



Champion EDUCATION TRUST

ADMISSION ARRANGEMENTS FOR BLACKBURN CENTRAL HIGH SCHOOL 2024/25

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A family of Schools

ADMISSION ARRANGEMENTS FOR BLACKBURN CENTRAL HIGH SCHOOL 2024/25

Applications for admission for September 2024 should be made on the home Local Authority's common application form between September 4, 2023 and October 31, 2023. It is not normally possible to change the order of your preferences for schools after the closing date.

Parent(s)/carer(s) must complete their home Local Authority application form, stating three preferences. Blackburn with Darwen residents can apply online at www.blackburn.gov.uk/admissions. For families who are unable to apply online, application forms can be requested from the Schools Admissions Team, Telephone -01254 666605 or Email admissions@blackburn.gov.uk

Parents and carers who apply online will receive the decision letter by email and will be able to view which school their child has been offered on the online parent portal on Friday 1 March 2024. Parents and carers who apply using the paper application form will receive the decision letter by post on or after Friday 1 March 2024.

All preferences expressed will be considered equally. If the number of children requiring admission does not exceed the school's published admission number, all the children will be offered admission. The school has an agreed submission number of 180 pupils for entry in year 7. If the number of children requiring admission exceeds the published admission number, then the Governors will consider all preferences equally against the proposed oversubscription criteria shown below.

DETERMINED ADMISSION CRITERIA

Children with an education, health and care plan for whom the preferred school is named in the plan will be admitted first. The remaining applicants who have named this school as a 1st 2nd or 3rd preference will then be considered equally against the school's admission policy, in the priority order given below:

- a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order, including those who appear to this admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted (see footnote). A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- b) Children with an older sibling (sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, not cousin, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address) who will still be attending the preferred school when the younger child is admitted;
- c) Children with proven and exceptional medical, social or welfare needs which are directly relevant to the school concerned. If you wish to be considered under this category there is certain evidence you must provide. Please see the note below which provides full details regarding the application of this criterion.
- d) Children who live nearest the school (geographical proximity). Under this category, the remaining places will be offered to children who live nearest to the preferred school. The distance will be measured in a straight line between the home front door and the main gate of the school using a computer.

NOTE: CRITERION (A) LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN

An 'adoption order' is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). A child is regarded as having been in state care outside of England if they were in

the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.”

NOTE: CRITERION (C) MEDICAL, SOCIAL, WELFARE REASONS

If you feel that there are exceptional medical/social/welfare needs relating to your child which support the need for your child to attend this particular school, and wish your application to be considered under criterion (c) you must state this on your application form AND provide appropriate written supporting evidence for your application from a doctor, social worker or other professional. This evidence must explain why the preferred school is the most suitable and what difficulties would be caused if the child had to attend another school.

This evidence should accompany the application form. If necessary, parents can submit the application form and send the supporting evidence at a later date but the supporting evidence **MUST** be received by the Local Authority on or before the closing date for applications. It is the parent’s responsibility to ensure that the Local Authority receives the supporting evidence.

If you do not provide the supporting evidence on or before the closing date, then it will not be possible to consider your application under the medical/social/welfare criterion,

Please bear in mind the following points in relation to this criterion:

1. Only exceptional reasons associated with the child and directly relevant to the suitability of that specific school (i.e. showing why the child needs to be admitted to that particular school) are normally accepted under this criterion.
2. All schools can make provision for special educational needs and can also manage common conditions – e.g. asthma, diabetes, epilepsy.

After the closing date, during the early stages of the allocations process, all applications which have requested consideration on the grounds of medical/social/welfare need are considered separately by a panel from the Local Authority. This involves considering all statements and evidence provided by parents to support the application. The panel may, at their own discretion, contact parents/carers and third parties (with parental consent) to request further information where this is needed to reach a decision.

The Panel’s focus in assessing each claim for consideration under this criterion will be to assess whether the evidence provided (a) actually confirms that this child has an exceptional medical/social/welfare need AND (b) demonstrates a clear and exceptional need for this child to attend that specific school for reasons arising from the exceptional medical/social/welfare need.

Where the reasons claimed are not considered exceptional or do not disclose an exceptional need for the child to attend that specific school, then the application will be dealt with under the other admission criteria for the school(s) requested.

TIE-BREAKER

If category (b), (c) or (d) is oversubscribed, geographical proximity (as set out in category (d)) will be used as the ‘tie-breaker’ to decide between the remaining cases. If after measuring distances it is still not possible to decide on the child/ren to be offered admission (for example two children living in the same block of flats or in the same house) the Local Authority will then use random allocation to decide which of the children can be offered a place. The draw will take place at the Local Authority’s offices, and the random draw allocation will be carried out automatically by the Local Authority’s computerised system).

PRIORITY FOR TWINS/MULTIPLE BIRTHS

If an application has been made for places for twins/triplets/2 or more siblings in the same year group and insufficient places are left within the published admission number (i.e. one of the siblings is the last child who can be admitted within that number) it may be possible for the Admission Authority to offer places to the other sibling(s) in the birth group.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents/carer(s) may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

CHILDREN WHO ARE ALREADY OF SECONDARY SCHOOL AGE

Parent(s)/carer(s) must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

CHILDREN WHO WISH TO SEEK ADMISSION TO YEAR 7 OUTSIDE THEIR NORMAL AGE GROUP (i.e. who are currently placed in a lower year group)

Parent(s)/carer(s) will need to submit a normal Common Application Form (CAF) to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

Please note: This Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Secondary national offer date if at all possible.

If the request is agreed, the parent(s)/carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make a further in-year application to the Governing Body for their child to be admitted outside their normal age group when they leave the current primary school.

MAKING THE DECISION

Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s)/ carer(s) to provide the Governing Body with all relevant information relating to this request, including the parent(s)/carer(s) views; information about the child's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Governing Body is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/carer(s). The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Governing Body will then inform the parent/carer of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s) have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.

LATE APPLICATIONS

Late applications are applications for entry in year 7 which are submitted before the first day of the first term in the admission year but have not been made in time to enable the local authority to offer a place on National Offer Day.

Late applications will pass from the authority to the school and will be assessed on an individual basis and based on the admissions criteria.

WAITING LIST

A waiting list for new intake into Year 7 is held with the local authority, from September to December in the admission year. The list passes to school after this time. The waiting list is held open all year. Admissions are taken from the list in priority order, based on the admissions criteria. Children will not automatically be added to the waiting list and will only be added after a parental request to do so.

RIGHT TO APPEAL

If your child is not offered a place at their chosen high school, you can appeal against that decision to an independent appeal panel. Request an appeal form by phoning Blackburn with Darwen Borough Council on [01254 666605](tel:01254666605). Once you have completed your form, please return it to the council.

Details of the hearing will be sent to you 10 school days before your appeal is heard. You will be invited to attend the appeal hearing to tell the independent panel why you feel your child should have a place at your chosen school.

HOME ADDRESS

The address used on the common application form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school.

Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used.

Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the Local Authority reserve the right to make enquiries of any relevant third parties, e.g. the child's G.P. Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

FRAUDULANT APPLICATIONS

You must put the correct details on your application form and give the address where your child normally lives, not a childminder's address or a relative's address. The Admission Authority will consider an alternative address if you can provide a letter from your solicitor confirming exchange of contracts for buying a house or a signed long term tenancy agreement.

The Admission Authority reserves the right to share the information you give with others and, if necessary, to visit properties to check who lives there.

Where the admission authority (governing body or the council) discovers that false information has been given and/or that a child has been awarded a place as the result of an intentionally misleading application from a parent/carer (for example, giving a false address in order to gain an advantage) which effectively denies a place to a child with a stronger claim, then the admission authority may withdraw the offer of a place. The application will be considered afresh and a right of appeal offered if a place is refused.

IN-YEAR APPLICATIONS

Occasionally, there is a request for children to move schools within a school year. More information about changing schools during the academic year is available from the Place Planning & Admissions team, Children's Services and Education Department, 10 Duke Street, Blackburn, BB2 1DH. Telephone [01254 666605](tel:01254666605).