



1.i) Admission Arrangements

Henley Bank High School - Admission Arrangements 2021

School's Published Admission Number: 172

Approved by LGB:

Admission Arrangements for Henley Bank High School for September 2021

Henley Bank High School is an academy within The Greenshaw Learning Trust and the Greenshaw Learning Trust is the admissions authority for the school.

The admissions process is administered by the school in accordance with these Admission Arrangements, in accordance with and pursuant to the Admission Policy of the Greenshaw Learning Trust.

The Admission Arrangements is the responsibility of the Headteacher.

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1 Admission for entry to Year 7, September 2021

Henley Bank High School has a Published Admission Number of 172 for entry into Year 7 in September 2021. Parents must submit their Common Application Form stating their preferred schools to the Admissions and Transfer Team no later than 31 October 2020.

1.1 SEN/EHCP

Students with an Education Health Care Plan that names the school will be allocated a place before other applicants are considered.

In this way, the number of places offered, as set out below will be reduced by the number of children with an EHCP that has named the school.

1.2 Oversubscription

1.21 Priority One: Looked After Children

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption(2) child arrangements order (residency order) (3) or special guardianship order (4) .

(1) 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. In Gloucestershire, such children are referred to as Children in Care.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

(3) Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

1.22 Priority Two: Siblings

Children who have a sibling attending the school and who will continue to do so when the younger child is admitted. For this purpose, sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.

1.23 Priority Three: Children of permanent staff where:

The member of staff has been employed at Henley Bank High School for two or more consecutive years; **or**
The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

In order of the proximity of their home address to Henley Bank High School, with the closest having the highest priority.

1.24 Priority Four: Geographical Distance

The remaining places will be offered on the basis of proximity of the child's home address to the school. Distances from home to school are measured in a straight line from the Ordnance Survey point of the child's home address (including flats) to the Ordnance Survey point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

Home Address

The address on the application must be the child's permanent place of residence. It should not be a business, relative or carer/childminder's address. Parents/carers must not use a temporarily rented address to secure a school place for their child. The only exceptions are for children of UK service personnel for whom special arrangements apply.

The address will normally be the parents' address. If the parents do not live together, it should be the parent with whom the child spends the majority of the time. This will normally be the main address held by the primary school and the address of the parent who receives Child Benefit in respect of the child. This should also be the case if there is a formal equal share custody arrangement between the parents.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

1.25 Tie-break

Where two or more applicants share priority for a place, e.g. where two children live the same distance from the school, and where there is only one place remaining, the child to be allocated will be selected by the drawing of lots.

Lots will be drawn by a senior officer of The Greenshaw Learning Trust who is independent of the school admissions process.

1.3 Notification and Acceptance of Offers

Notification of offers will be sent to parents/carers by their Home Local Authority.

Written acceptance of the offer of a place should be received by the Local Authority by the closing date as determined in the offer letter.

An offer found to have been gained fraudulently will be withdrawn.

1.4 Waiting Lists

If the school is oversubscribed a waiting list will be held for Year 7 until the 31st December.

The waiting list will be prioritised according to the school's oversubscription criteria.

Parents wishing to remain on the waiting list after 31st December 2021, should write to the school by 31st December, stating their wish and providing their child's name, date of birth and the name of their current school.

2 In-Year Admissions

To apply for a place at Henley Bank High School, parents should contact the school in the first instance. Parents must then complete the In-Year Admission form supplied and return it directly to the school. Gloucestershire County Council will no longer be responsible for offering places to children on behalf of all schools for In-Year Admissions, but does maintain the statutory duty of being responsible and aware of all students and vacancies within schools within Gloucestershire.

Where there are more applicants than places available, the waiting list will be maintained according to the oversubscription criteria shown in Section 1 and without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists will be reviewed at least once a year.

Positions on the waiting list may go down as well as up. This is because other children might be added to the waiting list who have a greater priority for a place against the school's admission criteria; for example,

when new families move into the area or when other families who had not previously named Henley Bank High School as a preference, ask to go on the waiting list after the initial allocation date.

3 Applications for students outside of the normal age group

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The School will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents should visit the school. The head teacher will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all students and how the needs of these students will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have.

Decisions will be made 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.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused. Parents will be informed of the outcome of their request prior to offer day.

4 Appeals

Parents/carers have a statutory right of appeal under the School Standards & Framework Act 1998 if a place is not offered.

Appeals will be heard by the Independent Appeals Panel established by the Greenshaw Learning Trust to hear the appeal. The Panel will decide whether to uphold or dismiss the appeal.

Appeals for entry in September 2021 must be received by Friday 23rd April 2021 at the latest if these are to be heard by the Independent Appeals Panel by Friday 25th June 2021. Appeals received after Friday 23rd April where possible, will be heard by Friday 25th June; however, this will depend on the date the appeal is lodged and cannot be guaranteed.

Parents/carers wishing to appeal must send a written request for an Appeals Pack to admissionappeals@greenshawlearningtrust.co.uk or;

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The Greenshaw Learning Trust
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