW7 1AH
Telephone: 0300 123 7039 or Email: admissions@cheshirewestandchester.gov.uk
- 3 In prioritising applications from parents expressing a preference for the school, the following criteria are used:

Children with Education Health and Care Plans (EHCPs) where QPHS is named on the statement, as the school can best meet the needs of the child, and who meet the minimum entry requirements, will have automatic entitlement to a place at QPHS, and will be admitted before all other applicants.

- a Looked-after children or previously Looked-after children but ceased to be so because they were adopted (or became subject to a child arrangements, or special guardianship order). The definition of Looked after is as follows: A child is looked after by a local authority if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act. Formal consultation on this change did not take place as this amendment was a mandatory requirement.
- b Siblings – students with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school, and expected to continue at the school in the following school year.
- c Children resident within the designated catchment zone of the school. Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.

- d Children not resident within a school's local catchment zone but attending a school designated as a partner school for admissions purposes, as out-of-zone students. These Primary schools are:
- Belgrave
 - Chester Blue Coat CE
 - Dodleston CE
 - Eccleston CE
 - Hoole CE
 - Lache
 - Overleigh St Mary's CE
 - The Grosvenor Park C of E Academy
- e. Distance - Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG). Proof of address may be required to verify place of residence.
- 4 Where the school can accommodate some, but not all students qualifying under one of the preceding criteria, priority will be given to students having regard to the subsequent criteria.
- 5 Late applications for places will be considered after all applications received on time.
- 6 Repeat applications will not be considered within the same school year, unless the parents' or the school's circumstances have changed significantly since the original application was made.

Admissions to Year 12

- 7 Applications for admission to the Sixth Form are dealt with by the school in line with the relevant published admissions arrangements and not by Cheshire West and Chester Council.
- 8 Children already in the school are not required to apply formally for places in Year 12 but should have reached the minimum entry requirements for admission into the sixth form, where relevant. Minimum entry requirements are the same for internal and external applicants.
- 9 Schools will not interview students or their families for entry to Year 12, although meetings may be held to provide advice on options and entry requirements for particular courses.

Sixth Form Minimum Entry Requirements

- 10 The normal minimum entry requirements for admission to the sixth form to study primarily at A level is 5+ GCSEs at grades 9-4 including a strong pass (grade 5) in English and maths. Further information on specific course entry requirements will be provided by the school.

- 11 Minimum entry requirements for admission onto specific vocational courses vary and a full list of requirements can be obtained from the school. Parents are advised to contact the school for further information.
- 12 Sixth Form Admission Arrangements - Oversubscription Criteria
- a Looked-after children or previously Looked-after children but ceased to be so because they were adopted (or became subject to a child arrangements, or special guardianship order). The definition of Looked after is as follows: A child is looked after by a local authority if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act.
 - b Children resident within the designated catchment zone of the School. Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.
 - c Distance - Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG). Proof of address may be required to verify place of residence.

Published Admission Number – External Candidates Only

- 13 The maximum admission number for the admission of external candidates is 40 places.
This number relates to the admission of external candidates only and is based on an estimate of the maximum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.

In Year Admissions

- 14 Admissions for any year group other than the start of Year 7 will be classed as In-Year applications and will be handled directly by the school.

Where families wish to change the school their child attends at other times of the year after the start of Year 7, the school should be contacted in the first instance in order to make an appointment to visit. Parents will be given an indication of whether there are places available in the relevant year group. If other applicants want the same place the school will apply the same published criteria to determine priority for that place. If there are no places available the school will be able to inform parents of the Appeals process.

If an application is made for a student to be admitted to the school and the required year group is below the published admission number applicable to the age group, the students will be accepted subject to the provisions of

this policy. The school may refuse to admit a child where there are places available on the grounds that admission of such a student would prejudice the provision of efficient education or the efficient use of resources in any year group.

The school will consult and co-ordinate its arrangements, including over the rapid re-integration of children including those who have been excluded from other schools and who arrive in the area after the normal admissions round, in accordance with local in-year fair access protocols for securing schools for unplaced children.

Waiting Lists

- 15 In any year where QPHS receives more applications for places than there are places available, a waiting list will operate until 31st December of the same year. The waiting list will be maintained by the School and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

Position on the waiting list and allocation of places will be determined solely in accordance with the over-subscription criteria outlined above. When a place becomes available, the name at the top of the list will be automatically contacted. Whenever a new applicant is added to the waiting list, the list will be re-ordered in accordance with the oversubscription criteria.

Appeals

- 16 Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an Independent Appeals Panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals and will be binding on all parties.

QPHS will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code.

Appeals should be made, in writing, to Queen's Park High School within 20 school days from the date of notification that the application was unsuccessful.

The panel will consist of three people (two will have education experience and one will be an independent person with no education experience). The panel will consider the case put forward, it must consider the admission arrangements for the School and the reasons why you want to attend this particular institution. The panel must exercise its discretion by balancing the weight of arguments.

The decision of the Independent Appeals Panel is binding on both the School and the student/parents.

The School will not consider repeat appeals by the same applicant in the same academic year, unless the applicant is able to prove that there have been material changes in their circumstances since the previous admissions appeal.