Chosen Hill School

Proposed

Admissions Policy
For Entry in September 2028

Contents

1. Aims..... 2
2. Legislation and statutory requirements 2
3. Definitions 2
4. How to apply 2
5. Requests for admission outside the normal age group..... 3
6. Allocation of places..... 3-4
7. Late applications 4
8. Notification and Acceptance of Offers 4
9. Tie Break 5
10. Waiting List 5
11. Challenging Behaviour 5
12. Fair Access Protocol 5
13. Transport 5
14. In-year admissions 5-6
15. Appeals 6
16. Sixth Form Admissions..... 7-8

Chosen Hill School is an academy and the admission authority for the school is the Trust Board.
This policy is effective for entrants from **September 2028 to August 2029.**

1. Aims

This policy aims to:
- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):
- School Admissions Code 2021
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with our funding agreement and Articles of Association.

3. Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form (CAF) provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:
- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked-after children are children who were looked after, but ceased to be so because they:
- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

4. How to apply

For applications in the normal admissions round you should use the Common Application Form (CAF) provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express up to 5 preferences, in rank order.

The Common Application Form must be submitted to the child's home Local Authority no later than 31st October.

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.
Decisions on requests for admission outside the normal age group will be made on the basis of the

circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:
- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 232 **pupils for entry in Year 7.**

6.2 Oversubscription criteria

Students with an EHCP 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 have named the school.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled:

Priority 1)
Looked-after children and all previously looked-after children who apply for a place at the school (see section 3 above).

Priority 2)
Children with siblings attending the school when the younger child is admitted. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

Priority 3)
Children living in the school's catchment area.

A map showing the priority catchment areas is available on the school website.

N.B. You must give your permanent home address. The address of a business, relative, friend, childminder, temporary address or address to which you hope to move is not eligible. Any misrepresentation is potentially fraud and can lead to the withdrawal of a place.

Priority 4)
Children of current members of staff who are either:
a) On a minimum of a 0.5 contract with the school and been employed by the school for two or more years at the time at which the application for admission to the school is made.
b) Have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority 5)
The school will consider applications from all geographical areas based on proximity of the child's home address to the school. Distances will be measured in a straight line using the computerised system as specified by Gloucestershire County Council.

For families of **service personnel** with a confirmed posting to the area, or **crown servants** returning from overseas to live in the area, who do not currently live in the area, a Unit postal address or quartering area address will be used as the home address, provided that the application is accompanied by an official letter that declares a relocation date and the address.

7. Late Applications

Application forms received after the closing date will be treated as "late" applications and considered after those that are received on time.

8. Notification and Acceptance of Offers

Notification of offers for admission to Year 7 will be sent to parents by their Home Local Authority. Offers are made by the home Local Authority on or about 1 March.

Written acceptance of the offer of a place must be sent to the Local Authority to be received by the closing date as stated in the offer letter.

An offer found to have been gained fraudulently may be withdrawn. This may also be the case after the child has started at the school.

9. Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined in 6 above (strongest geographical claim), places will be offered to all applicants.

10. Waiting Lists

If the school is over-subscribed, a waiting list will be held for Year 7 until 31st December. Parents/carers wishing to remain on the waiting list after 31st December should put their request in writing to admissions@chosen-hill.gloucs.sch.uk by 31st December to request this.

The waiting list will be prioritised according to the school's oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

11. Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

12. Fair Access Protocol

We participate in Gloucestershire County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible. Should a vulnerable child under these Protocols be directed to the school, they will take precedence over any child on the waiting list and be placed on the school roll, providing that school can meet their needs. This may mean a cohort PAN exceeds 228.

13. Transport

Chosen Hill School has no contractual arrangement with any bus company to provide a bus service for students. Bus and Coach companies provide a service as part of their service to the public and further details are available from the school. For Bus Pass entitlement queries please contact Gloucestershire County Council directly.

14. In-Year Admissions

Any applications for Chosen Hill School made outside the normal year of entry must be made directly to the school using the in-year application form that can be found on the school website and also the Gloucestershire County Council website.

Applications can only be accepted if all of the sections on the form are fully and accurately completed. If any section is found to be deliberately completed incorrectly, this will render the application invalid and may count against the applicant in future appeal hearings or placement decisions. Applicants are advised to read the Gloucestershire County Council website advice on in-year admissions, before completing this form.

Completed in-year application forms should be submitted to admissions@chosen-hill.gloucs.sch.uk

Parents/carers will be notified of the outcome of their in-year application within 15 school days.

If the application is for a year group which is already on or above our published admission number (PAN), the school cannot offer additional places and so the application will be unsuccessful. A letter will be sent making it clear the reason for refusing a place at the school and also outline the process for an appeal, should the applicant wish to make one.

If the application is not successful and the applicant has ticked the box indicating that they wish to be added to the waiting list, then the student's name will be added to that list. Waiting lists will remain active until the end of the current academic year. Should you wish to remain on the waiting list you will need to reapply at the start of the next academic year.

Waiting list positions can go up as well as down based on the oversubscription criteria of the school. Availability of places can change on a daily basis.

15. Appeals

Parents have a statutory right of appeal against the decision not to offer a place at a school, under the School Standards & Framework Act 1998. Appeals will be heard by an Independent Appeal Panel. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child.

Parents/carers wishing to appeal must send a written request to admissions@chosen-hill.gloucs.sch.uk and will be provided with our Admission Appeals Booklet which explains the grounds under which an appeal could be upheld.

Appeals will be conducted in accordance with the code of Practice for School Admissions Appeals. Parents/Carers, whose appeals have been unsuccessful, may only apply for a further appeal in the same academic year if there has been a significant or material change in their circumstances.

For applications made in the normal admissions rounds, appeals will be heard within 40 school days of the deadline for lodging appeals.

For applications for in-year admissions, appeals will be heard within 30 school days of the appeal being lodged.

16. Sixth Form Admissions

Admission number

Chosen Hill Yr.11 students who meet the admission criteria plus approximately 80 external candidates. If all Yr. 11 required a place, the maximum Year 12 Sixth Form numbers would be in the region of 250 internal students and 60 externals.

Aims

The over-arching goal of our Admissions Policy continues to be the provision of study in a high-achieving, inclusive Sixth Form valuing all aspects of personal development.

We aim to be both as inclusive as possible in our intake and to help every student find the best possible route to success in 16+ education or training.

Entry Criteria

The intake into Year 12 will be based upon applicants' ability to meet the entry requirements published annually in the Sixth Form Prospectus for their chosen course of study.

We offer a range of highly personalised pathways through the Sixth Form, admitting students to study courses suited to their Key Stage 4 achievement. At least 5 GCSEs at grade 9-4 are required for admission to A-Level/ Level 3 courses, with specific grades 9-6 for a number of subjects.

Impartial guidance meetings will be held to provide all students with information and advice on course options and entry requirements. Details of individual course requirements are available from the Director of Sixth Form, in the Sixth Form Prospectus and on the Sixth Form pages of our website https://www.chosenhillschool.co.uk

Our Offer

We offer a wide range of courses including A Levels and BTECS. Alongside these, we provide the opportunity to re-sit GCSE English or Maths to students without the minimum grade of a 4. Should a particular course not be viable to run, whenever possible, an alternative course will be offered.

We have a suite of Extension Subjects that include EPQ, TAG, DofE and Core Maths. Students also benefit from additional supervised Directed Study sessions per subject.

Core Skills are developed in our Learning Mentor programme and we have a dedicated PSHE slot in the timetable.

How to Apply

An Open Evening for potential Sixth Form Students is planned for January each year when the new Sixth Form Prospectus, containing details of all courses offered, together with an online Application Form: https://chosenhill.applicaa.com/year12 is available

All applications should be received by end of January. Offers will be confirmed by late March. Late applications will be considered if the courses required have space.

We operate a blocking system during the application process for students to select their subjects in preference order within a draft structure and make every effort to accommodate these choices in our timetabling. (We cannot guarantee all courses will run but will always give opportunity for individual discussion in guidance meetings).

Oversubscription criteria

In recent years we have received a steadily rising number of applications. When over-subscription occurs, we allocate places to students meeting the entry criteria as follows:

Priority 1)
In all cases priority must be given to Children in Care who meet the entry requirements.

Priority 2)
Priority is given to applications received before the closing date over late applications.

Priority 3)
Where over-subscription occurs amongst applications submitted in time, we will allocate places to students with the strongest geographical claim, measured in a straight line from the student's home address to the School, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Tie break

In the event of a tie-break of over-subscription criteria, e.g. exact distance from home address to school in more than one case, places will be offered to both applicants. Wherever possible, we would first look at possibilities allowing extra classes to be provided.

In-year applications

We will always consider applications during either Year 12 or Year 13 for students requiring a transfer from another school or college. This is, of course, largely dependent upon matching exam boards and programmes of study. Any person interested in making an in-year application should contact the Director of Sixth Form for an initial guidance discussion.

Appeals

Applicants who do not secure a place and wish to appeal against this decision should contact the Headteacher's PA at pa@chosen-hill.gloucs.sch.uk