



HANLEY CASTLE HIGH SCHOOL



ADMISSION ARRANGEMENTS FOR 2027-2028

SEPTEMBER 2025

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Staff responsible: Michelle Snape

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For all schools in the Hanley and Upton Educational Trust the Trust is the admissions authority.

Hanley Castle High School has its own admission arrangements, and these arrangements must be in accordance with the School Admissions Code 2021, the School Admissions Appeal Code and this Policy.

It is the responsibility of the Academy Standards Committee and Headteacher to ensure that this Admissions Policy and the associated admission arrangements are adhered to by the school and its staff.

All preferences are treated equally.

1 Admission at Age 11

- 1.1 As an Academy, Hanley Castle High School's Admission Arrangements support our primary aim of delivering education of the highest quality to students of all abilities.
- 1.2 Pupils will be admitted at age 11 (Year 7) without reference to ability or aptitude. The number of intended admissions for the year commencing September 2027 will be one hundred and eighty (180).

2 Oversubscription

- 2.1 Where applicants for admission into Year 7 exceed the number of places available, places will be offered in accordance with the following criteria, applied in the following order:
 - i) Looked After and Previously Looked After Children –any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A 'previously looked after child' is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted .
 - ii) Children with a sibling on roll at Hanley Castle High School in one of Years 7 to 12 and who will continue to do so in one of Years 8 to 13 at the point of admission. A sibling is a brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister, 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 permanent address.
 - iii) Children who live in the Hanley Castle High School catchment area – with priority given to students who live nearest to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the Geocode point for the centre of the School. The Local Authority use a software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Academy Standards Committee will supervise this process).

- iv) Pupils who were attending one of the HUET primary schools – Hanley Swan (St Gabriel’s) Primary, Kempsey Primary, Welland Primary – at the time of application.
- v) Pupils who were attending one of Hanley’s other feeder schools – Castlemorton CE Primary, Eldersfield Corse Lawn CE Primary, Pendock CE Primary, Upton upon Severn Primary – at the time of application.
- vi) Children of members of staff of the Hanley and Upton Educational Trust.
- vii) Pupils who were attending Twyning School at the time of application.
- viii) Children who live outside the Hanley Castle High School catchment area – with priority given to those who live closest to the school using the same methodology as described above.

Please note:

- Children whose final statement of Special Educational Needs/Education, Health and Care Plan (EHCP) names Hanley Castle High School will be automatically admitted and are not subject to the oversubscription criteria.
- If the last student to be offered a place within our school’s Published Admission Number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake above our PAN.
- A map of the catchment area may be obtained from the school website and details of your catchment school can be found at <http://www.worcestershire.gov.uk/schoolsearch>.
- Late applications will be allocated in the same order, providing places remain available.
- All applications for Year 7 places will be co-ordinated by Worcestershire Local Authority, who will make offers of places on behalf of the Academy Standards Committee of the school. Parents or guardians who reside within Worcestershire are required to complete a Worcestershire LA Common Application Form.
- Parents or guardians who reside in Gloucestershire or other neighbouring counties, but who wish to apply for a place for their child at Hanley Castle High School must complete an application form for their “home” LA which will ensure that application details are passed to Worcestershire for consideration according to the oversubscription criteria above.
- All application forms must be received by the Local Authority by 31 October 2026.
- Late applications will only be considered after those received on time. The final date by which late applications will be accepted is 31 January 2027.

3 Waiting List and In-Year Admissions

- 3.1 Any applications for a place at Hanley Castle High School outside the normal year or time of entry to the school must be made directly to the Worcestershire Children First School Admissions Team, on behalf of the Local Authority. The school will be notified by the Local Authority of the outcome of the application and parents will be informed of their right to appeal against a refusal of a place. Full

details of the co-ordinated scheme for in-year applications can be found via the following link:
<https://www.worcestershire.gov.uk/coordinatedschemes>

- 3.2 Applications outside the normal admissions round from children with challenging behaviour which is likely to breach our Behaviour Management Policy will be considered on a case by case basis. If the Academy Standards Committee considers that admitting a child might have a detrimental impact on maintaining good order and discipline, and does not wish to admit the child even though places are available, it will refer the case to the Local Authority for action under the Fair Access Protocol (see 5.1 below).
- 3.3 If your application is unsuccessful, you will be automatically added to the schools waiting list, which will be kept until 31st December (of the year in which the children start school). Where places become available, allocation will be according to the published oversubscription criteria. After 31st December, if parents still wish to their child to be considered for any vacancies at a school, parents will need to apply, in order to be included. You can do this by emailing your request and child's details to the school office.

4 In-Year Admissions

- 4.1 Where parents seek a place for their child at Hanley Castle High School as an in-year admission, the application will be processed in the normal way.

In the case of all applications the parent should forward the in-year application form onto the Worcestershire Children First School Admissions Team. The application form is an editable form and can be completed electronically and returned directly to Worcestershire Children First School Admissions team via email to schooladmissions@worcschildrenfirst.org.uk. The form can also be printed and returned via post but parents should be aware that there may be a delay in dealing with postal applications.

The School Admissions Team will consult the preferred schools on receipt of the application and will let parents know if an offer can be made at any of the preferred schools, normally within ten school days of receiving the application.

- 4.2 Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

5 Admission of children outside their normal age group

- 5.1 Where parents seek a place for their child at Hanley Castle High School outside of their normal age group, they should make their request in writing or via email to the headteacher, setting out the reasons why they believe their child should be taught outside their chronological age group. If parents wish to provide any supporting information, they may do so but are not required to.

A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. This must also consider the views of the Headteacher of the school.

The headteacher will share their views on the request with the Academy Standards Committee/trust, who will make the final decision on the basis of the circumstances of each case and in the best interests of the child concerned. The decision on the year group the child should be admitted to will be communicated to the parent and will set out the reasons for the decision.

Even if delayed or accelerated entry is agreed, the normal admission arrangements apply and there is no guarantee of a place.

6 Fair Access

- 6.1 Admissions via the Local Authority Fair Access Protocol will be dealt with separately, usually directly between the Headteachers of the schools involved.

7 Appeals

- 7.1 Parents whose application for a place at Hanley Castle High School has been unsuccessful have the right of appeal to an Independent Appeal Panel.

In accordance with the School Admission Appeals Code of Practice – Department for Education - Parents must set out their grounds for appeal in writing within 20 school days of receiving notification of the decision to refuse their child a place at a school for which they have applied. All appeals should be sent for the attention of the Clerk to the Academy Standards Committee by post to the school address or by email at office@hanleycastlehs.org.uk.

- 7.2 Appeals will be conducted in accordance with the Current Code of Practice for School Admission Appeals. Parents or guardians whose appeals have been unsuccessful may only apply for a further appeal in the same academic year if there has been a significant or material change in circumstances. Parents may then appeal in each following academic year, but only once in each year.

8 Admissions at Age 16

- 8.1 Students must meet the following course requirements:
- (i) Other than in exceptional circumstances, students starting 'Academic Pathway' post-16 courses must have 5 or more Grade 5 GCSEs or their equivalent.
 - (ii) Students achieving 5 or more Grade 4 GCSEs or their equivalents can progress to the 'Vocational Pathway' post-16 courses.

- (iii) There are also minimum grade requirements relating to some individual courses (see Sixth Form Prospectus).
- (iv) Students who do not have at least a Grade 4 in English and in mathematics must attend timetabled sessions and resit these qualifications. These sessions may be scheduled after school hours.
- (v) Progression to Year 13 will be subject to satisfactory attendance and adherence to the Sixth Form Code of Conduct and Home-School Agreement.

8.2 Applications for a place in Year 12 should be made directly to the school.

8.3 The PAN for students admitted from other institutions for post-16 studies at Hanley Castle High School is 20, with a maximum of 4 students who are without at least a Grade 4 in English or mathematics. All students admitted must meet the course requirements published above.

8.4 Oversubscription Criteria for External Applicants

Where applications exceed the PAN, places will be allocated in the following priority order to applicants who meet the academic entry criteria:

- (i) Looked After and Previously Looked After Children.
- (ii) Students eligible for Pupil Premium funding, used as the indicator for disadvantaged or vulnerable status.
- (iii) Students with a sibling currently on roll at Hanley Castle High School.
- (iv) Students living within the Hanley Castle High School catchment area, with priority given to those living closest to the school (measured by straight-line distance).
- (v) All other applicants, ranked by proximity to the school.

8.5 Allocation of Places for Students Without Grade 4 in English or Mathematics

If more than four eligible external applicants apply without a Grade 4 in English or mathematics, places will be allocated using the oversubscription criteria above. In the event of a tie, priority will be given to the applicant living closest to the school.

8.6 The school respectfully requests that any appeals panel or reviewing body acknowledge that the admissions process has been applied fairly, consistently, and in line with published policy. The decision not to offer a place is made only after careful consideration of the applicant's academic suitability and the school's capacity to support their progression.