



Montgomery High School

An Academy within the Fylde Coast Academy Trust
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ADMISSION ARRANGEMENTS FOR 2017/18



Montgomery High School is a trading name of Fylde Coast Academy Trust. Company No. 8364709 - registered in England and Wales.

Montgomery High School is an Academy and the Governing Body is the admissions authority.

The Governing Body has determined to operate admissions on the same basis as that used by the Local Authority.

Montgomery High School operates an equal preference scheme and welcomes all children.

The planned admission number for 2017/18 is 250

Application Procedures

Applications must be made using the Common Application Form which will be made available by the Local Authority's School Admissions Team. Applications can also be made online via the Local Authority's website www.blackpool.gov.uk/schooladmissions

Applications must be made direct to the Local Authority no later than **Friday 31st October 2016**.

All places will be offered by the Local Authority's School Admissions Team on behalf of the Governing Body, within the secondary co-ordinated admissions scheme operational in the Local Authority's area.

You must apply to the authority where you live. If you are unsure, for example if you live near council boundaries, it is whichever Local Authority you pay your council tax to. You can apply for a secondary school in any area, but you must apply to your home authority. If you live outside the Blackpool area, please contact your home authority to request an application.

A Lancashire County Council application can be requested by ringing the Pupil Access Team on 01524 581112 or writing to the Area Education Office (North), PO Box 606, White Cross Education Centre, Quarry Road, Lancaster LA1 3SQ.

Oversubscription Criteria

If your child has a Statement of Special Educational Needs which names this school, then the school must give your child a place. If you apply for a place in the middle of the school year, the school must give your child a place straightaway, even if classes are full.

In the event of the school being oversubscribed the Governing Body's criterion gives priority to the following children:

1 Looked After Children* as required by the Education and Inspections Act 2006 and the Education (Admission of Looked After Children)(England) Regulations 2006.

*A Looked After Child is a child in the care of the Local Authority or provided with accommodation by the Authority (as defined in Section 22 of the Children's Act 1989) at the time of application and allocation. This definition has been extended to include adopted children who were previously in the care of the local authority or provided with accommodation by that authority as defined in Section 22 of the Children Act 1989.

2 Medical Conditions. Priority will be given when a child or their parent/carer has a serious medical condition. Supporting evidence will be required and this must set out the particular reasons and the level of risk to the child or family's health as to why this school is the most suitable and only school and the difficulties that would arise if the child had to attend an alternative school.

If you are applying on-line you must send the supporting document(s) to the School Admissions Team with your child's name and date of birth clearly stated.

3 Social or welfare reasons for admission. Where there are exceptional sensitive individual and compelling family circumstances, which are directly relevant to the preferred school, these may also be considered at the time of application.

Requests for consideration within this criterion will require appropriate professional reports e.g. from a social worker, police officer or educational psychologist. The report must demonstrate exact reasons and the impact on the child or family's circumstances as to why this is the only suitable school compared to other schools available. Only exceptional reasons directly relevant to this school will be considered. The higher priority of social or welfare reason will be given to the child for the preferred school only if the submitted report unequivocally proves the circumstances and why an alternative school is unsuitable.

If supporting evidence is not provided, it will not be possible to consider the application under the social and welfare criterion.

All information which is submitted will be considered as being confidential.

4 Siblings. Priority is given to children who have siblings attending Montgomery High School at the time of application and who will be attending at the time of admission. This includes full brothers and sisters who may not live at the same address. Stepchildren or foster children who live at the same address are also classed as siblings.

You must give full details of all siblings in the application.

5 Distance. The address you state on your application must be the current one at the time of application. If your address changes after you have submitted your application, you should notify the School Admissions Team immediately.

The distance between the applicant's home (including flats) and school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home and of the school site. The LLPG is a point within the boundary of the property and is usually located at its centre.

Distances are measured using the Council's Geographic Information System.

If the Local Authority is unable to determine eligibility on distance, i.e. two or more addresses are equal distance from the school, a random allocation will be carried out. In the event of a random allocation, someone independent of the Children's Services Department and of the school would supervise the process, and parents would be invited to attend.

NB. The shortest safe walking route continues to be a consideration for assisted transport purposes.

Where there are more preferences for a particular school than there are places available, the Governing Body employs its oversubscription criteria to objectively determine which children should be offered a place at Montgomery High School.

In the event of the admission number being reached within any one of the oversubscription criteria in the order listed, the distance criteria will be used as a 'tie breaker'.

Late Applications

Applications received after the published closing date will be treated as late applications.

Only in exceptional circumstances, and where appropriate evidence is provided, will those applications received after the closing date (but before offers of places have been made) be considered concurrently with those applications received on time.

The circumstances which might justify a late application include, but are not restricted to, the illness of a single parent/carer which might have reasonably impinged upon their ability to submit an application on time or where a family has just moved into the area.

Change of Preference

Once you have submitted your preferences, you may only request a change if there is a significant reason for doing so, for example, if you move address.

You will be unable to access the on-line system after the closing date. Any requests for a change of preference should be made in writing, but evidence must be provided to demonstrate the reasons for your changes.

Parents requesting a place at this school, either because they are new to Blackpool, or because they are wishing to transfer from another Blackpool Secondary School will be required to complete a common application form, allowing them to express three preferences. The admission of all students to Blackpool schools will be co-ordinated by the School Admissions Team.

Any application for a school place received after the start of the academic year will be treated as a non-routine admission. Applications received during the course of the year require parents to send information to the Schools Admissions Team at Blackpool Children's Services Department. This application for a non-routine admission will then be considered in the context of available school places.

Fraudulent Applications

If it is found that a child has been allocated a place due to misleading information having been provided, for example an incorrect address, then the offer of a place may be withdrawn and the offer of an alternative school will be made by the Local Authority

Waiting Lists

Waiting lists will be set up in the week following the notification being sent to parents. As places become available, the child highest on the waiting list will be offered the place. This is not dependent on whether an appeal has been submitted.

The School Admissions Team will maintain the Waiting List on behalf of the Academy until the end of the Autumn Term

Appeal Arrangements

All appeals will be co-ordinated by Blackpool Children's Department on behalf of the Academy.

Where the Governing Body is unable to offer a place because the school is oversubscribed, parents have the right of appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998 as amended by the Education Act 2002.

Parents should notify Blackpool Children's Services Department as soon as possible after receiving the letter refusing a place, if they want to appeal. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Parents will receive 10 school days' notice of the place and time of the hearing.