



**ADMISSION POLICY 2009/10**

Carlton le Willows is a foundation school and DfES designated Technology College.

The proposed published admission number of Year 7 in September 2009 is 221.

**Over-Subscription**

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

- 1 Children in public care.
- 2 Children with a statement of special education needs that names Carlton le Willows School.
- 3 Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school.
- 4 Other children who live in the catchment area.
- 5 Children who live outside the catchment area, but who are attending a linked primary phase school\* on 19 October preceding admission to secondary school and who will have a brother or sister at the preferred secondary school at the time of admission.
- 6 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the preferred secondary school.
- 7 Children who live outside the catchment area but who are attending a linked primary phase school on 19 October preceding admission to secondary school.
- 8 Other children who live outside the catchment area.
- 9 If applications exceed the number of places available, the school will operate a waiting list in which priority for places will be given on the basis of the above criteria.

**Measuring distance “as the crow flies”**

In the event of over-subscription with any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child’s home to the principal entrance to the main administrative building of the school by the Local Authority which currently uses the ‘Arcview’ system.

*\* see list at the end of this document*

## **Special Circumstances**

The following groups of children will be given special consideration in their application for a particular school:

Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented *at the time of application*.

The governors will consider each case on its merits and determine the allocation of any such place by comparing the written evidence presented along with the capacity for the school to cater for the identified needs. In order to make an assessment of the case, reference will be made to other relevant professionals. Cases agreed under 'special circumstances' will take precedence over all of the numbered criteria.

## **Children with Special Needs**

The following is not part of the admission criteria above, but does relate to the provision for children with exceptional special needs, who may be due to be admitted to school. Governors have a legal duty to satisfy themselves that a child with special needs has appropriate provision. Governors will therefore agree the date for admission of any child with exceptional special needs, when they have satisfied themselves that the Local Authority has made sufficient staffing and resources provision for that child to be fully integrated into mainstream education.

There would not be an intention to refuse the admission of any child with special needs, but there would be consultation between the Governors, Headteacher, parents and the Local Authority to ensure that appropriate provision was being made to meet the child's special needs and safety.

## **In-Year Admissions**

If a place is not available in the year group for which a student applies, we do operate a waiting list. Names are placed on this waiting list in the rank order of our published over-subscription criteria, not in the date order by which they are received.

## **Late Applications**

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt 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 provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include: family bereavement; hospitalisation; family trauma. Supporting evidence may be required.

When the school is informed by the Local Authority that a place has been offered, it will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within four weeks, the school will notify the Local Authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

### **Waiting List**

If after the offer of places has been made the school is oversubscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the school in partnership with the Local Authority for the duration of the co-ordinated admissions scheme. The position on the waiting list will be determined by the school's published over-subscription criteria. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the governors of the school.

### **Independent Appeals**

Parents have the right to an independent appeals panel if they are not happy with the outcome of their application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Appeals should be addressed to the Clerk to the Governors c/o the school within fifteen days of refusal.

### **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 17 October preceding admission to secondary school. Places are allocated on 2 March 2009.

### **Applications outside the normal year of entry**

In the event of a place being available in the appropriate year group for a mid term application, an offer of a place at the school will be made. If no places are available, the child's name will be placed on the school's waiting list. The position on this waiting list will be determined by the school's published over-subscription criteria. Parents have the right to appeal to the refusal for a place.

### **Admission to the Sixth Form including admission number for those admitted for the first time**

To be accepted on to Level 3 courses, pupils will need five or more GCSE passes at Grade C or above (or equivalent) and be able to provide evidence that they are able to complete any necessary coursework and meet deadlines. For certain subjects, a GCSE Grade B is required. (See Sixth Form Prospectus.) The school does not currently actively recruit into its Sixth Form. Applications are handled in the same way as other applications outside the normal year of entry. Any applicant refused entry can appeal against the decision. Should oversubscription criteria be required, they will be as for Year 7, with the exception of Criteria 4 and 6.

## **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 include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within a reasonable amount of time.

## **Definitions:**

### **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, which ever of the two addresses the child permanently spends at least three school nights, ie 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 the same biological parent(s). 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 parental responsibility for a child or young person; 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.

### **Catchment Area**

Details of the school's defined catchment area can be obtained from the school.

### **Linked Primary Schools**

Burton Joyce Primary  
Netherfield Primary  
Parkdale Primary  
Colwick St John the Baptist Church of England School  
Willow Farm Primary  
All Hallows Primary School  
Priory Junior School



## APPLICATION FORM FOR A YEAR 7 PLACE AT CARLTON LE WILLOWS SCHOOL & TECHNOLOGY COLLEGE SEPTEMBER 2009

Before completing this form parents are strongly advised to look at our admissions criteria on the school's website [www.clw.notts.sch.uk](http://www.clw.notts.sch.uk).

Please fill in this form using black ink and CAPITAL LETTERS

### SECTION A

Full Legal Name:			
Date of Birth:		Gender (Male/Female):	
Current School:		Current School Year:	
Address child living at:			
	Postcode:		

### SECTION B - BROTHERS OR SISTERS ALREADY ATTENDING CARLTON LE WILLOWS SCHOOL & TECHNOLOGY COLLEGE

*(Please see definition in the Admissions to Schools booklet)*

Full Name	Date of Birth	Gender (please tick)		School Attending			
		Male	Female				
Is the home address of the brother or sister the same as that in Section A?				Yes		No	
If "no" please give full address:							
Postcode:							
Reason for different address:							

### SECTION C - PARTICULAR CIRCUMSTANCES OF YOUR CHILD

Is your child in public care (often referred to as "looked after" by the local authority)?	Yes		No	
Does your child have a Statement of Special Educational Needs?	Yes		No	
If you have ticked yes in any of the above boxes, please name the local authority				
Does your child have a physical disability?	Yes		No	
Please describe the nature of the disability				

## SECTION D - PARENT DETAILS

Full Name (include title, eg Mr, Mrs, Ms):				
Relationship to Child:				
Do you have parental responsibility for this child?	Yes		No	
Your Address (if it is different from your child's address):	Postcode:			
Reason for different address:				
Telephone Numbers:	Home	Work	Mobile	
Email Address:				

## SECTION E - YOUR PREFERRED SCHOOLS

	Name of School	Reason (continue on separate sheet if necessary)
First Choice		
Second Choice		
Third Choice		

Are there any medical, social or economical grounds why you have chosen Carlton le Willows?	
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## SECTION F - DECLARATION

- I certify that the information given on this form is correct. I understand that a fraudulent or intentionally misleading application could result in any offer of a place being withdrawn.
- I have checked that all those with parental responsibility are in agreement with this application.

*We undertake random checks and home visits to verify that addresses provided by parents are genuine. If we receive an application where the address is fraudulent, any offer of a place based on that address, will be automatically withdrawn. Such an application could also constitute an offence which may result in legal proceedings being commenced against the person providing the false statement.*

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to: Mrs D. Richardson, Admissions Office  
Carlton le Willows School & Technology College  
Wood Lane, Gedling  
Nottingham NG4 4AA

Closing date: 17 October 2008 12.00 noon