

The logo is a circular emblem with a blue and yellow color scheme. It features a central blue cross-like shape with four rounded ends, surrounded by a yellow ring. The background of the logo is blue with a subtle grid pattern.

Sandbach High School & Sixth Form College

School and College Admissions Policy 2019-2020

School Admissions Years 7 - 11

The Governing Body, at the outset, would like to remind parents that SHSSFC is a comprehensive school, welcoming girls regardless of ability or aptitude in Year 7 through to Year 11.

Co-ordinated Admission Arrangements for Secondary School

The school complies with School Admissions Code 2014, requiring Local Authorities (LAs) to co-ordinate admission arrangements in their area. Co-ordinated admission schemes provide a way for ensuring that every parent living in a Local Authority (LA) receives an offer of one, and only one, school place on the same day. We are a member of Cheshire East's scheme.

Schools such as ours act as their own admission authority, applying their own admission criteria as detailed below. However, all parents will only have to fill in one application form and will receive their offer from the LA in whose area they live.

All parents/carers resident in the area administered by Cheshire East Council will be asked to make their application for the normal admissions round (Year 7) on the common application form provided by Cheshire East (as the 'home' authority). Parents/carers living outside the Cheshire East area will be advised to contact their 'home' authority. Parents/carers should have regard to the contents of information booklets issued by the LA.

'In Year' applications made during the school year into any year group other than the normal point of entry (i.e. normal admission round) will be required to complete the Cheshire East Council 'in year' application form.

Admission Numbers

The published admission number for this school is 240 girls per year. Published admission numbers are established for each school in order to decide whether any age group within a school is full.

In relation to girls of multiple births or two applications which meet the same criteria and distance, exceptionally it may be necessary to offer places over the published admission number. With regard to multiple births, this is to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the same school.

Admission and Age Groups

Applications for admission, and any appeals, are normally considered in relation to the availability of places in a girl's chronological age group, other than in exceptional circumstances.

Admissions of girls residing outside the boundaries of Cheshire East

Girls residing outside the boundary of Cheshire East are offered places on the same basis as those living in Cheshire East, however, applications on their behalf for a place at this school must be made using an application from their 'home' LA which will make the necessary arrangements with Cheshire East, e.g. girls resident in Stoke wishing to express a preference for a place at this school, must name Sandbach High School and Sixth Form College on the Stoke LA admissions application form.

Applicants not resident in England must use the Common Application Form provided by Cheshire East Council. For further information and advice contact:

School Admissions Floor 2
c/o Municipal Buildings
Earle Street
CREWE
Cheshire
CW1 2BJ

Tel: 0300 123 5012

Email: admissions@cheshireeast.gov.uk

Allocation of Places

As required by law, the LA makes arrangements for parents to express their preference for the school where they wish their daughter to be educated and an opportunity to give reasons for their preference before any places are offered.

All preferences must be in writing and those meeting the criteria for this school will be met except where this would prejudice efficient education or the efficient use of resources, e.g. if the year group in question is full.

The criteria used for prioritising applications if a year group is over-subscribed are as follows:

(i) “Looked after Children and Previously Looked after Children”

A Looked after child is a girl who is in the care of a LA or provided with accommodation by that authority – as defined in Section 22 of the Children Act 1989. A girl who was previously looked after but immediately after became subject to an adoption, Special Guardianship or Child Arrangements Order (previously known as a Residency Order) is also included in this category.

(ii) Girls for whom there are particular medical or social reasons, which, in the Governors view, justifies admission to our school. Supporting evidence from a registered professional, such as a medical practitioner, psychologist, social worker or current school, must be provided which sets out the particular reasons why our school is the most suitable school and the difficulties that would be caused if the child had to attend another school. The Governors, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received. Few applications fall within this category.

(iii) Girls resident within the designated catchment zone of the school.

Girls living in the catchment zones of: Elworth CE Primary, Elworth Hall Primary, Offley Primary, Sandbach Primary Academy, Sandbach Heath St John’s CE Primary, Wheelock Primary, Haslington Primary (to include the whole of the Haslington Primary catchment area) and The Dingle Primary and girls living in the parishes of Arclid and Hassall and most of Betchton Parish.

(iv) Siblings – girls with sisters, step sisters or half-sisters already attending Sandbach HSSF or who have ever been on roll. Girls with brothers, step brothers or half-brothers already attending Sandbach School or have ever been on roll there.

(v) Daughters of staff employed where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

(vi) Girls not resident within the local catchment zone but attending a school designated as a partner primary school.

Designated Partner Primary Schools are: Elworth CE Primary, Elworth Hall Primary, Offley Primary, Sandbach Primary Academy, Sandbach Heath St John’s CE Primary, Wheelock Primary, Haslington Primary, The Dingle Primary and Rode Heath Primary.

(vii) Girls living nearest to the school as measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school’s coordinate point to the point of residence’s coordinate point.

The child’s place of residence will be the address of the parent/carer with whom the child is permanently resident on the date published for the receipt of supporting documentation in the Applying for School Places booklet or in the Coordinated Scheme on the Cheshire East admissions website. Supporting information may be requested to verify the place of residence. To ensure a fair process, administrative checks may be undertaken, which will include verifying addresses against Council Tax records.

Where care is shared jointly the primary carer will be taken to be the parent/carer with whom the child lives for the majority of the week (Monday to Friday) and it is this address that will be used for admissions purposes. If it is not possible to determine which parent/carer is the primary carer, the Local Authority will determine residence based on where the child is registered for purposes of child benefit or (where no benefit is claimed) where the child is registered for GP purposes. Full details must be submitted in writing to enable the Local Authority to determine which address will be used. A panel of officers will consider the information provided.

Admission Appeals

Parents/Carers who are not offered a place here have a right of appeal to an Independent Schools Appeals Panel. Appeals must be submitted in writing using the form available on the school website. Appellants are allowed at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Parents/carers have the right to present their case to the Panel in person. The Panel will allow you to be accompanied by a friend or to be represented although government advice is that legal representation should not normally be necessary. We will make the necessary administrative arrangements for hearing appeals. The decisions of Schools Appeal Panels are binding on the school governing body and parents/carers.

Late Applications

Late applications for places will be considered after all applications received by the closing date unless the Local Authority considers that there are good reasons for the late application, which must be stated at the time of application, e.g. exceptional medical reasons preventing earlier application, late removal in to the area.

Supporting documentation must be provided to the Local Authority for consideration by the deadline published in the Applying for School Places booklet or in the Co-ordinated Scheme on the Cheshire East admissions website.

Late applications will processed at the time waiting lists are prepared and in accordance with the dates published in the Applying for School Places booklet or in the Co-ordinated Scheme on the Cheshire East admissions website.

Repeat Applications

Repeat applications will not be considered within the same school year, unless the parents/carers or the school's circumstances have changed significantly since the original application was made.

Transfer between Schools (In Year Admissions)

Governors are prepared to consider requests for transfers between schools other than at normal admission times and parents/carers seeking transfer should approach the Headteacher to find out if there are any places in the appropriate school year. Parents/carers are, however, advised as a first step, to discuss their daughter's progress and problems with the Headteacher of the girl's present school.

If a parent/carer wishes to make a formal application to the school the In Year Admission Form is available on the Cheshire East website. It should be submitted as soon as possible. The school will then consider the application, applying the over-subscription criteria if necessary. In order to ensure that a place is offered at a suitable school as quickly as possible, some applications may be processed in accordance with the Local Authority's agreed Fair Access Protocol.

Waiting Lists

Girls whose applications are unsuccessful for the new intake into Year 7 can, at their parents/carers request, be placed on a waiting list held by Cheshire East until 31 December, regardless of whether their parents/carers decide to appeal against the decision not to offer a place at the school. Thereafter, it is the school policy not to hold waiting lists for Year 7 or In Year applications.

Placing a girl's name on a waiting list does not affect the right of appeal. The waiting list will not be held on a 'first come, first served' basis. New applications will be added to the waiting list in criteria order and should places become available, these will be offered in line with the over-subscription criteria outlined above.



Sixth Form College

at Sandbach High School

Our Academy, Our Future

College Admissions

Sandbach High School and Sixth Form College (SHSSFC) is committed to developing as wide a range of courses and opportunities as practically possible, whilst avoiding undue replication of those courses already available locally and to liaising with other providers to encourage young people (girls and boys) throughout the local area to take up the opportunities on offer.

Girls and boys may be enrolled in to the Sixth Form as the College is welcoming of female and male students

The general guideline for the admission of students into the sixth form is that there is an appropriate course of study accessible to the student. Experience suggests that students embarking on A level courses or similar should have normally achieved at least 4 GCSE passes at grade C or above, or equivalent qualifications with a grade B desirable in some subjects. Minimum entry requirements are the same for internal and external applicants.

There is no formal method of application or interview. Students are offered the opportunity to meet with a senior colleague or curriculum leader to discuss their options.

It is not necessary for pupils already attending SHSSFC to apply formally for places in Year 12 but they should have achieved the expected minimum entry requirements.

The School Admissions Code requires schools that set out to admit external candidates to its sixth form to have a published admission number. The admission number for Year 12 is 100 students. This admission number only refers to students joining the school for the first time and does not include students transferring from earlier year groups. In the event that the number of external applicants exceeds the number of places available, the oversubscription criteria set out below will be applied to determine priority:

1. A Looked after young person i.e. boy or girl who is in the care of a LA or provided with accommodation by that authority – as defined in Section 22 of the Children Act 1989.
2. Students for whom there are particular medical or social reasons, which, in the Governors view, justifies admission to our school – see above.
3. All other students based on those living nearest to the school – this distance criteria uses an Ordnance Survey 'address-point system' which measures straight line distances in miles from the school to the place of residence.

Students refused a place in the Sixth Form have a right of appeal to an Independent Schools Appeals Panel. Appeals must be submitted in writing using the form available on the school website. Appellants are allowed at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Parents/carers have the right to present their case to the Panel in person. The Panel will allow you to be accompanied by a friend or to be represented although government advice is that legal representation should not normally be necessary. We will make the necessary administrative arrangements for hearing appeals. The decisions of Schools Appeal Panels are binding on the school governing body and parents/carers.