



Pensby High School

Admissions Policy 2025 – 2026

Version:	2
Ratified by:	Governing Body
Date ratified:	1 st Full Govs Sept 2024
Policy Lead:	Kevin Flanagan
Name of responsible committee and SLT lead:	PPD – Kevin Flanagan
Date issued:	September 2020
Review Date:	September 2025 - 2026
Target Audience:	Whole school community
Equality Impact Assessment	Complete on Policy

Version Control Sheet:

Record of changes to this document

Changes approved in this document by: New policy replacing existing Admissions Policy	Date:
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Consultation with Stakeholders

List of key individuals/committees or groups this policy has been for consultation

Name of individual/committee Chair	Stakeholder involvement	Date
SLT and Govs	For comment	September

Record of changes to this document

Changes approved in this document by:	Date:
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1. Scope

- 1.1. This policy governs the process of application from primary school for admission to secondary school (secondary transfer). It applies to children in Year 6 who transfer to Year 7 during the period when applications are required and processed, objectively and independently, through the Wirral Local Authority Admissions scheme. The governors' policy is a statement of principles which applies the same criteria as the Wirral Local Authority who administer/operate all admissions.
- 1.2. A copy of this policy and the accompanying Wirral Local Authority Policy are available on the school's website
- 1.3. This policy statement and the accompanying organisation and arrangements will be reviewed by Governors on an annual basis.
- 1.4. Applications received for Years 7 – 11, outside the identified primary to secondary transfer window, are addressed in the 'In-Year' Admissions section of this policy and are again administered through Wirral Local Authority.

2. Eligibility

To transfer to Pensby High School in this way a child must be in Year 6 or aged 11 or over on 1st September of the year he or she starts secondary school.

3. Co-ordination

- 3.1. The School participates fully in the Wirral Local Authority co-ordinated admissions scheme for all maintained schools in the Local Authority.
- 3.2. Applications for admission to Pensby High School are made to Wirral Local Authority – the details of these arrangements are provided on Wirral councils website at:

<https://www.wirral.gov.uk/schools-and-learning/school-admissions>

- 3.3. The Governors annually review the School's admission criteria, and direct interested parties to the full details on the School's website at:

<http://www.pensbyhighschool.org/>

4. Principles

- 4.1. The Governors place importance on the operation of objective criteria which are clear and conform to statutory requirements in every respect and applications to the school will be dealt with in order according to the following criteria:
 - a) Children who are Looked After or previously Looked After. A Looked After Child is a child who is (i) in the care of a local authority, or (ii) being provided with accommodation by a local

authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangement or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or special guardianship order.

- b) Children who have a valid medical reason for a specific placement. You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter in support from a senior health care professional will be required as evidence when you submit your preference form. You need to make it clear why only this school is appropriate for your child's medical needs.
- c) Students who have a sibling (including half-siblings, step-siblings or foster-siblings living in the same household) on roll at the school and of statutory school when the application is made.
- d) Children of **any** member of staff at the school with two years' service. This is to aid both recruitment and retention of staff.
- e) The Local Authority will then take account of where your child lives. The Local Authority will give priority to those students who live nearest to the school. The Authority's computer mapping system, based on Ordnance Survey maps, is used to measure the distance from your home to the school gate nearest to your child's home using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route.

5. Published Admission Number (PAN)

- 5.1. The PAN is the number of intended admissions for a specified academic year. Pensby High School has a PAN of 180, each year group entering the school. This will lead to an overall PAN of 900 for the academic year 2024-25.
- 5.2. The school will work with the local authority to be flexible at times of need, but will always follow the procedure for application and admission as managed by the local authority – there are no direct admissions to the school and once a year group achieves its PAN, applications are routinely rejected and returned to the local authority. Siblings, looked after children and extenuating circumstances are then identified by the local authority and the local authority then make representations where appropriate.
- 5.3. The local authority admitted students as per the admissions policy at the time.

6. Late Applications

- 6.1. Late applications are those received by the School from the Local Authority after their published closing date.

- 6.2. Preferences received by the Local Authority on or after their published closing date will be dealt with after places have been allocated in March.

7. Allocation of Places and Appeals

- 7.1 The Local Authority will tell you if your child has been offered a place at Pensby High School on the 'allocation day' in March. If places are still available after this date, for example because an allocated place has not been taken up, the places will be re-allocated up to the school's admission number of 180.
- 7.2 New offers of a place at Pensby High School will be made, if there are still spaces, to children whose parents have shown that they are still interested in a place at the school either by registering an appeal or by informing the Director of Children's Services that they would still like a place at the school.
- 7.3. No more offers of places at Pensby High School will be made until after appeals have been heard.
- 7.3. On completion of the appeals process, if there are places available the Local Authority will offer places based on the same criteria as for the initial allocation (detailed in section 4 of this policy) up to the 180 places available at the school.
- 7.4. The Local Authority will hold a waiting list for the school, ranked according to the admissions criteria detailed in section 4 of this document, for children whose parents would still like them to be considered for a place at Pensby High School if places become available in the autumn term. The waiting list will be kept on until the end of the autumn term in that given admissions year.

8. 'In Year' Admissions

- 8.1 Applications received for 'in year' admissions for Years 7 – 11 are administered through Wirral Local Authority. The school will offer places in line with Wirral Local Authority policies up to the admission number of 180 places in each year group or the total as appropriate for key stages 3 and 4. The school has year groups with differing PANs as the school has grown over time, admissions will take into account the whole school PAN.

10. Review

- 10.1 The policy and associated procedures will be reviewed annually to take account of changes in associated legislation or guidance.

Appendix 1 - Standard Equality Impact Assessment Tool

The Equality Impact Assessment Tool (EIA) is designed to help you consider the needs and impact your policy or document could have on the equality of individuals and groups. This EIA must be completed by the Policy Author and attached to the policy document when submitted for authorisation and ratification.

Name of Policy or Document: Attendance policy		
Name of Author: Kevin Flanagan		
Who is this policy aimed at: Students, Parents and Carers and all staff at Pensby School		
Description and aims of the policy/service change: to ensure that the school monitors and promotes good attendance for all students at the school.		
Date EIA Completed: September 2020		
Nature of the Change	Yes/No	Details of adverse impact identified
Does the policy/Service change affect one group less or more favourably than another on the basis of:	No	If yes to any of the following a full EIA must be completed
Race or Ethnicity	No	
Nationality	No	
Culture or Heritage	No	
Religion, Faith or belief	No	
Sexual orientation, transgender Gender Reassignment	No	
Age	No	
Mental Health	No	
Physical, sensory or Learning Disabilities	No	
Homelessness, Gypsy/Travellers, Refugees/Asylum Seekers	No	

For advice in respect of answering the above questions, please refer the draft policy to SLT for discussion.

I declare that in assessing the proposed documentation/change I have identified that there is unlikely to be an adverse impact on different minority groups.

Name: _____ Post: _____

Signature: _____ Date: _____

Contact Number: _____