



## **Hawkey Hall High School**

**POLICY NAME: Admission Arrangements**

**ADOPTED: Autumn 2025**

**REVIEW PERIOD: Annually**

**SIGNATURE:** *Hawkey*

### Table of Contents

<b>Hawkley Hall High School Admission arrangements for 2025 - 26</b>	<b>3</b>
<b>Admission to year 7 of secondary school 2025/26</b>	<b>3</b>
<b>Oversubscription criteria</b>	<b>4</b>
<b>Tie-breaker</b>	<b>4</b>
<b>Admission of children outside their normal age group</b>	<b>5</b>
<b>Appeals</b>	<b>6</b>

### Version Control 1

<b>Responsibility for Policy:</b>	Headteacher
<b>Policy approval/date:</b>	September 2024
<b>Frequency of Review:</b>	Annual
<b>Next Review date:</b>	September 2026
<b>Related Policies:</b>	
<b>Minor Revisions:</b>	
<b>Major changes</b>	
<b>Full re-write</b>	

## **Hawkey Hall High School Admission arrangements for 2025 - 26**

### **Admission number: 230**

Hawkey Hall High School has adopted Wigan Council's admission arrangements (including oversubscription criteria) detailed below in partnership with the Local Authority and have also agreed to follow Wigan Local Authority's co-ordinated scheme for admission to secondary schools. Visit the Wigan Admissions website:

Admissions Consultation: <https://www.wigan.gov.uk/Resident/Education/Schools/School-Admissions/Consultations/index.aspx>

Admission arrangements are the overall procedures, practices, criteria, and supplementary information used by the admission authority in deciding the allocation of school places. The admission arrangements detailed in this document are subject to any requirements of the Wigan co-ordinated secondary admission scheme and any statutory requirements and revisions of the national School Admissions Code.

### **Admission to year 7 of secondary school 2025/26**

Children normally transfer from year 6 of primary education into year 7 of secondary education in the September following their eleventh birthday. This means children who have their eleventh birthday on or between 1 September 2024 and 31 August 2025 will move to secondary school at the beginning of the Autumn term in September 2025. Parents/carers may wish to seek a place for their child outside of the normal age group if they believe it is appropriate. Parents/carers who wish to make such a request are asked to submit information/evidence to support their request which will be considered by the admission authority of the academy on an individual basis.

The views of the Headteacher must be considered and will be a strong factor in determining whether admission outside of the normal year group is agreed. Requests for admission to year 7 of secondary education outside of the typical age range should be made by or in advance of the closing date for the typical year of entry to allow adequate time for the request to be considered and responded to. Therefore, if a child has been taught below the normal age group during primary school (for example as a result of summer born deferment) and wishes to transfer to year 7 in September 2026, the parent/carer is advised to make their request for admission to year 7 outside of the normal age range by 31 October 2024, as this would be the application deadline for the normal year of entry. If the request for admission outside of the normal age range is refused, a reason/s for the decision will be provided. There is no statutory right of appeal against the decision to refuse a request for admission outside the normal age range, but applicants can follow a complaints procedure with the admission authority if they feel necessary. Where admission outside of the normal age range is agreed, the parent/carer is required to apply during the formal application period for that relevant year and the application is still subject to consideration under admission arrangements for the relevant year - the process is a right to request and does not guarantee a place in the school of preference or give any additional priority for a place. If a place is not subsequently allocated at the school following the application of the oversubscription policy, the parent/carer retains a right of appeal against non-admission to an independent panel.

The secondary coordinated admissions scheme includes an annual national closing date for applications of 31 October. The annual national offer date is 1 March (or next working day).

In-year admissions are the result of applications made for school places outside of the typical point of entry. In the secondary sector this is applications for years 8 to 11 or for year 7 places after annual coordination has

ended. In-year admission arrangements are agreed at local level and apply to applications for Wigan schools only (the process is not inter-authority coordinated). In-year applications for Wigan secondary schools are coordinated by the local authority. In the event of oversubscription occurring in the consideration of in-year applications for any year group, the oversubscription criteria detailed in this document will be used to determine the allocation of vacant places and the order of the waiting list.

### **Oversubscription criteria**

Where the school receives more applications than places available, the following admission criteria will be applied once places have first been allocated to pupils who have a statement of special educational needs or education health and care plan which names the school:

1. Looked after children and previously looked after children and children who appear to the Admissions Authority of the school 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 become subject to a residence order or special guardianship order). Applications for previously looked after children must be supported with appropriate evidence, i.e. a copy of the adoption order, residence order or special guardianship order. Note: A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is the benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.
2. Children whose older brother or sister attends the school and will still be there at the time of admission.
3. Children living in the postcodes WN3-5\*\* and WN3-6\*\*
4. Other children living nearest to the school.

### **Tie-breaker**

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place.

If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit the other twin or triplets too.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives the Child Benefit for this.

## **Brothers and Sisters**

We will include:

Half-brothers and half-sisters; Stepbrothers and step sisters; and Foster brothers and foster sisters; who live at the same address as part of the same family unit.

## **Waiting lists**

Places may become available at a school after the offer date. We will:

- Put all children who we refuse a place on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- Offer any place that becomes available to the next child on the waiting list; and
- Maintain the waiting list until the end of the autumn term.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

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

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

A decision is made on the basis of the circumstances of each case. The process is as follows:

### **Stage 1 – request**

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

- A request for early entry into Year 7 should be made before 31 October in the previous academic year in order to give sufficient time for the case to be considered prior to the offer of school places on 1 March.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

### **Stage 2 – decision**

Requests for voluntary-aided, foundation and academy schools will be referred to the school to be considered.

Requests for community and voluntary controlled schools will be considered by the local authority. We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the local authority to consider.

### **Stage 3 – outcome**

Parents are notified of the decision in writing by the School Organisation Team.

#### **Request agreed:**

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications. **There is no guarantee that a place will be offered at the preferred school.** Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied.

#### **Appeals:**

Please go to the Wigan website to access the appeals procedure

<https://www.wigan.gov.uk/Resident/Education/Schools/School-Admissions/Appeals.aspx>

This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

#### **Request refused:**

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the Council's complaints procedure for decisions made by the local authority or under the school's complaints procedure where the decision has been made by the school.