

Collegiate High School is a Trust School and therefore the Governing Body is the admissions authority. The Governing Body have determined to operate admissions on the same basis as that used by the Local Authority

Collegiate High School welcomes all children. As a Raising Aspirations Trust the ultimate aim is to ensure sustainability of the improvement programme for future generations at the school. We are fully committed to the principles of the Every Child Matters agenda and seek to ensure that every child achieves their full potential in all aspects of school life.

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/school.

Applications must be made direct to the Local Authority no later than Friday 16th October 09

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.

The planned admission number for 2010 is 210.

Oversubscription Criteria

If your child has a Statement of Special Educational Needs which names a school, then that 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
- 2 Medical Conditions. Priority will be given when a child or their parent/carer has a serious medical condition. There must be substantive medical evidence e.g. in the form of a letter from a consultant doctor. This evidence **must be submitted with the application.**

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. Where there are sensitive and compelling circumstances that are directly relevant priority may be given. There must be substantive professional evidence e.g. in the form of a letter from a Health Visitor. **This evidence must be submitted with the application.**

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.

- 4 Siblings. Priority is given to children who have siblings attending Collegiate 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 Admission Team immediately.

The distance between an applicant's home and school is measured as a straight line from the Ordnance Survey address point of the home address to the main entrance of the school. The Ordnance Survey address point 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.

Additional Information

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**.

Cut off date for late applications

Any application for a school place received after the start of the academic year will be treated as a **non-routine admission**.

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 letters 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 Local Authority's School Admissions Team will maintain the waiting list until the start of the Autumn Term.

Appeal Arrangements

Where the Governing Body are 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 the Clerk to the Governors at the school within 14 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will receive 10 school days' notice of the place and time of the hearing