

The Governing Body of Heaton Manor School has determined these arrangements for entry into Years 7 and 12 in 2019 and in-year admissions to all years.

## **ADMISSION POLICIES FOR 2019 ENTRY**

### **Policy for Sixth Form Admissions**

The Admissions Authority for Heaton Manor School is the Governing Body, which is responsible for determining and applying this policy. Any queries regarding Sixth Form admissions should be directed to the Director of Post 16 at the school.

We have a Planned Admission Number PAN of 250 for Year 12 admissions. The capacity for the Sixth Form as a whole is 500. If there are more places in Year 12 than applicants, every child who wants a place and who meets the entry requirements will be offered a place.

Applications for the Sixth Form should be made directly to the School. Parents or children wishing to apply for a place in the Sixth Form from another school should telephone or email the Sixth Form by 15<sup>th</sup> February in the year of admission. Late applications will be considered only after all those received by the closing date have been processed.

Parents who are unsuccessful in obtaining a place have a statutory right of appeal. Parents should contact the School for an Appeal Form. The completed form and accompanying statement setting out grounds for appeal should be returned to the School and marked "For the attention of The Chair of Governors".

### **Admission to the Sixth Form**

1. Admission to Year 12 of the Sixth Form will be from:
  - a. pupils in Year 11 at Heaton Manor School
  - b. pupils in Year 11 from outside of Heaton Manor School
  - c. students in Year 12 at Heaton Manor School or another institution, wishing to restart Year 12
2. The admission number for students entering the Sixth Form from outside of Heaton Manor School will be approximately 50 each year.
3. The Governing Body accepts its duty to offer a Sixth Form place to any Year 11 student with a statement of special educational needs or Education, Health and Care Plan which names Heaton Manor School as the school that the student should attend.
4. Students must be aged under 19 at the start of any course.
5. The entry requirements for admission to the Sixth Form will be the same for students on roll in Year 11 at the school and external applicants.
6. Students will be admitted into Year 12 at the start of the Autumn Term in each school year.
7. Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives part of the week with each parent, and the parents are in disagreement about which school the child shall attend, the views of the parent who lives at the address where the child is registered for his or her GP will take precedence. This will be the case until the child reaches his

or her eighteenth birthday, at which point the views of the child will take precedence.

### **Minimum Entry Requirements**

All those seeking admission to the Sixth Form must meet the minimum entry requirement of 4 grade 4s at GCSE or equivalent for Level 3 courses or 4 grade 3s at GCSE or equivalent for the Level 2/3 courses. **In addition, students must meet the specific requirements for each course they wish to study, details of which are outlined in the prospectus and on our website.**

### **Oversubscription Criteria**

Students will be offered a provisional place in the Sixth Form up to the time at which the admissions limit is reached. If the Sixth Form becomes oversubscribed, however, the following criteria for admissions will apply to students, strictly in order of priority:

1. Looked After Children in the care of a Local Authority or children that were looked after by the Local Authority and after that became subject to an adoption, residence or special guardianship order (see definitions). Evidence of the appropriate order must be submitted before the closing date.
2. Students with a specific medical reason to go to the school. An example would be a student with a hearing impairment – Heaton Manor is the regional HI –ARC. Supporting evidence from a doctor or other medically aligned professional involved with the child must be provided. This supporting evidence should set out the particular reasons why the school is most suitable and the difficulties that would ensue if the student had to attend another institution.
3. Children or step-children of members of staff employed directly by the school on a part or full time basis for two or more years at the time at which the application for admission to the school is made, or members of staff who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. 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. The centre point of every property is given a geographical reference by the Gazetteer team in the Local Authority and the Local Authority provides the school with distance measurements.
5. In the case of a tie in any of the above categories, random allocation will take place. This will be overseen by the Local Authority.

A waiting list will be established and students will be placed upon it based upon the above criteria. This waiting list will be kept open until 31<sup>st</sup> December in the year of entry. If a place becomes available, the oversubscription policy will be applied and parents contacted with view to admission of the student. Beyond 31<sup>st</sup> December the waiting list will not be maintained. Parents or children seeking entry after this date should contact the school directly.

### **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 Residence Order is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A Special Guardianship Order is an order appointing one or more individuals to be a child's special guardian or guardians.

#### General Information

Headteacher: Mrs K Blackburn

Address: Jesmond Park West, Newcastle upon Tyne NE7 7DP

Tel Number: 0191 2818486

Email: [admin@heatonmanor.newcastle.sch.uk](mailto:admin@heatonmanor.newcastle.sch.uk)

Type: Foundation School

Age Range: 11-18

Year 12 PAN: 250

Expected number on roll in Sixth Form: 500

#### **Admissions Policy for Heaton Manor School (Year 7 and In-Year)**

Heaton Manor School has a co-educational comprehensive intake. We have a PAN of 310 for Year 7 admissions. If there are more places at the school than applicants, every child who wants a place will be offered a place.

The Admissions Authority for Heaton Manor School is the Governing Body, which is responsible for determining and applying this policy. This Admission Policy has been formally adopted by the Governing Body.

Applications for school places in Year 7 are co-ordinated by the Local Authority in accordance with the published time scales in the co-ordinated admission scheme.

Parents wishing to apply for a place at the school should complete the common application form provided by their Local Authority and return it by the required date.

If admission is not granted, the Local Authority will offer the student a place at another school. The student's details will be kept on a waiting list for Heaton Manor School, which will be maintained until 31<sup>st</sup> December in the year of entry. If a place becomes available, the oversubscription policy will be applied and parents contacted with view to admission of the student. Beyond 31<sup>st</sup> December, parents seeking admission should apply for a place via their Local Authority by completing the common application form. The same applies to all in-year admissions.

Late applications will be considered only after all those received by the closing date have been processed.

## **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

Parents who are unsuccessful in obtaining a place have a statutory right of appeal. Parents should contact the school for an Appeal Form.

The completed form and accompanying statement setting out grounds for appeal should be returned to the school and marked "For the attention of Clerk to the Appeals Panel".

If a student has a statement of special educational needs or Education, Health and Care Plan naming the school, a place will be offered.

Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives part of the week with each parent, and the parents are in disagreement about which school the child shall attend, the views of the parent who lives at the address where the child is registered for his or her GP will take precedence.

The Oversubscription Criteria for Heaton Manor School (Year 7 intake and In-Year admissions)

The following criteria will be applied, strictly in order of priority:

1. Looked After Children in the care of a Local Authority or children that were looked after by the Local Authority and after that became subject to an adoption, residence or special guardianship order (see definitions). Evidence of the appropriate order must be submitted before the closing date.
2. Students with a specific medical reason to go to the school. An example would be a student with a hearing impairment – Heaton Manor School is the regional HI –ARC. Supporting evidence from a doctor or other medically aligned professional involved with the child must be provided. This supporting evidence should set out the particular reasons why the school is most suitable and the difficulties that would ensue if the student had to attend another institution.
3. Children or step-children of members of staff employed directly by the school on a part or full time basis for two or more years at the time at which the application for admission to the school is made, or members of staff who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Where the pupil attends one of our seven designated feeder schools: Cragside Primary, Hotspur Primary, West Jesmond Primary, Chillingham Road Primary, Christ Church Primary, Ravenswood Primary and Benton Park Primary. (This criterion does not apply to In-Year admissions).

5. Students with siblings who will be attending the school, including the Sixth Form, at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or child of a parent or carer's partner where the children live at the same address.
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. The centre point of every property is given a geographical reference by the Gazetteer team in the Local Authority and the Local Authority provides the school with distance measurements.
7. In the case of a tie in any of the above categories, random allocation will take place. This will be overseen by the Local Authority.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number.

### **False Evidence**

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

### **Definitions**

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An Adoption Order is an order made under section 46 of the Adoption and Children Act 2002.

A Residence Order is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A Special Guardianship Order is an order appointing one or more individuals to be a child's special guardian or guardians.

### **General Information**

Headteacher: Mrs K Blackburn

Address: Jesmond Park West, Newcastle upon Tyne NE7 7DP

Tel Number: 0191 2818486

Email: [admin@heatonmanor.newcastle.sch.uk](mailto:admin@heatonmanor.newcastle.sch.uk)

Type: Foundation School

Age Range: 11 – 18

PAN: 310

Expected number on roll excluding Post 16: 1550

Please see Newcastle City Council website for timetable of dates:-  
<http://www.newcastle.gov.uk/education-and-learning/school-admissions/timetable-transferring-middle-secondary-and-high-school>

There is a right for people to object about the policy to the Schools Adjudicator (OSA). See the [Schools Adjudicator website](#) for more information on how to do this. Objections for the admissions arrangements for 2019/20 must be made by 15 May 2018.

<b>Date approved:</b>	TBD .....
<b>Signed:</b>	.....
<b>Date to be reviewed:</b>	Annually .....