



Hanson School Admissions Policy

Approved by the governing body:

Updated February 2020 – AWAITING APPROVAL

To be reviewed:

Next Governor's meeting

Signed on behalf of the governing body:

Admission Arrangements for Hanson School

1. The Governor Body of Hanson School is committed to providing a first-class education for the young people in the locality.
2. Hanson has a Published Admissions Number (PAN) of 300 students in each of the Year Groups 7 to 11.
3. Hanson School is committed to Bradford's Co-ordination Admission's Scheme for the Metropolitan District Area. This means that all applications for Hanson School places must be made via the Admissions Team:
Most queries can be answered over the phone or via email but, if you require an appointment to see an Admissions Officer, please contact the Team for availability. 01274 439200 between 9am and 4pm Monday to Friday, schooladmissions@bradford.gov.uk .
Admissions Team, Department of Children's Services, Margaret McMillan Tower, Princes Way, Bradford, BD1 1N.
Moving from primary to secondary school
4. You should receive information about making an application for secondary school from your child's current primary school, this should include the set dates by which the application must be made. If your child is unsuccessful in their attempt to gain a place at Hanson and they would like to be put on Hanson's waiting list, you need to ask the Admissions Team to do this. Your child will, if they have still not received the offer of a place, remain on the waiting list until the end of the first term of Year 7. For further information on this process, including what happens in the event of a late application and how to appeal if your child is not offered a place please contact the Admissions Team.
5. If you are applying for more than one child, you will need to complete a separate application for each child.
Changing Schools
6. If you are new to Bradford and have decided that you have no alternative but to request a transfer, or if you are living within the Bradford District and would like your child to move to a different school (please contact your child's current school to discuss the reasons for the transfer in the first instance), you will need to complete Bradford Council's In-year Common Application Form (ICAF). However, if your child has an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs please **do not** complete an application form. Please contact the SEN Team on 01274 435750 for advice.
7. If you are applying for more than one child, you will need to complete a separate application for each child
8. Applications for a Looked-After Child must be made by the social worker, not the carer or Children's Home. Social workers must follow the statutory guidance, promoting the education of looked-after children and previously looked-after children. Guidance includes consulting the Virtual School on appropriate placements and visiting schools before deciding upon the setting best suited to the child's needs (you should only apply for one school). Please submit a cover letter with the ICAF explaining why the specific school has been selected as this will speed up an allocation, if we need to consult the school.
9. Every local authority is required to have a Fair Access Protocol (FAP). This is used to allocate the most vulnerable or difficult to place pupils. The Admissions Team will use the information provided on your ICAF to determine whether your application requires consideration under the FAP. In certain specific situations, schools may refer an application for processing under the FAP. Further information and Bradford's full protocol please contact the Admissions Team.

10. If your child's application for a place is not successful then they will be placed on the school's waiting list until the end of the term during which the application was logged by the Admissions Team. You will need to re-apply if you still wish to be considered for the school after that time.
11. For further information on this process, including what happens in the event of a late application and how to appeal if your child is not offered a place please contact the Admissions Team.

Oversubscription

12. The following arrangements will apply when the school is oversubscribed i.e. when there are more applications than there are places available. Children with either a Statement of Special Educational Needs or an EHCP (which names Hanson School) will be admitted without reference to the following oversubscription criteria, and then preference will be given in the following order:
 - i. Looked-After Children or children who were previously Looked-After but ceased to be so because they were adopted or became subject to a residence or special guardianship order.
 - ii. Children who have exceptional social or medical needs supported by a written recommendation from the child's paediatrician/consultant or a professional from Children's Services/Probation Service/CAFCASS (**Note:** the recommendation **must** explain why it is only Hanson School that can meet the specified needs).
 - iii. Children with a home address in the school's Priority Admission Area (PAA) and who have older brothers and/or sisters in Years 7 to 10, attending from the same address at the time of application. These brothers and/or sisters **must** be attending at the time of admission.
 - iv. Children whose home address is in the school's Priority Admission Area.
 - v. Children who live outside the school's PAA, but who have older brothers and/or sisters, attending the school from the same address, who are at present in Years 7 to 10 and will still be attending Hanson School at the time of admission.
 - vi. Other children who live outside the school's PAA.

Tie Breaks.

If the number of 300 places is reached within the above categories then the determining factor within the category under consideration at the time will be the geographical proximity measured by a straight line using an OS map from the main entrance of the home to the main entrance of the school. Priority will be given to those who live nearer to the school.

Multiple Births

When a family with twins or triplets etc. request admission and there are fewer places available than there are remaining sibling(s) without a place, then the remaining sibling(s) will also be offered a place(s).

Notes

- a. The term '*sisters*' and '*brothers*' refers to children who live with the same family at the same address. Children living with the same family e.g. foster, adopted children and step-sisters and brothers are also included. Home address means the child's permanent home address at the date of admission. Where the child lives with parents who have shared responsibility, it is for the parents to determine which address to use when applying for a place. Proof of residency may be required at any time during the allocation process (before and/or after).
- b. A map showing the Priority Admission Area for Hanson School can be obtained from the Admissions Team.

- c. Where an application for admission is refused then parents/carers have the right of appeal against that decision. Appeal hearings are held by an independent appeals panel. Appeals forms can be obtained from the Admissions Team.
- d. Applications to the school's sixth form must meet the relevant entry criteria set by the school. The criteria and appeal procedure can be found in the sixth form prospectus.