



**Chilwell School**  
**- a specialist in Arts Maths and Computing**  
**&**  
**a Foundation School**

**Admissions Arrangements 2009/2010**

Chilwell School is a specialist in Arts, Maths and Computing and an 11-18 mixed comprehensive school. Chilwell School has strong links within the Chilwell Family of Schools with whom we collaborate at all levels. Our admissions policy reflects commitment to this collaboration.

We are an inclusive school and welcome all applications and we will endeavour to provide places for children who do not attend the Chilwell Family of Schools provided they can be accommodated within the admission limits.

Pupils will be admitted at the age of 11+ without reference to ability or aptitude.

The proposed published admission number for Year 7 in September 2009 is 197.

As required by the regulations of 2005, children for whom Chilwell School is the named school in a statement of special educational need will be automatically offered a place at the school. The Governing Body of the school cannot guarantee a place at the school for any other category of application.

If the school is oversubscribed, the following criteria will be used to determine the allocation of places. In the event of over subscription within any particular category, proximity to the school measured 'as the crow flies' from the entrance of the child's home to the principal entrance of the main administrative building of the school will be used as the determining factor.

1. Children in public care who are 'looked after' by a local authority at the time an application for admission is made and who the local authority confirm will still be 'looked after' at the time of admission to school as also required by the regulations of 2005.
2. Applicants who can establish exceptional medical or special educational needs (i.e. a learning or behavioural difficulty which calls for special educational provision) relating to the child. Supporting written evidence from a doctor and/or other relevant professional agencies must be provided at the time of application. This should be accompanied by full supporting evidence setting out the particular reasons why it is considered that Chilwell School is the most suitable school and outlining the difficulties that would be caused if the child had to attend another school. The Governing Body will seek to assess the

evidence presented objectively and may seek any independent specialist advice deemed necessary.

Each case will be considered on its merits and the Governors will seek to ensure that where there is prior need for potential support or for reasonable adjustment to be made in admitting a child with special educational needs or disabilities, these needs will be addressed as quickly as is practical so that the child can be placed quickly.

3. Children who attend the Chilwell Family of Schools (College House Junior School, John Clifford Primary School and Rylands Junior School) who were on the roll at the time of application and who were still on roll on the closing date for applications. Within this category first priority will be given to those who will have a brother or sister attending Chilwell School at the time of admission.

4. Children not attending the Chilwell Family of Schools who will have a brother or sister attending Chilwell School at the time of admission.

5. Remaining places will be allocated on proximity to the school measured 'as the crow flies' from the entrance to the child's home to the principal entrance of the main administrative building of the school.

### Sixth Form Admissions

Admissions into the Sixth Form will be allocated to those who have applied by the closing date taking regard to the following factors set out in order of priority:

1. Pupils transferring from within Chilwell School who meet the school's minimum entry requirements; such students are guaranteed a place irrespective of numbers.
2. Pupils transferring from other schools who meet the school's minimum entry requirements [up to a total maximum number of students in Year 12 and year 13 of 300]. (At least 20 places will be available for pupils transferring from other schools.)

In the event of there being more applicants than places available in 2 above, the deciding factors will be, in order of priority:

- (i) Whether there is a brother or sister on Chilwell School roll at the time of entry to the Sixth Form;
- (ii) Pupils who live nearest to the school 'as the crow flies' with distances measured from the entrance to the pupil's home to the principal entrance of the main administrative building of the school.

### Waiting List

In the event of over subscription, the school will operate a waiting list. A child's place on the waiting list will be determined by the above criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received. The Governors of the school in partnership with the Local Authority will administer the waiting list for the duration of the co-ordinated admissions scheme. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the Governors of the School.

### Late and Mid-Term Applications

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date in late December specified in the co-ordinated scheme, providing the applicant can evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma.

Applications received in mid term will be dealt with in accordance with the above criteria. In the event of a place being available in the appropriate year group then that will be offered. If no places are available, the child's name will be added to the waiting list and will be subject of movement up or down the waiting list as described above.

Where mid term applicants are received from children for whom Chilwell School is the named school in a statement of special educational needs or from children 'looked after' by the Local Authority, the school will admit regardless of whether or not a place is available in that year group.

Children of nomadic travellers will be allocated a place at the school if residing permanently or temporarily in the catchment area of the Family of Schools.

Requests from the local area pupil placement panel for 'hard to place children' will be given special consideration.

### Withdrawing an Offer of a Place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would indicate fraudulent application, intentionally misleading applications, a false claim to residence leading to entry to one of the schools in the family of schools, and the failure of a parent to respond to an offer of a place within a reasonable amount of time. When a place is withdrawn, parents have the right of appeal.

### Appeals

Parents have the right to an independent appeals panel if they are not happy with the outcome of their application. Any appeal must be made to the Clerk to the Admissions Appeal Panel, Chilwell School, within 10 school days from the date of the refusal

*letter. Parents will receive notice of the date of appeal at least 10 days in advance of the hearing.* Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances.

## **Notes and Definition of Terms**

### **Residence**

This is defined as the child's ordinary place of residence, which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child spends at least 3 school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of residence and other evidence from the court regarding parental responsibilities in these matters may be required.

### **Brother and Sister**

The Governors define brother and sister as being those children who share at least one biological parent. This includes half-brother or half-sister or legally adopted child living at the same address as the child.

### **Parent**

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has care of a child or a young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

### **Looked after children**

For school admissions the LA will use the definition of 'looked after child' from The Education (Admission of Looked After Children) (England) Regulations 2006.

### **UK Service Personnel and Other Crown Servants**

Applications from families of UK Service Personnel and other Crown Servants will be processed in line with the Governors admissions criteria. The Governors will accept an official MOD, FOC or GCHQ letter declaring a relocation date as proof of residence within the catchment area of the Family of Schools and the child or children will be offered a place if places are available or placed on the waiting list and be subject to move up and down the list as described above.

### Measuring Distance 'As the Crow Flies'

The Governors of the school will use distance from school as measured by the Local Authority through the co-ordinated admissions scheme.

### Co-ordinated Admission Scheme

All applications for places in the normal year of entry are made on the common application form. For entrance to the school in September 2009, the closing date of the co-ordinated admission scheme is 17th October 2008 preceding admission to secondary school. Places are allocated on 2nd March 2009. A copy of the co-ordinated admissions scheme is available from Nottinghamshire County Council. No additional form is required.

*Proposed Admissions Criteria for Chilwell School 2009*