



Hazel Wood
High School

Respect Responsibility Aspiration

Admissions Arrangements



Part of the

Oak 
Learning Partnership

Document control table	
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Version	Date	Author	Note of revisions
1	July 2024	HT	New policy as previously details have been on the website
2	July 2025	SBM	Policy reviewed – small grammatical changes made.

1. Introduction

Hazel Wood High School is part of the Oak Learning Partnership (the trust'). This policy should be read in conjunction with the trust Admissions Policy which can be found here:

<https://www.hazelwoodhigh.co.uk/documents/key-information/policies/oak-lp-admissions-policy.pdf?668648b9>

Hazel Wood High School works closely with the Local Authority who are responsible for the admissions to the school.

Admission arrangements for Hazel Wood High School aim to achieve full compliance with all relevant legislation and guidance, including compliance with all the mandatory provisions of the School Admissions Code of Practice.

2. The Admissions Authority and Responsibility for Admissions

- 2.1 The trust is the Admission Authority and has delegated its responsibility to the Local Authority [LA] who also handle the appeals against refusal of a place in any of its schools.
- 2.2 The LA is responsible for admissions to Hazel Wood High School, and applications for places are made through the LA. Full details of how to apply to Hazel Wood High School for new admissions or in-year transfers are found on the school's website.

3. Published Admission Number (PAN)

- 3.1 The PAN for Hazel Wood High School is 140 places for each new Year 7 cohort.

4. Oversubscription Criteria

- 4.1 Hazel Wood High School has a published admission number which is the maximum number of pupils who will be admitted as the normal point of entry into the school. If the total number of preferences for admission to the school exceeds the PAN, the school follows the oversubscription criteria laid down in the Bury Local Authority Admissions Policy for Community Secondary Schools in Bury (see Appendix A).

5. In Year Admissions

- 5.1 In-Year admissions are those requests for places in any year group received during the academic year.
- 5.2 The LA handles all in-year admission for Hazel Wood High School. [Moving secondary school - Bury Council](#)
- 5.3 Applications for moving secondary school consist of two stages:
 - At the first stage, information will be obtained from your child's previous school, and your admission request will be considered by the In-Year Fair Access Panel.
 - The panel will consider the allocation of one of your three school preferences, but this is not always possible. You'll be given a list of alternative schools with vacancies, by the In-Year Fair Access Panel.

- The second stage allows you to appeal if your preferred school is full or if you are not happy with your allocated school. Your application will then be processed as an appeal form by the Admissions Team.

6. Appeal Procedure

- 6.1 In circumstances where a school place is refused, parents, and in some circumstances their children, will have the right to appeal against an LA's decision to refuse admission.
- 6.2 Where this is the case, the LA will establish an independent appeals panel to hear the appeal. The appeal panel will perform its judicial function in a transparent, accessible, independent and impartial manner, and operate according to principles of natural justice.
- 6.3 The LA and appeal panel will ensure that it acts in accordance with this Code, the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code, other law relating to admissions, and relevant human rights and equalities legislation, for example, the Equality Act 2010.
- 6.4 The governing board will be aware of and, where relevant, assist the LA with the admissions appeals procedure.

7. The Appeal Hearing

- 7.1 The appeal will be heard by an independent panel of 3 or more people, and the panel will follow the School Admission Appeals Code.
- 7.2 You should give the reasons for wanting a place at each school. A statement will be prepared showing why the LA has not been able to offer a place.
- 7.3 Your form and the LA statement will form the basis of the consideration by the Appeals Panel. You will be invited to the meeting to discuss your case with the Panel. An LA or Governor representative will also be invited. The Panel will make their decision based on the information available to them at the meeting.
- 7.4 If it is necessary for you to go to the Independent Appeals Panel, further information will be sent to you by the Democratic Services Section of the Council who arrange the appeals meetings.
- 7.5 The appeals panel must decide if the school's admission criteria was properly followed and if the criteria comply with the School Admissions Code.

8. Complaints About the Appeal Procedure

- 8.1 Parents/carers can complain about the way the appeal was carried out, but not about the decision itself. Complaints should be made to the Education and Skills Funding Agency (ESFA).

9. Home Address

- 9.1 When deciding the home address of a child, the name and address of the parent/carer to whom Child Benefit is paid will be used.

10. Consultation

- 10.1 The trust will consult on any proposed changes to the admission arrangements of its schools.
- 10.2 The trust will consult on admission arrangements at least once every 7 years even if no changes have been made in that time.



Appendix A - Admissions Policy for Community Secondary Schools in Bury

Children with an Education, Health and Care Plan, will be given a place at the school named on their EHCP.

When schools are oversubscribed, priority for allocation of places will be as follows:-

1. Children in public care (Looked After Children) and previously looked after children.
(1) (2)
2. Children who will have an older brother or sister in the school in September 2024.
For this purpose, a brother or sister may be a full or step-brother or a full or step-sister, living at the same address, at the time of admission.
3. Other children.

If applications are received after the closing date, they will be dealt with as late applications, and will not be considered until after those applications which were received on time.

If there is over-subscription in any category, places will be offered using a straight-line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer to the school on this basis will receive the higher priority.

Where the final place in a year group can be taken by two or more children living an equal distance from the school, (for example two children living in the same block of flats) the Local Authority will then use random allocation to decide which of the children can be offered a place.

Where a child has parents with shared responsibility and lives with each parent for part of the week, the home address will be decided by using the name & address of the parent/carer to whom the Child Benefit payment is paid or where the child is registered with a GP and in agreement with both parents.

If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places.

1st, 2nd and 3rd preferences for all secondary schools in Bury will be considered equally.

If you wish to give reasons for your preferences you may do so. However, parents should note that the criteria given above are the criteria which will be used to offer places.

Parents are only entitled to one appeal for an individual school each year. A re-appeal would only be considered if new evidence became available which could not have been made available at the original appeal hearing.

1 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, in England.

2 A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or become subject to a child arrangements or special guardianship order, as well as a child who appears to have been in state care outside of England care (i.e.. In the care of/or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) but ceased to be so as a result of being adopted.