



**HOLMER GREEN SENIOR SCHOOL**

**ADMISSIONS POLICY  
(for 2026-2027)**

## Introduction

Following the decision of the governing body, and the subsequent approval by the DfE, as of 1 April 2012, Holmer Green Senior School has been categorised as an Academy. All voluntary aided, academies and foundation schools are required to consult on their admission arrangements. This policy sets our admissions arrangements for Holmer Green Senior School for:

- September 2025 admissions through the Co-ordinated Admission Scheme.

The Admissions Policy for students entering Year 7 at the normal September intake at Holmer Green Senior School follows The Co-ordinated Admission Scheme for Secondary Schools in the area of Buckinghamshire Council Local Authority unless stated. The Scheme is available on the Buckinghamshire Council Website with supporting information.

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

### Children with an EHC Plan

Children with an EHC plan are admitted to school under separate statutory procedures which are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents of children with an EHC plan should therefore liaise with their child's home Local Authority's SEN team if they want the School to be named in their child's EHC plan as their child's school.

Where the School is named in a child's EHC plan, the child will be admitted. Where this happens in the normal admission round (i.e. entry to Year 7 in September), these children will be allocated places before all other children, reducing the number of places left within the published admission number (PAN).

At all other times, children with an EHC plan naming the School will be admitted even where this means the PAN will be exceeded.

### 1. Admission Numbers

The published admission number (PAN) of students for admission for year 7 is 210.

All Admissions for years 12 and 13 are considered on a case by case basis with a PAN of 25 for external candidates in each year group.

### 2. Over-subscription Criteria

Where eligible applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which student/s to admit:

1. 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 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. 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).
2. Children of staff members employed at HGSS. For inclusion in this category, the staff member must be permanently based at HGSS for more than 50% of their normal working hours each week during term time, and have been:
  - Employed for at least two years at the time of application; and/or
  - Recruited to fill a vacant post for which there is a demonstrable skill shortage,

as confirmed by their HR Manager.

3. Students living in the catchment area of the school. Please see the Catchment Area Map on the following link:

<https://www.hgss.co.uk/site/data/files/admissions/2AAEB714093496A371C1A8B05E68AA27.pdf>

If you wish to verify your exact catchment area because the map is not detailed enough then please check the distance as determined by the Buckinghamshire Council catchment tool <https://services.buckscc.gov.uk/school-admissions/nearest>

4. Siblings of students on the school roll of HGSS at the time of application.
5. All other children who do not fit into the categories above.

### **Tie breaker**

*Where there are more applications than places remaining in any of the oversubscription categories, the order in which places will be allocated will be determined by the distance between the child's home address (as defined by this policy) and HGSS, with those living nearest receiving highest priority.*

*Distance will be measured in a straight line from the front door of the child's home address to the School's nearest open gate using Buckinghamshire Council catchment tool <https://services.buckscc.gov.uk/school-admissions/nearest> for this purpose.*

*Where the child lives in a multi-dwelling building (for example, an apartment block), distance will be measured from same point in the building so that the distance will be the same for all children living there.*

*Where two or more children live an equal distance from the School (including where they live in the same multi-dwelling building), the order in which places are allocated will be determined by random allocation supervised by someone who is independent of the School.*

### **3. Explanation of terms used in the Admission rules**

**"Looked after child"**. A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. "Previously 'looked after children', children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order."

**"Staff Member"**. For the purpose of this category, a 'child' of a staff member is their natural or adopted child, or their step-child or child of their cohabiting partner, who lives and sleeps with the staff member at their home address for more than 50% of their time from Sunday to Thursday night during term time. For the avoidance of doubt, a natural or adopted child of the staff member, or a step-child or child of a cohabiting partner, **who lives elsewhere**, will not be eligible for a place under this category.

**"Sibling"** A sibling refers to a brother or sister, half brother or sister, step brother or sister, adopted brother or sister or long-term fostered brother or sister where foster care has been arranged by a Local Authority or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and entry to the school. *For the avoidance of doubt, a child of the applicant's friend or extended family member (e.g. cousin) will **not** be a 'sibling' for this purpose, even if they live at the same address as the applicant child.*

**“Home address”** The address must be the address at which the child lives and sleeps for more than 50% of their time from Sunday to Thursday night during term-time, with their parent unless the parent/carer can provide appropriate evidence that their child lives elsewhere with someone who has legal care of the child. If it is unclear where the child spends most of the school week, we may also request further information regarding which parent is in receipt of Child Benefit and/or GP registration.

**“UK Armed Forces/Crown Servants”**. Applications for the admission of children of UK Armed Forces personnel/Crown Servants returning to the area will be processed before the child is living at the home address provided that the application is accompanied by a formal letter from the relevant authority.

#### **4. In-Year Admissions**

In-Year admissions are applications made for school places at any time during the school year and outside of The Co-ordinated Admission Scheme for Secondary Schools. For Year 7 applications the In-Year Admissions process reverts to HGSS from 1 September that admission year. We process applications as places become available.

##### **Making an In-Year application**

- You will need to request an In-Year application form by telephone or email - details below
- Send with your application a copy of your child's passport or birth certificate and proof of your UK resident address, Council Tax bill and Utility bill to School Admissions, Holmer Green Senior School, Parish Piece, Holmer Green, Bucks. HP15 6SP

**If you require further advice, please contact The Headteacher's PA:**

- Tel: **01494 712219**
- Email: [office@hgss.org.uk](mailto:office@hgss.org.uk)

##### **In-Year Waiting List**

This will be maintained by the Headteacher's PA and where the school is over-subscribed the Over-Subscription Admission Criteria will be applied as per paragraph 2. Your child's position on the waiting list will be determined by applying the published admission criteria for the year of entry your child would normally have entered the school. A child moving into the area whose parents seek admission for the child to Holmer Green Senior School will be placed on the waiting list in the appropriate position as determined by applying the admission criteria. Therefore, parents are advised to note that a child's position on the waiting list may change if a child with higher priority by the application of the admission criteria joins the list. Names will remain on the waiting list initially for one academic year after which parent/carer will be contacted to establish if their place on the waiting is still wanted.

#### **5. Student Out of Year Admissions – Years 7 - 12**

- a) Parents may seek a place for their child outside of their normal age group, for example, if the child is academically well beyond their peers. However, in order to determine this a signed and dated letter from the child's current headteacher, on school letter head, will be required to set out the evidence and reasons for this admission out of normal age group. This letter will also need to layout a contact detail for the sender so that a phone conversation can be had regarding the reasoning.
- b) Holmer Green Senior School will make decisions 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. When

informing a parent of their decision on the year group the child should be admitted to, we will set out clearly the reasons for our decision.

- c) Where the school agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and the school will process the application as part of the main admissions round. The parental request should be made three months prior to the application closing date so that they receive a decision before the deadline for the main admission round. If the parental request is made too late for this to be possible, it will be processed under the school's In-Year Admission arrangements. We will **not** give the application lower priority on the basis that the child is being admitted out of their normal age group. 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.

## **6. Sixth Form Admissions**

We aim to offer a range of academic and vocational courses to our Sixth Form students subject to a minimum grade requirement at GCSE. Our policy is to ensure that students accepted into the Sixth Form are placed on appropriate courses where they are most likely to succeed. For this reason we ask all applicants to attend a meeting with senior school staff to discuss the most suitable course(s) of study.

All students in Year 11 who want to move on to the Sixth Form, and meet the academic standard required by the school, will transfer directly (on receipt of an application form laying out the specific courses they wish to take) into the school's Sixth Form (Key Stage 5) in the September following the publication of GCSE results. We also accept applications from students wishing to transfer from another school. In all cases the same admission criteria (see section 2 above) will apply and we have a PAN of-25 for external admissions.

All candidates must apply by the appropriate date stated in the current Sixth Form prospectus.

When the sixth form is undersubscribed all applicants meeting the minimum entrance and course requirements will be admitted. When there are more external applicants who satisfy the entry requirements, places will be offered in the order of priority set out in section 2 above.

## **7. General**

- a) Appeals against non-admission are managed on our behalf by Buckinghamshire Council. To request an appeal please contact the Bucks Council Appeals Team.

## **8. Admissions to Holmer Green Senior School's Additionally Resourced Provision**

HGSS has an 'Additionally Resourced Provision' (ARP) for SLCN students that supports the needs of 23 students. In order not to affect the efficiency of education in other year groups, there are **five** places available in Year 7 and parents need to approach their Local Authority SEN team to express a preference for this provision. The local authority will assess the child's suitability for a place against their admissions guidance for Special Provisions documents and then provide documentation to the academy for consideration. The admissions criteria are published on our website.

To be accepted into HGSS's ARP in year 7, students should be able to display the ability to:

- a. Area of need: **Speech and Language**
- b. In ARPs for specifically for Speech and Language needs, Children and Young People (CYP) will present with a combination of the following needs:
  - i. An Education, Health and Care Plan relating to a specific speech and / or language disorder
  - ii. CYP must have a DLD as a diagnoses of their primary need. Will have significant difficulties

over time in accessing the curriculum despite having followed intensive support programmes, designed in partnership with support services and parents/carers.

In addition whether applying for a place in the ARP for SLCN year 7 students should display the ability to:

- a) Access and make academic progress within a mainstream classroom setting (with support);
- b) Communicate as a minimum, their basic needs, verbally and in a timely manner.
- c) Respond to adult intervention and requests;
- d) Interact with other students with or without support and encouragement;
- e) Be able to deal with some unplanned changes to schedules within the school day, with support;
- f) Cope with the sensory stimuli within a mainstream environment, including where reasonable adjustments can be made to support students to manage this;
- g) Respond to strategies employed to help students cope with their difficulties;
- h) Be aware of their own safety and the safety of others in a large building, with hazards such as a tower block, narrow corridors, or the road outside the school;
- i) Be able to undertake daily personal hygiene tasks and dressing independently (with the exception of needing help to do top buttons, ties and shoe laces).
- j) Follow the school behaviour expectations & policy (with support)

Approved at Governors: October 2024