



## **Beech Hill School Admissions Policy**

This document sets out the admission arrangements for the **Beech Hill School** and complies with Annex B to the Funding Agreement which is an agreement between the Academy and the Secretary of State. Any changes to the arrangements set out in the Funding Agreement must be approved in advance by the Secretary of State.

The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time.

The Governing Body of the Academy is the Admissions Authority and therefore any reference in the codes to admission authorities shall be read as the academy's governing body. In particular, the Academy will take part in the Co-ordinated Admissions Scheme run by Calderdale Local Authority (please see the current year flow charts in appendix 1 and 2).

### **1 Application for Places**

Parents are asked to apply for a place at the Academy using the common preference form supplied by the local authority, which must be returned as specified on the form. Alternatively, parents may apply direct to the local authority online.

### **2 Allocation of Places**

There are 90 reception places each year and allocation of places is made using the following criteria:

- 2.1 Where 90 or fewer applications are received, the Academy will offer a place to all those who have applied
- 2.2 Where the number of applications for admissions exceeds 90, applications will be considered against the criteria set out below and in the priority order stated:
  - 2.2.1 Children with special educational needs who have a Statement which names the Academy will be allocated a place. This is a statutory entitlement under the S.324 of the Education Act 1996.
  - 2.2.2 Looked after children (including those who were in care but now adopted or subject to a residence or guardianship order will be allocated a place.
  - 2.2.3 Pupils who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and who will be at school at the start of the academic year.
  - 2.2.4 Proximity of the pupil's home address to the school. This will be calculated using a 'straight line' measure of distance from the front door of the child's permanent home address to the front gate of our site. Proof of residence can be requested at any time throughout the admissions process and

an offer withdrawn if misleading information is used to gain an advantage The Local Authority GIS system (Geographical Information System) will be used

### **3 Notification of Places**

In accordance with the Co-ordinated Admissions Scheme run by Calderdale MBC, the local authority will make the formal offer of a place to parents or guardians on behalf of the Governing Body of the school. These letters will be sent and will ask parents/carers to contact the school by telephone or letter to either accept or reject the offer of a place. This will in no way affect parents' right of appeal for a place at another school but will allow the school to re-allocate a rejected offer to another child.

### **4 Fair Access Protocol**

As part of the Co-ordinated Admissions arrangements with the local authority the Beech Hill School may accept hard-to-place pupils onto the school role from time to time in accordance with the Local Authority In-Year Fair Access agreement. These are special cases arranged outside the boundaries of this admissions policy.

### **5 Appeals Procedure**

Parents who want to appeal against the decision not to offer their child a place at the school must appeal directly to the school. Appeals should be addressed to the Chair Governors at the school within 10 days of receiving the decision letter from the local authority.

The appeals will be heard by the local authority on behalf of the school to hear the case for the appellant. Parents will receive advanced notification of the date and time of their appeal hearing, to which they can go and make their case (please see the flow chart in appendix 1 which includes a timetable of events). If they wish, parents may be accompanied by an advisor or friend who can be a locally elected politician.

Following the appeal, the local authority appeal panel will write to parents with the decision and full reasons for the decision. The decision of the appeals panel is binding and final.

### **6 Re-Allocation (Waiting) list**

A reallocation list will be drawn up from unsuccessful applicants, giving priority for places that become vacant, in accordance with section 2. Any places which become available will be filled from the re-allocation list. If a child has been placed on the re-allocation list, parents will be informed and asked to confirm annually that they wish to leave their child's name on the list, which will be retained until the end of the autumn term.

### **7 In-Year Applications**

The same criteria will apply for in-year applications as outlined in section 2 and the appeals processes outlines in section 5. In year places will become available when the number in each class falls below 30. Parents wanting to apply for a place for their child should apply through the Admissions Department at Calderdale Local Authority.

### **8 Consultation**

Beech Hill School will consult with local groups and schools if changes to these arrangements have been proposed. They will consult on the full admission arrangements every seven years even if no changes are proposed. Admission information will be made available on the school's website.

### **Record Keeping**

The personal information provided as part of the initial admissions process is held securely in accordance with data protection laws. The personal information of successful applicants will be transferred to the pupil file. Any applicants who are placed on the waiting list will have their details held securely. If a place becomes available then the applicants details will be transferred to their pupil file. If, on review, a parent no longer wishes for their child to remain on the waiting list then their personal information will be confidentially destroyed following removal from the list.

**Reviewed October 2018**

Appendix 1

**In-Year Applications Process**



