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# ADMISSIONS ARRANGEMENTS 2026-27

## DOCUMENT CONTROL

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## Compliance with the Code of Practice for Admissions

Carr Hill High School will comply with the Admissions Code to ensure the admissions arrangements are clear, lacking complexity and fair. Carr Hill High School will work within the locally coordinated admissions process and will ensure that it contributes to local admissions arrangements. We will make sure that all communication is targeted and accessible to all our community, including the hard to reach.

## Year 7 Admissions

The school will not seek to select its pupils by ability, interview applicants, or seek payment from parents and carers for admission. Carr Hill High School will work with locally coordinated processes and procedures for admissions arrangements on an annual basis. Working with the locally coordinated processes, Carr Hill High School will work alongside the Local Authority ensuring that parents and carers can benefit from a prospectus and suitable marketing materials. Carr Hill High School will of course ensure that website information is available to all prospective parents and carers.

Carr Hill High School will admit **200** pupils into year 7 for academic year 2026/27

## General admissions arrangements

Carr Hill High School will ensure that it provides places for children of all abilities, all of whom will come from the local area. We intend to attract local pupils and students from the immediate area surrounding the school and all our publicity and promotional material is designed to appeal to parents and carers in the surrounding neighbourhoods of the school. We are determined that no-one will be marginalised because of challenging or difficult circumstances and will put support in place where this is needed to access information and communication with Carr Hill High School.

In accordance with admission requirements, a prospectus will be available at the start of each academic year.

## Process of Application

Arrangements for applications for places at Carr Hill High School will be made in accordance with the Local Authority's coordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant Local Authority.

Carr Hill High School will use Lancashire County Council's timetable for applications to the school each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the coordination of admission arrangements within the Local Authority (LA) as agreed by locally coordinated processes, LA and local schools.

- a) By September – Carr Hill High School will publish information about the arrangements for admission, including oversubscription criteria for the following September. This will include details of open evenings and other opportunities for prospective pupils and their parents and carers to visit the school. The school will also provide information in relation to the school to the LA for inclusion in the composite prospectus, as required

- b) In September and October – Carr Hill High School will provide opportunities for parents and carers to visit the school
- c) October – Common Application Form to be completed and returned by parents (LA to administer). Deadline for applications is 31 October
- d) LA sends Carr Hill High School applications to the Trust if there is oversubscription
- e) Carr Hill High School sends a list of pupils to be offered places at the school to the LA. Applications are prioritised in accordance with published oversubscription criteria
- f) February – the LA applies the agreed scheme for their own schools, informing other LAs of offers to be made to their residents
- g) 1 March offers made to parents and carers
- h) Carr Hill High School will ensure its application processes enable parents and carers to apply before these deadlines

### Admissions and oversubscription criteria

Carr Hill High School wishes to work in harmony with the locally coordinated procedures throughout the process. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below.

It is important that all information presented on the application form is correct and verifiable, Education Partnership Trust reserves the right to withdraw an offer of a place if it has been made on the basis of misleading or false information presented on the application form.

### Procedures where the Carr Hill High School is oversubscribed

If there are more applicants than places available, **after** students with an Education Healthcare Plan naming the Carr Hill High School, places will be offered in the following order:

1. Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with a sibling (Siblings include stepchildren, half brothers and sisters and adopted and foster children who are living with the same family at the same address.) on roll or previously on roll at Carr Hill High School. (Consideration will be given to applying the sibling rule to full brothers and sisters only who reside at different addresses. This will be entirely at the discretion of Carr Hill High School)

Trust and will take information and evidence provided by each applicant into account and will also examine other relevant issues i.e. location of each sibling's address and the distances to all relevant schools plus the effects of using discretion on other applicants for a school).

3. Children living closest to the school. All distances will be calculated using a radial measurement. It should be noted that the distance will be defined from a start point plotted within the centre of the property at which the applicant lives to the centre of Carr Hill High School. (co-ordinates provided by Ordnance Survey data).

***Please note, children with an EHCP naming Carr Hill High School in particular will be admitted before all other applicants.***

Admission numbers will be adjusted to take this into account before the remaining places are offered to other applicants

Where there are more applicants for the available places within categories (1) – (3), then the distance criteria will be used as the final determining factor, nearer addresses having priority over more distant ones. If oversubscription occurs in distance, and home to school distance is equal, rank order will be determined by Carr Hill High School using a random draw. This process will be independently verified. Where this applies to twins or other multiple births, the school will consider if it can accommodate the additional child(ren) on a case-by-case basis.

### Waiting lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list. Children with an EHC Plan will take priority over children on a waiting list.

Waiting lists for entry to Year 7 each September will be maintained until the last day of the Autumn term. Parents wishing to remain on the waiting list after this date must write to Carr Hill High School by 31 December, stating their wish and providing their child's name, date of birth and the name of their current school. After 31 December, parents whose children are not already on the waiting list but who wish them to be so must make an application through our in-year admission process. Waiting lists for other year groups will be reviewed termly.

### Appeals

There will be a right of appeal to an Independent Appeals Panel for applicants refused admission. Carr Hill High School will participate in the LA's Fair Access policy.

The Education Partnership Trust and Carr Hill High School will act in accordance with the Fair Access Protocol and will ensure that an Independent Appeals Panel is appointed to act in accordance with all relevant provisions of the School Admissions Code 2021 ("the new Code") and the School Admission Appeals Code published by the Department for Education as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or legislation to "admission authorities" shall be deemed to be references to the governing body of the Education Partnership Trust.

The Education Partnership Trust and Carr Hill High School shall ensure that parents and 'relevant children will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Education Partnership Trust. The Independent Appeal Panel will be independent of the Education Partnership Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education. The determination of the

appeal panel is binding on all parties.

### **In-Year Admissions**

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application. The in-year admission process is managed by the school. Parents are required to complete the in-year application forms, which are available from the school website.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel. Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's appeal form on Lancashire County Council's website

### **Late applications for admission**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others and placed on the waiting list in order according to the criteria.

### **Applications outside of the normal age group**

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

Where a child has been educated out of their normal age group at primary school, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

A decision is made on the basis of the circumstances of each case.

The process is as follows:

#### **Stage 1 – request**

Parents make a formal request to the school in writing with any supporting evidence they wish to be considered.

- A request for early entry into Year 7 should be made before 31 October in the previous academic year in order to give sufficient time for the case to be considered prior to the offer of school places on 1 March.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

#### **Stage 2 – decision**

Requests for academy schools will be referred to the school to be considered.

We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the school to consider.

### Stage 3 – outcome

Parents are notified of the decision in writing by the school.

#### Request agreed:

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications in accordance with the oversubscription criteria for the school.

**There is no guarantee that a place will be offered at the preferred school.** Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

#### Request refused:

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied, they have the right to complain through the school's complaints procedure.

### Definitions

'Previously looked after' refers to children who are looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. It is incumbent upon applicants to provide the necessary supporting evidence.

Siblings include stepchildren, half brothers and sisters and adopted and foster children who are living with the same family at the same address. (Consideration will be given to applying the sibling rule to full brothers and sisters only who reside at different addresses. This will be entirely at the discretion of Carr Hill High School and will take information and evidence provided by each applicant into account and will also examine other relevant issues i.e. location of each sibling's address and the distances to all relevant schools plus the effects of using discretion on other applicants for a school).

Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. All distances will be calculated using a radial measurement. It should be noted that the distance will be defined from a start point plotted within the centre of the property at which the applicant lives to the centre of Carr Hill High School. Applicants wishing to query a distance from home to school should contact EPT at Carr Hill High School. The child's home address excludes any business, relative's or childminder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will normally be the address of the parent who is claiming Child Benefit for the child, however all available evidence will be considered. The address to be used for the initial allocation of places to Year 7 will be the child's address at the closing date for application. Changes of address up to dates stated in the scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address





to be used for waiting lists, after the initial allocation, and for in-year admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Carr Hill High School of any change of address.