



# **HILBRE HIGH SCHOOL HUMANITIES COLLEGE**

## **ADMISSIONS POLICY YEARS 7-11 SEPTEMBER 2023 - JULY 2024**

Author:  
Name of Committee approved:  
Date ratified at Full Trustees:  
Date to be reviewed:

Jane Whisker  
Full  
21<sup>st</sup> March 2022  
September 2022

## Hilbre High School Humanities College

Frankby Road, West Kirby, Wirral, CH48 6EQ

Academy Trust (All-Ability) aged 11 to 18

Headteacher: **Mr Mark Bellamy BSc (Hons)**

Phone: **0151 625 5996**

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Approximate number of students on roll: **1,160**

Admission number: **200**

### **Our School:**

Hilbre High School Humanities College is an Academy School. We are an 11-18 co-educational academy with just over 1,160 students on roll. We are an academy which genuinely welcomes children and parents/legal guardians into a partnership with a shared aim; to achieve the most possible, both academically and socially, for our students'. We ensure our students' enjoy learning; we ensure they value the rewards of hard-study and commitment. We are committed to the belief and expectation that our students', whatever their starting point, will make rapid, valuable progress.

### **Admission criteria for Year 7:**

As an Academy School, the Board of Trustees is the Admissions Authority and is responsible for the decisions on admission to the school. Our admissions procedure is co-ordinated by the Local Authority in accordance with the Wirral Co-ordinated Admissions Scheme. All deadlines within the scheme should be adhered to by applicants.

For further information, please go to:

<https://www.wirral.gov.uk/schools-and-learning/school-admissions>

For the school year starting September 2023, the published admissions number (PAN) for Year 7 is 200.

If more than 200 applications are made, places will be offered strictly in accordance with the order of the following criteria:

**Category 1: Children Looked-After (CLA).** A Child Looked-After is a child who is a) in the care of a Local Authority, b) a child who, in the view of the Local Authority appears to have been in state care outside of England and ceased to be in state care as a result of being adopted or c) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under Section 22(1) of the Children Act 1989). This definition includes a 'previously Looked-After Child', which is one who immediately

moved on from that status after becoming subject to an adoption, residence or special guardianship order.

**Category 2:** Children who have a **valid medical reason** for a specific placement. You must give details on the preference form and this may be checked by a medical officer of the Health Authority. A letter in support from a senior health care professional will be required as evidence when you submit your preference form. You need to make it clear why only this school is appropriate for your child/ward's medical needs.

**Category 3:** Students' who have a **brother or sister** (including half, adopted or step siblings living in the same household) on roll at the school, and of statutory school age when it opens in September.

**Category 4:** In the case of **twins, triplets**, etc. all the multiples will be admitted to the school even if this means that the Published Admissions number is exceeded.

**Category 5:** Students' whose **parents/legal guardians are currently teaching, administrative or support staff** at Hilbre High School and have been employed for over 2 years at the time of application or less than 2 years when the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

**Category 6:** We will then take account of where your **child/ward lives**. The Local Authority uses a mapping system, based on Ordnance Survey maps, to measure the distance from your home to the school gate nearest to your child/ward's home using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route as determined under Local Authority guidelines. When a child lives between two households, the home address distance will be calculated from the address where the child lives more than 50% of the time.

#### **Requests for admission outside the normal age group:**

Parents/legal guardians are entitled to request a place for their child/ward outside of their normal age group. Requests for admission outside the normal age group should be made to the Local Authority.

Decisions on requests for admission outside the normal age group will be made by the Trustees on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views about why admission outside of the normal year group should be made.
- Information about the child's academic, social and emotional development as supported by professionals.
- 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 and oversubscription criteria laid out in this policy. Applications will not be treated as a lower priority if parents/legal guardians have made a request for a child to be admitted outside the normal age group.

If the application for entry outside the normal age group is rejected during the main admission round, the application will be considered for admission into the normal age group and subject to the admission arrangements and oversubscription criteria.

Parents/legal guardians will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents/legal guardians 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.

#### **Late applications:**

These will be dealt with in accordance with the initial admissions criteria and arrangements applied by Wirral Local Authority.

#### **Admissions during the academic year:**

In-year requests will be considered by the Board of Trustees but will initially be co-ordinated by the Local Authority. An application can be made for a place for a child at any time outside the normal admissions round. An application will be considered 'in-year' if it is submitted on or after the first day of term of the relevant admission year. Any decisions with respect to admissions are made with reference to the same criteria as for the Year 7 placements.

If the application is successful, arrangements will be made for the child to start school as soon as possible.

#### **Appeals:**

If an application for admission has been turned down by the Board of Trustees, parents/legal guardians can appeal to an Independent Appeals Panel. Parents/legal guardians should contact Wallasey Town Hall (Parental Appeals) for the necessary paperwork. Appeals should be sent back to the Appeals Panel at Wallasey Town Hall no later than **20 school days** from receiving the letter of refusal. Parents/legal guardians must give their reasons for appealing in writing. The decision of the Appeals Panel is binding on the Trustees.

The Board of Trustees reserve the right to withdraw the offer a school place where false evidence is received in relation to place of residence or any other information in order to seek a place at the school.

#### **Waiting lists:**

A waiting list for students who have not been offered a place in Year 7 will be kept by the Local Authority and will be ranked according to the admissions criteria. The waiting list will be maintained until 31<sup>st</sup> December 2023. For the avoidance of doubt, the Local Authority does not maintain waiting lists for any other year group.

**6<sup>th</sup> Form Admissions policy:**

The school has a separate policy for 6<sup>th</sup> Form Admissions; please refer to this document for all information relating to admission requirements and course criteria.