Rationale

The Heys School is a mixed secondary school for students aged 11–16 in the Metropolitan Borough of Bury. The school's published admission arrangements are set out in Bury Council's Admissions Policy for Community Secondary Schools and Non-Faith Academies.

Published admission number

The published admission number for Year 7 entry in September 2027 is 135.

Applying for a Year 7 place

Families living in Bury should apply through Bury Council's coordinated secondary admissions process. Families living outside Bury should apply through their home local authority, which will coordinate the application with Bury Council.
Parents and carers should check Bury Council's secondary admissions information for current application dates, forms and guidance. An application must be made even if the child has a sibling already attending The Heys. (bury.gov.uk)

Allocation of places

Children whose Education, Health and Care (EHC) plan names The Heys School will be admitted.
If there are more applications than places available, places will be allocated in this order:

1. Looked-after and previously looked-after children. This includes children who are currently looked after by a local authority and children who were previously looked after but ceased to be so because they were adopted, became subject to a child arrangements order or a special guardianship order. It also includes children who appear to have been in state care outside England and ceased to be in state care as a result of adoption.
2. Children with an older brother or sister at The Heys. The sibling must be attending the school in September 2027. For this purpose, a brother or sister means a full or step-brother or a full or step-sister living at the same address at the time of admission.
3. All other children.

Within each category, priority will be given according to straight-line distance from the child's home to the school. Bury Council's computerised mapping system measures the distance from the address point of the home property to the address point of the school, as defined by the council's Local Land and Property Gazetteer. Children living closer to the school will receive higher priority.

If two or more children are living an equal distance from the school and only one place remains, Bury Council will use random allocation to decide which child is offered the place.

Where parents share responsibility and a child lives with each parent during the week, the home address will be determined using the name and address of the parent or carer receiving Child Benefit, or, where the child is registered with a GP, that address if both parents agree.

If only one place is available and the next children to be offered places are twins or triplets, both twins or all three triplets will be offered places. These arrangements reflect Bury Council's published policy.

Late applications and preferences

Applications received after the closing date will be treated as late applications and considered after applications received on time, in line with Bury Council's admissions arrangements.

Bury Council will coordinate preferences in accordance with its published arrangements. Stating a reason for preferring The Heys does not alter the oversubscription criteria used to allocate places.

Children with special educational needs and disabilities

Children without an EHC plan

Applications for children with special educational needs or disabilities (SEND) who do not have an EHC plan will be considered using the same published oversubscription criteria as other applications. The school will not refuse an application solely because a child has SEND and will meet its legal duties, including the duty to make reasonable adjustments where required.

Children with an EHC plan

Where The Heys is named in a child's EHC plan, the school will admit the child. Decisions about naming a school in an EHC plan are made by the local authority through the statutory EHC plan process. Parents and young people should contact the relevant local authority SEND team about that process.

In-year applications and transfers

Families seeking a place at The Heys during the school year should follow Bury Council's in-year secondary transfer process. Families living outside Bury should contact their home local authority for advice about applying.
Applications will be considered under the applicable admissions arrangements. If a place cannot be offered, families will be advised by the relevant admissions authority about the decision and their right of appeal. Families should not withdraw their child from their current school before a new place has been confirmed. Bury Council publishes its current process and application information on its secondary transfer page. (bury.gov.uk)

Procedure:

- Upon receipt of an application from the Local Authority, the school will review the referral and determine whether a place can be offered.
- Where a place is available, the parent(s)/carer(s) will be contacted to arrange a pre-admission meeting. This meeting will normally take place within two school weeks of the application being received.
- Following the pre-admission meeting, and where a placement is agreed, a start date will be confirmed between the school and the parent(s)/carer(s). In most cases, the start date will be scheduled within 10 school days of the pre-admission meeting.

School admission appeals

Parents and carers have the right to appeal a decision refusing a place at The Heys. Appeals are considered by an independent appeal panel in accordance with the School Admission Appeals Code.
For Year 7 applications coordinated by Bury Council, families should use the appeal process and timetable published by Bury Council. For other applications, families should follow the appeal information given with the admission decision. A school admission appeal is separate from an appeal to the SEND Tribunal about an EHC needs assessment or EHC plan. (bury.gov.uk)

Children unable to attend school because of health needs

Where a child cannot attend school because of health needs, the school will work with the family, local authority and relevant professionals to support the child's education and, where appropriate, plan a return to school. The local authority is responsible for arranging suitable education for children who cannot attend school because of health needs. This section does not form part of the criteria for allocating admission places.

Privacy and accessible information

Personal information provided as part of an application will be handled in line with the applicable data protection requirements. Further information about how personal data is used is available in the school's and local authority's privacy notices.

Families who need admissions information in an accessible format or require help to understand the application process should contact Bury Council's Admissions Team.

Contact and further information

For current application forms, dates, in-year applications and appeals, families should use Bury Council's school admissions pages or contact the relevant admissions team. The school can be contacted on 0161 772 4420 for general enquiries.