



## **Admissions Policy for Heaton Manor School for the academic year 2018/19**

The Governing Body is the Admissions Authority for this school and is responsible for determining the school's admissions policy.

### **Admission to Years 7 to 11**

#### **How and when to apply for places**

There will be 310 places available in Year 7. All applications for school places must be made on Newcastle City Council's school application form and returned to Newcastle City Council.

Applications for Year 7 transfer places (the entry year for the school) for September 2018 must be submitted by midday on **31 October 2017**. Applications for school places in other year groups or after the start of the school year can be submitted at any time.

#### **Late applications**

Applications received after the closing date for admission into the transfer year group will be classed as late and processed after all of the applications received on time.

#### **Admission of children outside their normal year group**

Parents may request that their child is admitted outside their normal age group, for example because the child has suffered ill health. Requests must be submitted in writing to the LA and include any supporting evidence from relevant professionals. Requests must be submitted before the closing date in the child's normal age group in good time for the LA to notify the Governing Body, and for the Governing Body to consider the request and inform the parent of the outcome before the closing date. The Governing Body will consider each case individually.

#### **Special Educational Needs**

Children who have an Education, Health and Care Plan which names the school will be admitted to the school.

#### **How places will be allocated**

If there are enough places at the school then every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which children will be allocated places.

1. Children who are currently looked after by a local authority (in care) and children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.
2. Children attending one of the designated 'feeder' schools:  
Benton Park Primary  
Chillingham Road Primary  
Christ Church Primary  
Cragside Primary  
Hotspur Primary  
Ravenswood Primary  
West Jesmond Primary



3. Children not attending a designated feeder, who have a brother or sister (a sibling) who will be on roll at the school on the date that the child will be admitted in September 2018. Sibling can be a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner, as long as the children live at the same address. Sixth form students are not eligible as sibling links.
4. Children with an exceptional medical reason that means they can only attend the specific school (for example, where the child or one or both parents has a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.
5. Children living nearest to the school as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

### **Tie break**

Where more children apply from a feeder school than there are places available, priority will be given to those with a sibling who will be attending the main school when the applicant starts (not sixth form). Distance from home to school will be the deciding factor for the remaining children. In the event that more than one child has an equal right to an available place the place will be offered by random allocation.

### **Additional notes**

- Parents/carers have two weeks to respond to an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.
- Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them. In the event of a dispute the school will accept the application from the parent to whom the child benefit is paid.
- When stating your choice of school, you must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
- If the child lives part of the week between two parents, the child's address should be the address where the child lives (1) during the school week, or (2) with the parent who receives child benefit or where the child is registered with a GP, if there is any dispute.

### **Waiting lists**

For Year 7 places, waiting lists will be kept until the end of December 2018 and will then be cleared. Waiting lists will be ranked using the oversubscription criteria regardless of the date the application was received. From January and then on a termly basis, waiting lists will be cleared and parents will need to re-apply each term if they still want their child to be considered for a place at the school.

### **Right of appeal**

Parents/carers who are refused a place for their child have a statutory right of appeal to an independent appeals panel. Please contact the School Appeals Team for information (phone 0191 277 7427 or email [schoolappeals@newcastle.gov.uk](mailto:schoolappeals@newcastle.gov.uk)). Information is also available at [www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions)

## Definitions

- A **Looked After Child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.
- An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.
- A **Child Arrangements Order** (previously known as a **Residence Order**) is an order outlining the arrangements as to the person with whom the child will live.
- A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.

## Admission to Sixth Form

### How and when to apply for places

Places are available for external students who did not attend the school in Year 11. All applications for school places must be made directly to the school by the date specified by the school in its literature. Application forms are available from the school.

### Late applications

Applications received after the closing date for admission will be classed as late and processed after all of the applications received on time.

### Special Educational Needs

Students with an Education, Health and Care Plan which names the school will be admitted to the school.

### How places will be allocated

The entry requirements for Sixth Form are largely dependent on the course of study that a student wishes to access. They are the same for internal and external students.

Usually students wishing to access advanced level courses must possess a minimum of four GCSEs at grade C. To access intermediate level courses, some GCSE passes at grade D/E and/or appropriate level one qualification(s) are required. There are no specific qualifications required for entry to foundation level courses.

Details of specific entry requirements and courses available may be obtained from the school and are published in the Sixth Form prospectus.

Subject to meeting the relevant entry requirements, if there are enough places at the school every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which students will be allocated places.

1. Children who are currently looked after by a local authority (in care) and children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.

2. Children with a brother or sister (a sibling) who will be on roll at the school on the date that the child will be admitted in September 2018. Sibling can be a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner, as long as the children live at the same address.
3. Children with an exceptional medical reason that means they can only attend the specific school (for example, where the child or one or both parents has a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.
6. Children living nearest to the school as measured in a straight-line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

### **Tie break**

Where more children apply from a feeder school than there are places available, priority will be given to those with a sibling already attending the school (not Sixth Form). Distance from home to school will be the deciding factor for the remaining children. In the event that more than one child has an equal right to an available place the place will be offered by random allocation.

### **Right of appeal**

Parents/carers who are refused a place for their child in the Sixth Form have a statutory right of appeal to an independent appeals panel. Please contact the School Appeals Team for information (phone 0191 277 7427 or email [schoolappeals@newcastle.gov.uk](mailto:schoolappeals@newcastle.gov.uk)). Information is also available at [www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions)

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