



ADMISSIONS POLICY 2019 -20

1. Upton-by-Chester High School is an 11-18 Foundation School. The Governing Body is the admissions authority and the admission limit for Year 7 students in September 2019 is 280 places. Each year group has a planned admission number of 280. This does not include the Sixth Form.
2. The Governor's admission policy on the allocation of places at Upton High School follows the Local Authority model. Advice on the appeals procedure should the parents not be satisfied with the allocation, appears in the Authority's booklet "Transferring to Secondary School – Applying for Secondary School Places." The booklet is sent in September to the parents of Cheshire children in the secondary transfer age group and is available to other parents on request. Appeals forms for the school are available from the school directly on request.
3. In prioritising applications from parents expressing a preference for the school, the following criteria are used:
 - a) These determined arrangements contain the statutory requirement of the School Admissions Code (December 2014) to include a variation to the 'Looked After Child' criterion which is to include a child who was previously looked after but ceased to be so because they were adopted (or became subject to a residence, or special guardianship order). Formal consultation on this change did not take place as this amendment was a mandatory requirement.
 - b) Children 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 child 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 – students 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 resident within the designated catchment zone of the school. Children 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.
 - e) 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 students. These primary schools are:



Upton Heath
Upton Mill View
Upton Acresfield
Hoole

Newton
St Oswalds, Mollington
Upton Westlea

Saughall All Saints
Guilden Sutton
Mickle Trafford

- f) Students living nearest to the school (distance) measured using the Ordnance Survey address-point system which measures straight line distances from the Ordnance Survey address-point of the school to the Ordnance Survey address-point of the place of residence.
4. Where the school can accommodate some, but not all students qualifying under one of the preceding criteria, priority will be given to students having regard to the subsequent criteria.
5. Late applications for places will be considered after all applications received on time.
6. 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.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special education needs that names their school.

Admission to Year 12

Applications for admission to the Sixth Form of a Cheshire West and Chester school are dealt with by the school in line with the relevant published admissions arrangements and not by Cheshire West and Chester Council.

7. A significant proportion of Year 11 students at Upton progress into Sixth Form. Priority is given to Year 11 students currently studying at Upton High School. Children already in the school are not required to apply formally for places in Year 12 but should have reached the minimum entry requirements for admission into the sixth form, where relevant. Minimum entry requirements are the same for internal and external applicants.
8. External applicants are welcome to apply for the Sixth Form. All applicants must be under 18 years of age on September 1st in the academic year they intend to begin their studies at Upton High School. As part of our admissions policy, references will be sought to ascertain the suitability of the applicant. All applicants will be required to provide original documents containing examination results or certificates.
9. Sixth Form Information evenings are held during the school year to inform potential applicants about the courses available and to offer appropriate advice and guidance. The Sixth Form prospectus, courses booklet and application form can be obtained by contacting the school or via the website. Application forms must be received by the prescribed deadline. Late applicants will be considered, where there is availability, but places cannot be guaranteed.



Minimum entry requirements for Year 12

- a) Students must achieve a minimum of 5 GCSE passes at grades 9-4, preferably including English and Mathematics. However, for those students who have not achieved 9-4 in Mathematics and/or English, we will negotiate on an individual basis for them to re-sit this course/these courses as part of their programme of study in the Year 12. We reserve the right to provide this opportunity at our discretion.
- b) All applicants must provide a registration certificate demonstrating an excellent attendance record. If attendance is deemed to fall short of the expected standard, the applicant will be required to provide evidence that poor attendance has not hindered their academic progress and that there will be no further lapses in attendance as they embark upon their Sixth Form studies.
- c) Internal applicants will be interviewed by a member of the Sixth Form team, in order to advise the student and ensure that they have selected the correct programme of study. References will be sought from external applicants' current or previous school to ensure the courses of study selected are appropriate in relation to the student's potential.
- d) All Sixth Form students will be required to participate in enrichment opportunities and take on leadership roles within the school.
- e) Students refused entry to the Sixth Form will be informed in writing. Students have the right to appeal. The appeals process can be found in the appropriate section of the School Admission Policy for Years 7-11.

Admission to Year 13

A high proportion of Year 12 students will progress into Year 13. The entry requirements are:

1. Students must have achieved a minimum of 3 E grades or above in their AS courses.
2. Successful interim and main reports throughout Year 12

Students do not have to register to continue their studies in Year 13. This will happen automatically. Students who have not met the entry requirements will be interviewed by the Director of Sixth Form or Assistant Director of Sixth Form and appropriate advice given.

Admission to Year 14

Such cases are dealt with on an individual basis. Students will be expected to have demonstrated high levels of commitment throughout their A Level studies.

10. Sixth Form Admission Arrangements - Oversubscription Criteria

- a) 'Looked After Children'. A 'looked after child' is a child who is in the care of the Local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989).
- b) Children 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 child 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) Children resident within the designated catchment zone of the School. Children 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.
- d) Students living nearest to the school (Distance) measured using an Ordnance Survey address-point system which measures straight line distances in miles from the Ordnance Survey address-point of the school to the address point of the place of residence.

Published Admission Number – External Candidates Only

- 11. The admission number for the admission of external candidates is 40 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 demand for available courses can be met.

Approved by the Governing Body on