



POLICY INFORMATION STATUTORY

Name of Policy/Procedure: **ADMISSIONS**

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Reviewed by	Date	Approved
Emma Szymura	Summer Term 2021	FGB:
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Emma Szymura	Autumn Term 2023	FGB: 29.11.2023
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Claire Harrison	Autumn Term 2025	FGB: 03.12.2025

School Admissions

Ruskin Community High School admits students in Years 7-11. The school complies with School Admissions legislation requiring Local Authorities to co-ordinate admission arrangements in their area. Co-ordinated admission schemes provide a way for ensuring that every parent living in a Local Authority receives an offer of one, and only one, school place on the same day. We are a member of Cheshire East's scheme.

However, all parents will only have to fill in one application form and will receive their offer from the LA in whose area they live.

The Common Application Form (CAF) must be used by all Cheshire East parents applying for a school place, whether inside or outside Cheshire East. Parents should have regard to the contents of information booklets issued by the LA. Guidance is available at:

<https://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>

Admission Numbers

The standard published admission number (PAN) for this school is 140 pupils per year. Published admission numbers are established for each school in order to decide whether any age group within a school is full.

Year 7	154
Year 8	150
Year 9	150
Year 10	150
Year 11	145

Application for admission, and any appeals, are normally considered in relation to the availability of places in a year group other than in exceptional circumstances.

Students residing outside the boundary of Cheshire East are offered places on the same basis as Cheshire East students. Applications must be made using an application from their home LA which will make the necessary arrangements with Cheshire East LA.

Special Educational Needs- Students with an EHCP

Until capacity is reached, all students with an Education, Health and Care Plan (EHCP) where Ruskin Community High School is named will be admitted, except where this would prejudice the efficient education of the student, or other students, or the efficient use of resources.

Allocation of Places for Year 7

As required by law, the LA 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 this 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 full.

The criteria used for prioritising applications if a year group is over-subscribed are as follows:

1. 'Cared for children' and children who were 'previously cared for'

A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989). Children 'previously cared for' are children who were 'cared for' as defined above, but immediately after being 'cared for' became subject to an adoption, child arrangements order (formerly residence order) or special guardianship order. A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 amended by Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). **This includes children who appear to (in the view of Cheshire East) have been in state care outside of England and ceased to be in state care as a result of being adopted.**

2. Siblings

Children with brothers or sisters, step- brothers or step-sisters, foster brothers or foster sisters, half- brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household **(for the majority of the school week)**, already attending the preferred school (in years 7 through to Year 10) and expected to continue at the school in the following school year (i.e. at the time of admission).

3. Children resident within the designated catchment area of the school

Children will be classed within this criterion if they and their parents are resident within the area served by the school.

4. Feeder Primary Schools

Children attending a school nominated as a feeder/partner primary school for admissions purposes.

5. Catchment area

Children living nearest to the school are measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the place of residence's coordinate point.

Proof of address and residency may be required, and Governors retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

Where the school can accommodate some, but not all, students qualifying for one of the preceding criteria, priority will be given to students having regard to the subsequent criteria.

Late Applications – Year 7

Late applications for places will be considered after all applications received by the closing date unless the LA considers that there are good reasons for the late application, which must be stated at the time of application, e.g. exceptional medical reasons preventing earlier application, late removal into the area. Late application can be made by calling the LA admissions team on 0300 123 5012.

Supporting documentation must be provided to the school for consideration and must be received by the deadline provided by the local authority. Late applications will be forwarded by the local authority to the school for consideration.

Waiting Lists – Year 7

Children whose applications are unsuccessful will be placed on a waiting list for one term after the start of the academic year, regardless of whether their parents decide to appeal against the decision not to offer a place at the school. Thereafter, parents who wish to remain on the waiting list must reconfirm their interest in writing to the LA.

If a parent decides to appeal against the decision not to offer a place for their child at their preferred school, the child's name will automatically be placed on a waiting list in case any further places become available. Parents who decide not to appeal can also ask for their child's name to be included on a waiting list if they wish. 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.

Repeat Applications

Repeat applications will not be considered within the same school year, unless the parents', child's or the school's circumstances have changed significantly since the original application was made.

Admissions Appeals

Parents who are not offered a place at the school have a right of appeal to an Independent Schools Appeals Panel. Appeals must be submitted in writing, but parents have the right to present their case to the Panel in person. The Panel allows parents to be accompanied by a friend or to be legally represented although government advice is that legal representation should not normally be necessary. The school will make the necessary administrative arrangements for hearing appeals. The decisions of Schools Appeal Panels are binding on the school governing body and parents. Further details can be found at:

<https://www.cheshireeast.gov.uk/schools/admissions/appeals/school-appeals.aspx>

Transfer between Schools (In year Admissions)

The School is prepared to consider requests for transfers between schools other than at normal admission times and parents seeking transfer should approach the Local Authority to find out if there are any places in the appropriate school year. Application details can be found at:

<https://www.cheshireeast.gov.uk/schools/admissions/in-year-applications.aspx>

Parents are advised to arrange a visit to the school to discuss the transfer, prior to the application wherever possible.

Please note: applications will not normally be accepted more than 6 school weeks prior to the requested date of admission. An exception to this is application during the summer term for admission at the beginning of the following September. In this case, applications will be accepted up to 8 school weeks prior to the intended date of admission.

Appeal Panels

The Appeals Panels will be appointed by the Local Authority and will have three members made up of independent lay persons and people who have an educational background. A clerk to the Panel also attends to see that the appeal is heard properly and to keep a record of the hearing. The clerk is impartial and does not represent the school.

Once the appeal has been heard Panels must first decide whether further admissions 'will prejudice the provision of efficient education and/or the efficient use of resources. Prejudice cannot normally be approved unless the year group is full. This means that the year group has not only reached its admission limit but cannot accept any more students in that year group without prejudicing the provision of efficient education at the school or the efficient use of resources. The school will provide a statement giving their reasons why they consider that to accept further

students would cause prejudice to the school. Panels can uphold the appeal and instruct the school to allocate a place for a child. They can also reject the appeal.

If the school's case that further admissions will cause prejudice is accepted by the Panel, the Panel will then proceed to the second stage. This requires panel members to balance arguments in support of the child's admission against the extent of prejudice to efficient education and the efficient use of resources which would be caused by the admission of further students. If the Panel believes that the individual case outweighs the extent of the prejudice the appeal will be upheld, otherwise the appeal will be rejected.

Decisions of Appeals Panels are final and binding on both the school and the appellants. The only further rights open if the appeal is not upheld is to complain to the local government ombudsman if there has been 'mal administration' in the way the appeal was handled or to seek 'judicial review' of the decision through the Courts.