

# Determined Admissions Policy 2024/2025



**ADOPTED** December 2022

**NEXT REVIEW** December 2023

# 1. Admission Arrangements

Our **admission number** for the academic year 2024/2025 will be 300. This is the maximum number of Year 7 children that we will admit in September at the beginning of the Autumn Term.

If the college is oversubscribed, then the following admissions criteria will be applied to decide which children should be offered the available places.

The criteria below are in priority order.

1. Children in public care and those who have been previously looked after (*see notes (i) and (viii) below*); **then**
2. Children for whom the college accepts that there are exceptional medical, social or welfare reasons which are directly relevant to the college (*see note (i) below*); **then**
3. Children of current employees of the school who have had a permanent contract prior to the admissions deadline or with immediate effect if the member of staff is recruited to fill a post for which there is a demonstrable skills shortage; **then**
4. Children with older brothers or sisters attending the college when the younger child will start (*see note (ii) below*); **then**
5. Children living within the college's outer geographical priority area (*see notes (iii) and (iv) below and the map on the school website*); **then**
6. Children living within the college's inner geographical priority area (*see notes (iii) and (iv) below and the map on school website*); **then**
7. Children with older brothers or sisters who have completed their secondary education at Unity College within the last two academic years. (*Please ensure you state this on your application form with the name and date of birth of the sibling that has left*); **then**
8. Children living outside the College's geographical priority area (*see notes (iii) and (iv) below and the map on school website*).

## Notes

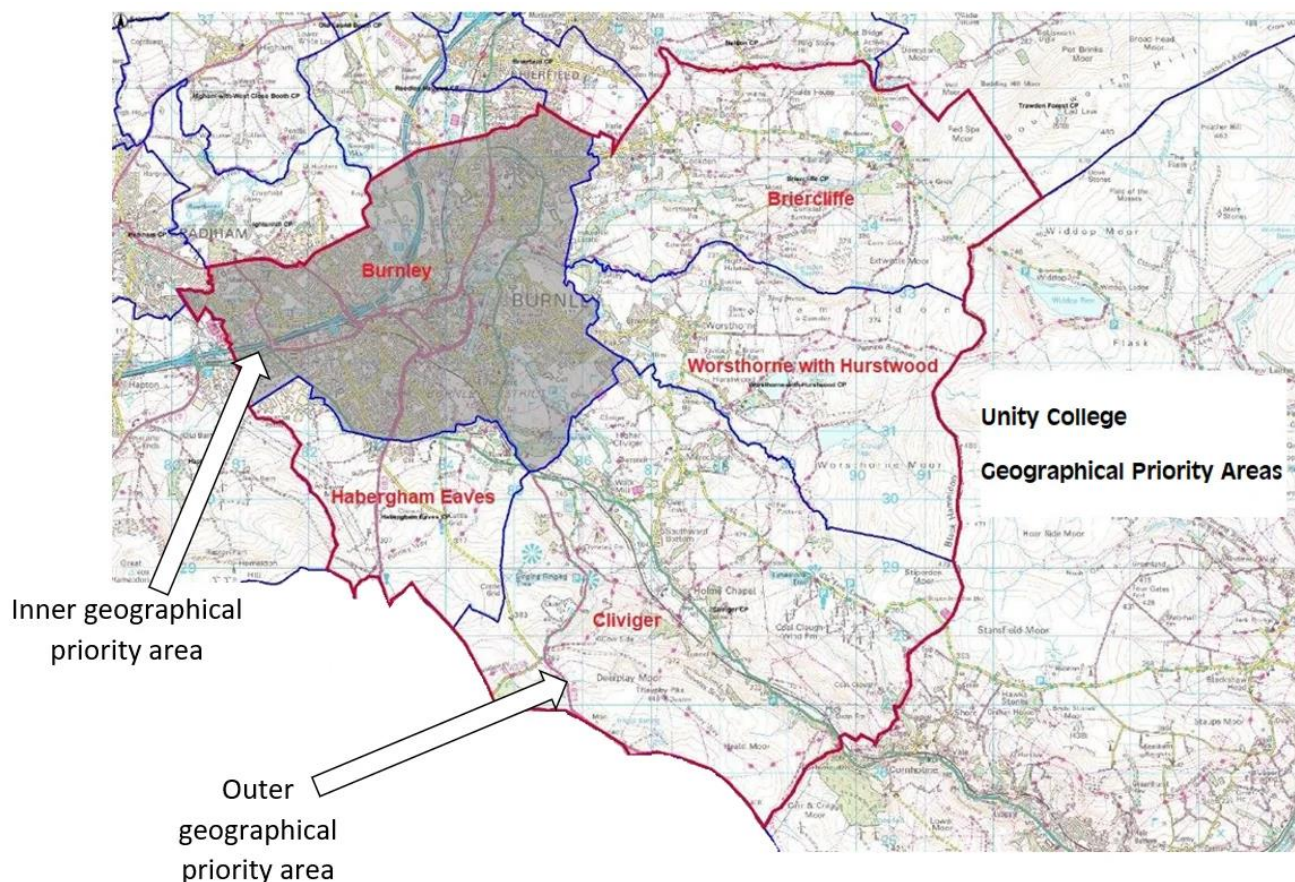
- i. The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without an education, health and care (EHC) plan who have special needs. Children who have an education, health and care (EHC) plan will have their applications considered separately, under a separate admissions process.
- ii. Brothers and sisters include step children, half brothers and sisters, fostered and adopted children living with the same family at the same address (consideration will be given to applying this criterion to full brothers and sisters who reside at different addresses).
- iii. The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the college is unable to distinguish between applicants using the published criteria (*e.g., twins or same block of flats*) places will be offered via a random draw. The distance measure is a straight line (radial) measure from the centre of the College building to centre of the house or accommodation that the child resides in.

- iv. A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admission process, including after a child has accessed a college place. The Local Authority will keep a waiting list for one term only until 31 December of the relevant year. The waiting list will be kept in the order of the oversubscription criteria.
- v. Children will not normally be able to start at college other than at the beginning of the term unless they have moved into the area or there are exceptional circumstances.
- vi. Applications for college places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.
- vii. Where a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for the college admission application. This will normally be the one where the child wakes up for the majority of college days (Monday to Friday). Proof of residence may be requested at any time throughout the admissions process.
- viii. The highest priority will be given to looked after children or a child who was previously looked after but, immediately after being looked after, became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the College to have been in state care outside of England and ceased to be in state care as a result of being adopted.

*Geographical Priority Areas*

**Outer Geographical Priority Area:** This area includes the civil parishes of Briercliffe, Worsthorne with Hurstwood, Cliviger and Habergham Eaves.

**Inner Geographical Priority Area:** This area includes central Burnley, including the Lowerhouse, Rosegrove, Rosehill, Burnley Wood, Stoneyholme, Daneshouse, Burnley Lane and Heasandford districts.



## 2. In-Year Admissions

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application.

The in-year admission process is managed by the College. Parents are required to complete the in-year application form, which is available from the College website.

If there is a place in the appropriate year group, then the governors will arrange for the admission to take place.

### Waiting List

If there are no places available in a year group, we offer parents and carers the option to be placed on a waiting list. Waiting lists are not maintained on a 'first come, first served' basis. Waiting lists are kept in the priority order as explained in the determined admission policy. *(Please refer to the criteria in Section 1).*

If a place becomes available and your child is priority on the waiting list, we will contact you. Once a place has been offered, we must receive acceptance of the place within five school days, or we may withdraw the offer and consider that the place has been declined.

*Please note that your child's place on the waiting list may change if another child with a higher priority under the determined admission policy criteria is added to the list.*

### Appeals

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel.

Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the College's [appeal form](#) on Lancashire County Council's website.

## 3. Related Documents

- ▲ Lancashire County Council Admissions Policy
- ▲ Managed Moves Protocol
- ▲ Fair Access Protocol

# UNITY COLLEGE

## Supplementary Information Form



### Information for Parents and Carers

This form **does not replace** the online Admissions process at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools). Please ensure that you have completed the online Admissions application **fully** before you complete this form.

This form is designed to allow you to provide supplementary information which should help the Board of Governors of Unity College to accurately assess your child's eligibility for admission based on published Admissions Criteria.

If you require any help or guidance in completing this supplementary information form, please contact the school. Please read this form carefully and complete all of the relevant sections.

<b>Your child's full name:</b>	
<b>The full address at which your child is currently resident:</b>	
<b>If you have lived at a different address when a sibling of your child was transferring to post-primary education, please detail the full address here:</b>	

This section will help us to identify your family circumstances. Please state which of the following is true (please only tick one box):

	✓	<b>Additional Supporting Information</b>
<b>My child has siblings who currently attend Unity College:</b>		<i>Please list the names and current year groups of your child's siblings:</i>
<b>My child has siblings who previously attended Unity College within the last two academic years:</b>		<i>Please list the names and last form groups (if known) of your child's siblings:</i>
<b>Are you a member of staff of Unity College?</b>	Yes/No (Please delete as applicable)	
<b>DECLARATION</b> I declare that the information detailed on this supplementary information form is true and accurate. I understand and accept that if it is proven that I have given false information on this form that my child's place will be withdrawn.		
<b>Signed</b>	<i>(Parent/Carer)</i>	<b>Date</b>

**WHEN COMPLETED, THIS FORM SHOULD BE RETURNED TO UNITY COLLEGE, TOWNELEY HOLMES, BURNLEY BB11 3DF.**