

LITTLE HEATH SCHOOL  
ADMISSION ARRANGEMENTS FOR SEPTEMBER  
2024/25

**Consultation document**

**Purpose and background**

The Governing Body is legally required to determine the school's admission arrangements. These arrangements take account of all relevant legislation and the West Berkshire Schools co-ordinated admission scheme.

**Policy objectives**

The aim is for admission arrangements to work for the benefit of all parents and children in the area, to be as simple as possible for parents to use and help them to take the best decision on the school for their children. Parents are encouraged to use the 'on-line' application form provided by the Local Authority (LA).

**Management of the policy**

**School:** This policy is implemented and managed by the Headteacher, on behalf of the Governing Body of Little Heath School.

**Governing Body:** The Governors will review and update the policy every year during Term 1 / 2, once the co-ordinated scheme details have been received from West Berkshire Council.

Once approved, the policy will be sent to the LA. If the admission arrangements have not changed from last year, there is no requirement to consult, subject to the requirement that admissions authorities must consult on their admission arrangements at least once every 7 years.

**Governing Body:** The Governors' Behaviour, Welfare & Safety Committee reviews this policy annually and recommends amendments to the Governing Body for final approval.

**Approval:** Approved by the Behaviour, Welfare & Safety Committee on 13th January 2023.

**Next review due:** Adoption by the Full Governing Body: Annually

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**Practice and procedures**

**1. ADMISSION NUMBERS**

The LA complete a Net Capacity Assessment of all maintained schools in West Berkshire from which comes an Indicative Admission Number. Admission Authorities must have regard to this number when considering a Published Admission Limit within their admission arrangements. The Admission Number for Little Heath School is 260 pupils for Year 7.

At age 16, the school will make available a minimum of 30 places per year for new entrants to the school's Sixth Form. Places will be subject to the availability of appropriate courses and to particular requirements as published in the Sixth Form Prospectus.

**2. SECONDARY CO-ORDINATED ADMISSION SCHEME**

Little Heath School Governing Body is the admissions authority for the school. LAs are required to draw up a scheme for co-ordinating admission arrangements for all maintained schools in their area from September 2010 and to exchange information on applications with their neighbours. It is intended that Little Heath School's admission to Year 7 will be administered by the LA according to the coordinated scheme.

The purpose of a coordinated scheme is to ensure that every parent of a child living in the LA area who has applied for a place in the normal admission round receives an offer of only one place on the same day.

Admission authorities must comply with parental preferences except when more than one place will be offered. Then the duty to comply applies to the single offer that should be made in accordance with the arrangements in the scheme and not to other possible offers.

The scheme does not affect the duty of the governors of Little Heath School to set and apply its own admission arrangements. Schemes are an administrative process to make school admissions easier, more transparent and less stressful for parents.

**3. OVERSUBSCRIPTION CRITERIA**

Little Heath School is a co-educational 11-18 comprehensive school. Pupils will be admitted at age 11 without reference to ability or aptitude.

Children with an Educational Health Care Plan naming a school will always be admitted at anytime, above any other child including those on the waiting list. This is a legal requirement. Outside of the Normal Admission round the West Berkshire "In Year Fair Access Protocol" will also apply.

For admission during the academic year 1<sup>st</sup> September 2024 – 31<sup>st</sup> August 2025:

<b>Year Group</b>	<b>Date of Birth</b>
7	1 <sup>st</sup> September 2012 to 31 <sup>st</sup> August 2013
8	1 <sup>st</sup> September 2011 to 31 <sup>st</sup> August 2012
9	1 <sup>st</sup> September 2010 to 31 <sup>st</sup> August 2011
10	1 <sup>st</sup> September 2009 to 31 <sup>st</sup> August 2010
11	1 <sup>st</sup> September 2008 to 31 <sup>st</sup> August 2009

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The following over-subscription criteria in order of priority are applied for application when the school receives more preferences than places available. All preferences will be treated on an equal basis.

- ❖ **A Children Looked After** and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked after.

And:

Children who were previously in state care outside England and have ceased to be in state care as a result of being adopted. By children previously in state care outside of England we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. Evidence will be required to support an application and this will need to be judged to be sufficient.

- ❖ **B - Designated Area Pupils**, (this is “catchment area”)
  - Children whose **permanent** home address is in the school's designated area (as shown on the maps in Appendix 3 to the LA booklet). **This is taken to be the address at the closing date for applications in the normal admissions round (31 October – secondary)**. Where parental responsibilities are equally shared, the home address will normally be considered to be with the parent/carer with whom the child spends the majority of time and nights Monday to Friday; this will normally be expected to be with the parent/carer that receives the pupil's Child Benefit Allowance, where this is received.
  - It is the child's normal permanent home address where he or she lives with his or her parents/carers that is used to decide in which school's designated area the child lives. Temporary addresses cannot be used to obtain school places, **e.g. temporary addresses whilst retaining a previous permanent home will not be accepted**. If parents/carers plan to move, documentary evidence will be required, such as proof of exchange of contracts or a tenancy agreement to confirm residence at the time of admission. If such evidence is received by 1 January during a normal admissions round the new address will be accepted for the forthcoming allocation. Confirmation received after 1 January will not be taken into account until immediately after allocation dates and waiting lists adjusted accordingly. At all other times changes of address will be considered immediately on receipt of evidence.
  - **Any child offered a school place based on fraudulent or intentionally misleading information concerning a designated area permanent home address will have their place withdrawn and a new application will be required, by which time preferred schools may be full. This may also occur after the child has been admitted to a school.**
  - Criteria C to F apply to children whose permanent home address is not within the school's designated area.
- ❖ **C – Siblings**
  - Pupils with a brother or sister (including step-brother, step-sister or foster sibling) living in the same family unit who is already on the roll of the

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preferred school's first point of entry, and who will continue to attend the school during the following academic year.

❖ **D – Linked Partner School Pupils**

- Children who currently attend a partner school that is formally linked to Little Heath School: Birch Copse Primary, Calcot Junior, Kennet Valley Primary, Manor Primary, Park Lane Primary, Springfield Primary, St Paul's RC Primary.

❖ **E – Strong Social Grounds**

- Children of parents who can demonstrate strong social grounds for admission to the preferred school and are able to provide supporting documentation from relevant professionals with the application. The supporting evidence needs to set out particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The requirement is for a decision to be consistent and based on objective evidence. Each application will be considered on its own individual merits by the Governors' Admissions Committee after the West Berkshire admission lists and waiting lists have been drawn up in December. At this time the Governors' Admissions Committee will be advised of any applications on the waiting list that fall under this category by West Berkshire Council.

❖ **F – All other applicants**

**4. TIE BREAKER**

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to Little Heath School. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

**5. WAITING LISTS**

Waiting lists will be maintained for the school for both entry to Year 7 and In-year admissions where necessary for children not offered a school place by the LA Admissions Team. Position on the list will be determined by applying the over-subscription criteria outlined above. Waiting lists will remain until the first day of a new academic year (1<sup>st</sup> September). At that time parents of pupils on existing lists will be asked to confirm in writing their wish to be placed on a newly constructed waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted.

Positions on waiting lists may change due to withdrawals, new applications or revised applications.

**6. LATE APPLICATIONS**

Late applications are considered as detailed in the co-ordinated and in-year admissions scheme.

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## **7. IN YEAR APPLICATIONS AFTER THE NORMAL ADMISSIONS ROUND**

The administration of applications outside the normal admission round is detailed in the co-ordinated scheme.

## **9. ADMISSION OUTSIDE NORMAL AGE GROUP**

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc.

Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests between the parents, schools concerned (both old and preferred) and any relevant professionals asked for their opinion on the case by Little Heath School Governors' Admissions Committee. Those refused places outside the normal age group will be informed of their statutory right of appeal.

## **10. ADMISSION TO OTHER YEARS**

Applications for entry to year groups other than at the time of Secondary Transfer will be considered in line with the criteria set out above, subject to the admission not prejudicing the provision of efficient education or the efficient use of resources at the school. Where a place cannot be offered e.g. because the year group is full, then the applicant may be placed on a waiting list in an order based on the over-subscription criteria and offered a place when one becomes available. Where an applicant is offered a place but does not take it up, the place would be offered to the next applicant on the waiting list.

## **APPEALS**

Any parent not offered a school place at their preferred school has the right to appeal to an independent appeals panel. This can be for a place at one or more preferred schools and for an alternative school that has been allocated by the local authority. Appeals must be lodged by the dates set out in any refusal letter sent by West Berkshire. Little Heath School's appeals are administered by West Berkshire Council. Full details can be found at: [Appealing against a School Admission Decision - West Berkshire Council](#)

## **11. ADMISSION TO THE SIXTH FORM AT LITTLE HEATH SCHOOL**

Governors note that as a co-educational comprehensive school the Sixth Form is open to all and that all current Year 11 students have a right to progress to Year 12/13, as long as they meet the admission criteria.

To this end the school offers a range of Level 3 courses, both academic and vocational. Students must take English and Maths GCSE resit if they achieve a grade 4 or less in these subjects in the summer of 2023 – according to current government guidelines which may change.

Access to the Sixth Form is open, but access to any particular course will depend on students being appropriately qualified to start that course. Students will need to achieve 5 or more 9-4 (or equivalent) at GCSE and there are certain subject specific requirements (typically Grade 6 or higher) to be able to access the subject at A-level

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(these are specified in the course booklet). This stipulation may be relaxed in individual cases for good cause (e.g. illness). These same criteria apply equally to all students whether in Year 11 at Little Heath or 'new entrants' moving from other schools.

Governors recognise that no one school can provide for all students to study or train in all kinds of courses, and that many specific courses can only be offered elsewhere in the region, such as at a Further Education College. A wide range of subject courses and levels is available in the Reading area, and advice, together with relevant information and contact details, will be available from the school.

Admission is not dependent on interview, but a course guidance meeting with one of the Sixth Form staff is strongly advised. The surest path to a successful and enjoyable Sixth Form experience is to start on the right courses, having been well informed about the potential impact on future university or career choices.

Admission to the Sixth Form will be granted in line with parental preference as long as the school offers a course for which a prospective student is appropriately qualified. Standards of work and good behaviour will be expected similar to those required of other Little Heath students.

The school will make available a minimum of 30 places per year for new entrants each year but may admit more than this according to the availability of places in particular subjects or sets. Applications should be made from November 2023. (All applications are completed online - see link on Sixth Form page of the school website).

In case of over-subscription, the following criteria shall apply for admission in September:

- (a) Children Looked After (and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked after);
- (b) those applying before 1<sup>st</sup> March shall first be admitted;
- (c) those applying before 31<sup>st</sup> August each year;
- (d) applications made after 31<sup>st</sup> August.

In the case of a tie-breaker being necessary, priority will be given to the applicant whose permanent home address is nearest to Little Heath School. Distances will be measured using the West Berkshire Geographical Information System taking a straight line between the home address and the school.

Any applicant refused admission shall have the right to appeal to an Independent Appeal panel.