Marple Hall School Admissions Policy

2025/26

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Introductory statement

Marple Hall School is a non-selective non-denominational 11-16 academy school and part of the Helix Academy Trust.

Helix Academy Trust schools aspire to develop all learners to their full potential. Schools ensure that their learners are happy, healthy, and fully equipped to influence and lead the communities in which they live. Leaders work collaboratively to enrich the educational offer provided in each member school.

Published Admission number (PAN)

The school has a Published Admission Number of 300 for entry in year 7. The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Admission process for Year 7

The Governing Body are the Admissions Authority for Marple Hall School and is responsible for taking decisions on applications for admissions. Helix Academy Trust has elected to use the Local Authority's admission process; therefore, the co-ordination and administration of admissions is undertaken by Stockport MBC's School Places, Admissions & Transport Team.

The Closing date for applications is 31st October 2024. Stockport MBC operates a co-ordinated admissions scheme which means parents only have to complete one application. There is co-ordination between the council and other admissions authorities, and every parent who lives in Stockport receives one offer of a school place on national offer day.

You will need to apply using the Local Authority form for the area in which you reside. Parents seeking a place for their child must include Marple Hall School in ranked order of preference on their Local Authority's application form.

If you live in Stockport, you must apply using the on-line system which will be available from August 2024.

The application form is available at: https://www.stockport.gov.uk/topic/nursery-and-school-admissions

National Offer Day for Secondary Schools is 1st March 2025.

Oversubscription criteria

The criteria in this section apply to entry at all phases of the school. When Marple Hall School is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, places will be allocated in following order, up to the Published Admission Number (PAN) of the school:

A. Looked after children and previously looked after children
B. Children considered to have 'highly exceptional medical/social reasons' *
C. Children who live in the catchment area of the school and will have a sibling at the school at the time of admission
D. Children who live in the catchment area of the school

E. Children of staff who have been employed at the school for a minimum of two years or are offering a shortage subject/area **
F. Children who will have a sibling at the school at the time of admission and reside outside the catchment area
G. Any other applicants, in order of straight-line distance measured between home and the school
H. Applications received after the closing date ordered by the criteria detailed at A-G above

For the purpose of allocating school places, distances will be measured consistently and will be measured to three decimal places as a straight line (as the crow flies) between the Council's Local Land and Property Gazetteer (LLPG) address points for the respective home address and the school, using the Easting and Northing for each address point. The Easting and Northing gives an approximate centre point of a site, and everybody is measured to the same point of the school. Applicants will be ordered starting with those living closer to the school within each of the appropriate oversubscription criteria.

* Where applicants wish to be considered under the highly exceptional medical or social reasons criterion, they should indicate this on application and state the nature of the condition and/or circumstances. The applicant must also provide School Places, Admissions & Transport Team with written evidence in support of their application. The supporting evidence must relate specifically to the child or family and this school and must clearly demonstrate why this is the only school that could cater for the child's specific requirements/needs. It should also explain any difficulties that would arise if the child had to attend an alternative school. This evidence must be submitted along with the application to the School Places, Admissions & Transport Team by the closing date for applications at the latest.

** **Helix Academies Trust - staff child definition**

Children of staff who have been employed at the school for a minimum of two years or are offering a shortage subject/area.

Under this criterion, the word staff means all staff that have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:

- All full time teaching staff
- All full time support staff – defined as those on a 37 week and above contract
- All part time teaching staff with a 45% and above timetable
- All part time support staff who work at least 15 hours per week for 37 weeks or more.

The definition does not include contract staff or peripatetic staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for consideration under this criterion.

Shortage subject / area applies where the member of staff has been recruited to fill a vacant post for which there is a demonstrable skills shortage. This must be evidenced by the school having to advertise the post more than once without successful recruitment, or where there is national evidence of a shortage in that subject (for example, STEM subjects, languages or SEND specialist) or role (for example senior leadership or school support staff)

Stockport Council will ask Headteachers to verify that an application meets the above definition.

Home Address and Principal Parental Address

For the purpose of allocating school places in Stockport, only one address can be used and the address to be used should be the principal parental home address. Parents/ carers cannot, for example use:

- a child minder's address, the address of a grandparent or anyone else who may provide childcare
- a property they own but do not live in as the principal parental home, this would include business properties with living accommodation

Where parents have shared responsibility for a child, the place of residency will be determined as the address where the child lives for the majority of the week (e.g., where the child wakes up the majority of mornings each week). Full details must be submitted in writing to enable the Council to determine which address will be used for the purpose of admission.

Where care is shared jointly, and it is not possible to determine which parent is the principal carer the LA will consider the following information to decide on a main address for the child:

- Address to which child benefit is claimed
- Address held by child's current School or Nursery
- Child's registered GP address
- Child's registered dentist address
- Any other documentation indicating the child's registered address

In the instance that further information is received regarding a conflict to the principal parental address of a child which has been provided, the Local Authority have the right to request both parent/ carers to provide proof of the child's residency at the address.

If you move address after you have applied, you must notify the School Places, Admissions and Transport Team as soon as possible as this may have an impact on your application.

Siblings

A sibling for the purpose of allocating a school place means one who is still attending the school at the time the younger child starts. Sibling refers to brother or sister, half brother or sister, adopted brother or sister or the child of the parent/carer's partner, where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. This means that step or half brothers and sisters will be treated as siblings if they are living together, but full brothers and sisters living apart will not qualify.

Tie-break

If there are two or more applications with distances which are exactly the same competing for a final place random allocation will be used to determine which applicant will be allocated the final place. The random allocation will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our PAN.

Late applications

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. Requests should be submitted in writing to the admissions authority responsible for the school preferred by the parent. Requests should be supported by documentary evidence where necessary. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head of School and any supporting evidence provided by the parent, and the Trust will consider:

- The views and wishes of the parent
- The views of the prospective Head of School/Governing Body
- Evidence indicating academic, social, and emotional development to date
- Where relevant, the child's medical history
- Whether the child has previously been educated out of chronological age group
- If the child would have fallen into another age group if it were not for the child being born prematurely

Decisions will be communicated in writing. Should a request be granted, it does not indicate a formal offer of a school place. Instead, it is an agreement to consider the child's application for a school place outside of their normal chronological age group. Should the request be granted but your child is unsuccessful at obtaining a place at the school, the agreement made by the Academy Trust cannot be extended to other schools. This could result in your child being considered for a school place elsewhere in their normal chronological age group. Should the request not be granted, your child could still be considered for a place at the school in their normal chronological age group.

The Academy Trust may share details of your request with Stockport MBC in order to seek advice.

Waiting lists

Marple Hall School will operate a waiting list for each year group. Where the school receives more applications for Year 7 places than there are places available, a waiting list will operate until 31st December of that academic year. For all other year groups, a waiting list will operate until the end of the academic year. The waiting lists will be maintained by Stockport MBC's School Places, Admissions & Transport must apply each academic year for your child to be added to the waiting list for the next year. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

In year admissions for all year groups

The Local Authority administers the in-year applications i.e. outside the normal admission rounds. Applications must be made via Stockport MBC's on-line system at www.stockport.gov.uk/schooladmissions

All applications are considered in relation to the normal year group for the child's chronological age. An application can be refused if further admissions would cause prejudice to the provision of efficient education and use of resources, or if the pupil has been permanently excluded from two schools. In the case of multiple applications for a particular year group, places will be allocated or names placed on a waiting list in accordance with the published admissions policy and oversubscription criteria.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Full details of the appeals procedure and application form are available at https://www.stockport.gov.uk/admission-appeals

The Local Authority will manage the appeals process on behalf of the Academy Trust. An Independent Appeal Panel Hearing must give a parent the opportunity of appearing and making oral representation. A request for a re-appeal will not be granted unless there have been significant and material changes in the circumstances already considered by the Panel. Any such requests should be made, in writing, to the secretary to the Independent Appeal Panel, Democratic Services, Town Hall, Stockport SK1 3XE.

Note:

For further explanation of the terms used in this document please refer to Glossary of Terms available on Stockport School Admissions website www.stockport.gov.uk/schooladmissions