

## **HELBY HIGH SCHOOL ADMISSIONS PROCEDURE**

### **School Admissions Years 7 – 11 and Sixth Form**

Helsby High School is a comprehensive school, welcoming students regardless of ability or aptitude. We adhere to the published timetable within Cheshire West Secondary Schools (CWaC) admissions guidelines each year.

### **Admission Arrangements for Helsby High School**

As required by law, Cheshire West and Chester make arrangements for parents and carers to express their preference for the school where they wish their child to be educated and an opportunity to give reasons for their preference before any places are offered. The co-ordinated admissions process provides a way for ensuring that as far as it is practical, every parent living in an English local authority area receives a single offer of a school place on the same day. All English local authorities are required to provide a common application form (CAF), which allows for at least three school preferences, for parents and carers resident within an authority. All school preferences must be included on the home authority's form.

<https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/general-admissions>

Applying for a school place for the start of Year 7:

<https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/apply-for-a-school-place>

Applying for a school place for any year group (other than for the start of Year 7):

<https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/object-to-admission-arrangements/in-year-school-transfers>

### **Admission information**

#### **Admission Numbers**

The published admission number (PAN) for Helsby High School is 225 students per year group. Published admission numbers are established for each school in order to decide whether any age group within a school is full.

#### **Admission and Age Groups**

Applications for admission, and any appeals, are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances. It is at the

discretion of the Headteacher to determine if a child will be admitted to a year group that is not in accordance with their chronological age group.

### **Admissions of students residing outside the boundaries of Cheshire**

Students residing outside the boundary of CWaC are offered places on the same basis as CWaC students, however, applications on their behalf for a place at this School must be made using an application from their home LA which will make the necessary arrangements with Cheshire LA, e.g. students resident in Halton wishing to express a preference for a place at Helsby High School, must name Helsby High School on the Halton Admissions Common Application Form (CAF).

### **Allocation of Places**

As required by law, the Local Authority makes arrangements for parents to express their preference for the school where they wish their child to be educated and an opportunity to give reasons for their preference before any places are offered. All preferences must be in writing and those meeting the criteria for Helsby High School will be met except where this would prejudice efficient education or the efficient use of resources, e.g. if the year group in question is over-subscribed.

The criteria used for prioritising applications if a year group is over-subscribed will be those pertaining to community and voluntary controlled schools, namely:

Where more applications are received than there are places available and after the admission of pupils with an Education, Health and Care Plan (EHCP) where the school is named in the statement, preferences for community and voluntary controlled schools, together with any supporting information, will be considered in accordance with the council's published oversubscription criteria as follows:

- 1) A 'Looked after child' or a child who was previously looked after by an English Local Authority but ceased to be so because they were adopted (or became subject to a child arrangements, or special guardianship order). 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).
- 2) A 'Looked after child' or a child who was previously looked after outside England, but ceased to be so because they were adopted (or became subject to a child arrangements, or special guardianship order).
- 3) Siblings – pupils 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 (in years Reception through to Year 10 and year 12) and expected to continue at the school in the following school year. (i.e. at the time of admission).
- 4) Children resident within the designated catchment zone of the school.

5) 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 pupils. The designated partner primary schools for Helsby High School are as follows:

- Alvanley Primary School
- Ashton Hayes Primary School
- Aston by Sutton Primary School
- Elton Primary School
- Frodsham CE Primary School
- Frodsham Manor House Primary School
- Frodsham Weaver Vale Primary School
- Helsby Hillside Primary School
- Horn's Mill Primary School
- Kingsley Community Primary and Nursery School
- Kingsley St John's CE Primary School
- Manley Village School
- Norley CE Aided Primary School

6) Pupils living nearest to the school 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).

Where a school cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission. For example, if a school cannot accommodate all siblings for whom an application has been received, all sibling applicants will be prioritised in the order of:

- Siblings (criterion 3) who live within the school's designated catchment area (criterion 4);
- Siblings (criterion 3) who do not live within the school's designated catchment area (criterion 6).

All applicants within each criterion will be put into a distance order with priority being given to those that live nearest to the school, as stated in criterion 6 above.

### **Admission Appeals**

Parents who are not offered a place at Helsby High School have a right of appeal to the Independent Schools Appeals Panel. Details of the appeals procedure will be provided should your application for a place be unsuccessful. As a Community School, the LA manages the appeals process on our behalf. Further details can be found here:

<https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/school-appeals>

### **Waiting Lists**

Students whose applications are unsuccessful may be placed on a waiting list until the end of the Autumn Term. Placing a child's name on a waiting list does not affect the right of appeal. The waiting list will not be held on a 'first come, first served' basis. New applications will be added to the waiting

list in criteria order and, should places become available, these will be offered in line with the over-subscription criteria outlined above.

### **Sixth Form**

All Students whether they are already in the School or attend another school are required to apply formally for places in the Sixth Form and should have reached the minimum entry requirements for admission to the Sixth Form. Minimum entry requirements are the same for internal and external applicants. Students wishing to join Helsby High School in Year 12 must also meet the academic criteria set for their intended courses as indicated in the 6<sup>th</sup> form prospectus and course guide.

Reviewed: Full Governors Meeting 12.12.22

Date of Next Review: December 2023