

# Upton-by-Chester High School

## Admissions 2025-26



Policy Link	
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Full Governing Body	
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*'Learning to shape the future'*

## Contents

1. Aims .....	2
2. Legislation and statutory requirements.....	2
3. Definitions .....	2
4. How to apply .....	2
5. Requests for admission outside the normal age group.....	2
6. Allocation of places .....	4
7. In-year admissions.....	6
8. Appeals.....	6
9. Monitoring arrangements .....	7

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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 child 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

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.

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.

A significant proportion of Year 11 learners at Upton progress into Sixth Form. Priority is given to Year 11 learners 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.

External applicants are welcome to apply for the Sixth Form. All applicants must be under 18 years of age on September 1<sup>st</sup> 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.

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.

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

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

Parents will always be informed of the reasons for any decision on the year group a child 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**

The school has an agreed admission number of 280 learners for entry in Year 7.

In Year 12 the admission number 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.

### **6.2 Selection in Year 12, 13 and 14**

#### **Minimum entry requirements for Year 12**

- a) Learners must achieve the minimum entry grade for each course they apply for. They should also have achieved a grade 9-5 in Mathematics and English
- 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 learner 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 learner's potential.
- d) All Sixth Form learners will be required to participate in enrichment opportunities and take on leadership roles within the school.
- e) Learners refused entry to the Sixth Form will be informed in writing. Learners 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 learners will progress into Year 13. The entry requirements are:

- a) Successful interim and main reports throughout Year 12

Learners do not have to register to continue their studies in Year 13. This will happen automatically. Learners 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. Learners will be expected to have demonstrated high levels of commitment throughout their A Level studies.

### **6.3 Oversubscription criteria**

All children 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 children 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) 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 – 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.
- e) 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.
- f) 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 learners. These primary schools are: Upton Heath Newton Saughall All Saints Upton Mill View St Oswalds, Mollington Guilden Sutton Upton Acresfield Upton Westlea Mickley Trafford Hoole
- 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 child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.
- h) 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.
- i) Late applications for places will be considered after all applications received on time.
- j) 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.

### **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) Learners 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.

#### **6.4 Challenging behaviour**

We will not refuse to admit a child 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 child 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 children 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 children, 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 children 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 children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be made via 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](mailto:Admin@uptonhigh.co.uk)

You can find details of the school's appeals timetable on the following webpage:

<https://www.uptonhigh.co.uk/attachments/download.asp?file=2874>

### **9. Fraudulent Applications**

Where the school discovers that a child 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 area or of involvement in a place of worship) which effectively denies a place to a child 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.