Upton-by-Chester High School

Admissions Policy 2028-29

Policy Link	
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Governor	Sarah Curtis
Statutory	Yes

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Make available on:	**Yes/ No**
School website	Yes
Staff shared area	Yes

'Learning to shape the future'

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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 learners 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

Upton- by- Chester High School is an 11-18 Foundation School.

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

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 provided by their home local authority.

Looked-after children:

Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in State Care outside of England and ceased to be in State care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order). All references to previously looked after children in this policy mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A learner reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply: Main School Admissions, Years 7 - 11
For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

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. Requesting admission outside a child's normal age group should be made in writing to the Headteacher.

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 learner concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the learner'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 learner to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a learner 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.

Children of multiple births
In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number. This is to ensure that, as far as possible, siblings (twins, triplets or children from other multiple births) can attend the same school.

Children of UK Service Personnel
Places will be allocated in advance of the family arriving in the area for children of UK service personnel and veterans, if accompanied by an official government letter which

declares a relocation date and a unit postal address or quartering area address for considering the application against local authority oversubscription criteria.

6. Allocation of places

6.1 Admission number

Published admission numbers are established for each school in order to decide whether any age group within a school is full.

The published admission number (PAN) was increased to 300 in Year 7 in 2024 and 2025, in agreement with the Local Authority.

	Year 7	**Year 8**	**Year 9**	**Year 10**	**Year 11**
Sept 2024	**300**	280	280	280	280
Sept 2025	**300**	**300**	280	280	280
Sept 2026	280	**300**	**300**	280	280
Sept 2027	280	280	**300**	**300**	280

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.

6.2 Oversubscription criteria

All learners whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

Year 7: 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 learners who meet any of the criteria set out below, in order, until all places are filled.

In prioritising applications from parents expressing a preference for the school, the following criteria are used:

a) **Looked after children and previously looked after children,** including those children who appear (to the admission authority)) to have been in State Care outside of England and ceased to be in State care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order). All references to previously looked after children in this policy mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

b) Learners for whom there are particular **medical or social reasons** which, in the governors' view, justifies admission to a particular school. Supporting evidence from a

registered professional, such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the learner had to attend another school. A panel of Governors will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Governors, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received. Few applications fall within this category.

c) **Siblings**: Learners with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half- sisters, adopted brothers or adopted sisters, foster children, living together as part of one household, already attending the preferred school, and expected to continue at the school in the following school year.

d) **Children of staff (parents**) who have been directly employed by the school for two years of longer at the closing date for applications or who have been recruited to meet a particular skill shortage. A parent is any person who has parental responsibility or care for a child and lives in the same family unit at the same address for the majority of the school week. Staff should complete a Supplementary Information Form and Submit this to the Admissions Officer at the school at the time of the application.

e) Learners resident within the **designated catchment zone** of the school. Learners will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.

f) Learners 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 learners. These primary schools are:

- Upton Heath Primary School
- Newton Primary School
- Saughall All Saints
- Upton Mill View
- St Oswalds Mollington
- Guilden Sutton Primary School
- Upton Acresfield
- Upton Westlea
- Mickle Trafford Primary School
- Hoole C of E Primary School

g) Learners **living nearest to the school (distance)** measured in a straight line from the centrally plotted Basic Land and Property Unit point of the learner's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.

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

Late applications for places will be considered after all applications received on time.

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

6.4 Challenging behaviour

We will not refuse to admit a learner 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 learner may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these learners to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and learners with EHC plans listing the school.

6.5 Fair Access Protocol

We participate in Cheshire West and Chester's Fair Access Protocol. This helps ensure that all learners, 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.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all learners whose EHC plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the learners on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to learners on the basis that they have been on the waiting list the longest. Applications for in-year admissions should be made via the Cheshire West and Chester website:

https://cwc.cloud.servelec-synergy.com/Synergy/Enquiries/Citizen/citizen.aspx/admissions-signin

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

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:
Admin@uptonhigh.co.uk

You can find details of the school's appeals timetable on the following webpage:
https://www.uptonhigh.co.uk/_site/data/files/documents/policies/CBF47FA217E38999A9C2FF

20BADCCFF9.pdf

9. Fraudulent Applications

Where the school discovers that a learner has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment are or of involvement in a place of worship) which effectively denies a place to a learner with a stronger claim, then the governing body of the school is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

10. Monitoring arrangements

This policy will be reviewed and approved by the Pastoral Committee of the Governing Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

11. Sixth Form

All learners, whether they are already in Upton-by-Chester High School or attend another school are required to **formally apply** for a place in the Sixth Form. The Governing Body is the admissions authority for managing Sixth Form admissions, and applications for places are made directly to the school.

All applicants must **meet the minimum academic** entry requirements to be admitted to the Sixth Form.

These entry requirements are laid out at the annual Sixth Form Open Evening and in all the published application documentation (e.g. website). Minimum entry requirements, for each respective subject, are the same for internal and external applicants.

- To be eligible for entry to the Sixth Form for a study programme, applicants are required to meet the selected course entry requirements.
- Where a learner has studied international iGCSEs, these will be considered on an individual basis.
- In the event that the number of eligible applicants exceeds the number of places available on that course, places will be allocated according to the order in which the applications were received.
- Applicants to the Sixth Form can only be admitted if they meet the Department for Education's learner eligibility as set out in the annual 'funding rules for 16-19 provision.'

In Year 12 the admission number of external candidates is **30 places.** This number relates to the admission of **external candidates only** and is based on an estimate of the minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if availability on a course can meet the demand.

In line with our provision for internal applicants, external applicants will be required to attend a meeting ahead of a conditional offer being made.

Out of year (age) applications

Governors are prepared to consider requests for out-of-age applications from eligible learners, if they meet the conditions of funding as set out in the Department for Education's learner eligibility as set out in the annual 'funding rules for 16-19 provision.' Admission would be subject to having available spaces in the year group, and relevant subjects. Learners would also need to have met the specified academic entry criteria, have a good (over 95%) attendance at the existing/previous provision (if applicable), and we would require a satisfactory reference.

Transfer between Schools (In-year admission)

In-year admissions will not be accepted after September of the Year 12 admission year. Eligible learners can apply for a place in the following admission year.

Timescales

November of Yr 11:

- 6th Form Open Evening
- Applications open for both internal and external learners .

January of Yr 11:

- Initial applications for admission close for equal consideration.

December through until May of Yr 11:

- External learner pre-admission meetings take place
- Conditional offers given to applicants.

January through until May of Yr 11:

- Internal learner pre-admission meetings take place
- Conditional offers given to applicants.

August of Yr 11:

- Conditional offers are confirmed on GCSE Results Day.

August of Yr 11:

- Review of any appeals are made by the School's Admission Panel.

Late Applications

Late applications for places will be considered after all applications received by the **initial deadline** (unless there are exceptional reasons for a late application which must be explained at the time of application.)

Admission Appeals

Learners who are not offered a place at Upton-by-Chester High School have a right of appeal to the Independent School's Appeal Panel. Appeals must be submitted in writing to the school, but parents/ carers have the right to present their case to the Appeals Panel in person (on Microsoft TEAMS). The Panel will allow you to be accompanied by a friend or to be represented although government advice is that legal representation should not normally be necessary. We will make the necessary administrative arrangements for hearing appeals. The decisions of Independent Schools Appeal Panels are binding on the school Governing Body and parents/ carers.

The Independent Schools Appeal Panel will operate using the same protocol as laid out in the main school appeal process.