



# Caludon Castle

## Admissions Policy 2023-2024

### *Local Level Policy*

<b>Date effective</b>	17 February 2023
<b>Review Cycle</b>	2023-2024
<b>Review Date</b>	January 2024
<b>Date of Approval by Governors</b>	17 February 2023
<b>Committee approved by</b>	Local Governing Body
<b>Author</b>	Sarah Kenrick, Headteacher

<b>Date</b>	<b>Notes</b>

**Caludon Castle (the "Academy") participates in the Local Authority co-ordinated scheme for year 7 intake and all deadlines within that should be adhered to by applicants.**

**For September 2023, the Academy's Published Admission Number (PAN) for year 7 is 243.**

**2023/24 Oversubscription Criteria:**

If there are more applications for a place than there are places available within the Academy's admission number, places will be allocated in accordance with the following criteria and in the order shown below (please reference to oversubscription definitions for further information):

**Special Educational Needs**

All children with an Education Health and Care Plan that name the school will be admitted before all other applicants.

- 1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were internationally adopted previously looked after children (IAPLAC), but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order. A looked after child is defined in Section 22 of the Children Act 1989 (see definitions section).**
- 2. Children who live in the catchment area served by the Academy, who have a brother or sister attending the Academy provided that the brother or sister will be of compulsory school age and will continue to attend the Academy the following year.**
- 3. Other children who live in the catchment area served by the Academy.**
- 4. Children living outside the catchment area with a brother or sister who currently attends the Academy, provided that the brother or sister will be of compulsory school age and will continue to attend the Academy the following year.**
- 5. Children by reference to the distance their home is from the Academy in accordance with the definitions section.**

### **Tie Breaker**

If it is not possible to admit all applicants in any one of the categories described above, priority will be determined by the proximity of the child's home to the Academy. This will be carried out using a straight line measurement and a computerised mapping system, from the centre of the child's residence to the centre of the school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority.

Where the final place in a year group can be taken by two or more children living an equal distance from the Academy as described above, the Trustees will select by drawing lots.

### **2023/2024 Definitions and Further Details**

#### **Looked After Children**

In accordance with the School Admissions Code (2014) the highest priority must be given to looked after children and previously looked after children (children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order or a special guardianship order, including internationally adopted previously looked after children (IAPLAC)). A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school.

#### **Brothers and Sisters**

The Trustees see the benefits of children from the same family attending the same school and give priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes stepbrothers, stepsisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where the Academy is oversubscribed, no guarantee can be given that places will be available for brothers and sisters.

#### **Catchment area**

One of the aims of our Academy is to serve its neighbourhood and develop links with the local community to strengthen the Academy and the community. The area served by a school is known as the catchment area and details of our catchment area are available from the Academy on request.

#### **Compulsory school age**

Brothers and sisters are required to be of compulsory school age within the oversubscription criteria. This means they must be attending the Academy in Years 7 to 11 at the time that the applicant would be joining the Academy.

#### **Applications for children to be admitted into a class outside of their normal age group**

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Board of Trustees. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Trustees will consider applications submitted and advise the parents of the outcome of their

application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-schooladmission>.

Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school.

### **Distance**

A straight line measurement using a computerised mapping system, from the centre of the child's residence to the centre of the school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority.

Where the final place in a year group can be taken by two or more children living an equal distance from the Academy as described above, the Trustees will select by drawing lots.

### **Home address**

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required.

Where documentary evidence can substantiate to the satisfaction of the Governors that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

**If a place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.**

### **Late Applications**

The closing date for applications in the normal admissions round is **the last day of October**. After that date, the Local Authority will continue to receive applications but these will be considered to be late and may not be processed until after 1 March the following year.

### **Appeals**

If you are unsuccessful in obtaining a place, parents have the right of appeal to an independent panel who have the authority to exceed the Academy's published admission number (PAN); this is published on the Academy's website and on the LA website. Appeals paperwork can be obtained from Ms Thompson (Appeals Coordinator) at [thompsonj@caludoncastle.co.uk](mailto:thompsonj@caludoncastle.co.uk).

## **Waiting Lists**

As an academy, we are our own Admissions Authority. However, we are also a part of the Secondary Coordinated Scheme which means that the Local Authority (LA) administer the allocations when a place becomes available, on our behalf, and also manage our waiting list according to the current School Admissions Code.

Applications for inclusion on the waiting list will be ranked according to the Academy's oversubscription criteria as described above. Unsuccessful applications are automatically added to the waiting list and remain there until the end of the term in which they were added.

When a place becomes available the Academy, through the LA, will contact the first person on the list (according to the Academy's oversubscription criteria) for the relevant year.

Parents/carers must contact the LA at the end of every term if they wish their child to continue to be on the waiting list for the following term.

## **Fair Access Protocol**

The Coventry Fair Access Protocol covers the arrangements for all admission requests and the integration or reintegration to schools of pupils who are requesting a place at a school and are considered hard-to-place. All secondary schools in Coventry are included in this partnership. The agreement requires each school to accept a quota of students who are hard-to-place over their published admission number if necessary. This agreement acknowledges the significant additional challenge faced by the Academy in respect to admissions and provides a fair and equitable framework for the admission of hard-to-place pupils. The Academy will enrol students placed via the protocol within the agreed timeframes set out and in accordance with the Coventry City Council Fair Access Protocol Document for Secondary Schools.

## **In-year admissions**

An application must be made to the Local Authority who co-ordinate all such applications, and will notify applicants of Governor decisions. Applicants refused a place will be placed on the waiting list and offered the right of appeal. When a place becomes available the details will be passed to the Academy from the local authority and the Academy will contact parents to arrange admission.

## **Sixth Form Admissions Policy**

The Academy's sixth form normally considers applications from students aged 16 or 17 years old in the September of their year of entry. The Academy does not accept new applications from students who are 18 years or over in the September of their year of entry.

The Academy will operate a sixth form for a total of 300 students. 300 places overall will be available in the years 12 and 13 provision. The admission number for year 12 is 1. This is the number of places which will be offered on an annual basis to eligible external applicants, after transfer of existing Caludon Academy students. Additional external pupils will be admitted until the sixth form provision meets its capacity of 300 students with the necessary entry requirements.

The size of the teaching groups will need to be viable for a course to run. If the academy decides that a course is not viable then the academy reserves the right to withdraw a course. Every effort will be made to enable a student to study a particular subject at a different school and/or an alternative course will be offered.

Internal and external applicants must meet the standard minimum entry requirement of 5 GCSEs (or equivalent qualifications) at grade 4 and above, including Maths and English to be eligible for a level 3 programme of study.

In order to match students with appropriate courses through which they will gain success, many courses in Year 12 have additional entry requirements for both internal and external students. These requirements (reviewed annually) are based on an understanding of the demands of the courses and the qualities which students need to meet these demands successfully, and are published in the sixth form prospectus and on the Academy's website.

The Academy operates a one year sixth programme, aimed at students who do not have grade 4 in both Mathematics and English. There are no academic entry requirements for this programme of study. We aim to limit the group size to 15 students and, for this reason, we usually consider applications from internal students only.

The application process begins at the end of November and internal applicants must complete an internal application form, and then meet with a member of the post 16 team to discuss a suitable programme of study.

External applicants complete an external application and are also invited to come in to discuss their eligibility for a chosen programme of study with a member of the post-16 team. Please note that meetings with the post-16 team are not interviews and do not form part of the admissions criteria or decision making process on whether to offer a place.

The Academy will not consider external applications after 30 September 2023 i.e. the end of the month prior to the school autumn census date in October 2023.

If the number of successful applications (i.e. those students who have met entry requirements) exceeds the published PAN then oversubscription criteria will apply.

**Oversubscription criteria will apply in the following order:**

### **Special Educational Needs**

All children with an Education Health and Care Plan that name the school will be admitted before all other applicants.

- 1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order or a special guardianship order. A looked after child is defined in Section 22 of the Children Act 1989 (see definitions section).**
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- 3. Children by reference to the distance their home is from the Academy in accordance with the definitions section.**

### **Tie Breaker**

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