



Admission Policy 2015-16

This admission policy will be reviewed annually by the pupil and personnel committee of the governing body. However, in accordance the School Admission Code 2011, the Academy will only conduct statutory consultation every seven years if no changes are made to the admission arrangements.

Date of last review: Autumn 2013

Date of next review: Autumn 2014

Carlton le Willows Academy delivers a broad and balanced curriculum, but with a designated specialism in technology, emphasises mathematics, science and design technology.

The proposed published admission number of Year 7 in September 2015 is 226.

Children for whom Carlton le Willows Academy is the named school in a statement of special educational needs will be automatically offered a place at the Academy. The Governing Body of the Academy cannot guarantee a place at the Academy for any other category of application.

In accordance with the Code on Admissions, priority in the first instance is given to:

Children in public care who are 'looked after' at the time an application for admission is made or who the local authority can confirm has been looked after but has ceased to be so because they are adopted, or became subject to a residence order or special guardianship order, immediately following having been looked after. In accordance with the Education (Admissions of Looked After Children) (England) Regulations 2006 this priority only applies to those children who were 'looked after' from February 2006.

Subsequently, 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 who live in the catchment area and who attend a linked primary phase school at the time of the closing date for applications in the year preceding admission to secondary school. Places will be allocated in the first instance to children, who at the time of admission will have a brother or sister attending the academy.
2. Children who live in the catchment area at the time of the closing date for applications in the year preceding admission to secondary school. Places will be allocated in the first instance to children, who at the time of admission will have a brother or sister attending the academy.
3. Children who live outside the catchment area and who attend a linked primary phase school on the closing date for applications in the year preceding admission to secondary school. Places will be allocated in the first instance to children, who at the time of admission will have a brother or sister attending the academy.

4. Other children who live outside the catchment area with the priority given to those who live the nearest. Places will be allocated in the first instance to children, who at the time of admission will have a brother or sister attending the academy.

In the event of any oversubscription of any of the above criteria proximity to the academy will be used with those living nearer being given priority. Distance measurements to be made 'as the crow flies' from home address to the main reception office of the academy.

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

The capacity for the year 12 is 270, however the admission number for external candidates is 50.

Carlton le Willows Sixth Form presently only offers level 3 courses, mostly 'A' level.

We propose the following academic requirements:

1. Students taking 3 AS level subjects, plus general studies will need 3 GCSEs at grade B (or higher) in the subjects to be studied, plus 2 or more GCSEs at grade C or above.
2. Students taking 4 AS level subjects, plus general studies will need 2 GCSEs at A/A* and 2 at grade B (or higher) in the subjects to be studied, plus 1 or more GCSE at grade C or above.

These requirements do not include GCSE half course grades. Students will normally only be considered if they have achieved a minimum of a grade C GCSE in both English and mathematics, or a grade B if they wish to take the subject(s) at 'A' level. For certain subjects, such as level 3 BTEC courses or where it can be established exceptional reasons apply, a GCSE grade C may be sufficient to study a course of choice.

Priority in the first instance for entry into our post-16 centre is given to:

Children in public care who are 'looked after' at the time an application for admission is made or who the local authority can confirm has been looked after but has ceased to be so because they are adopted, or became subject to a residence order or special guardianship order, immediately following having been looked after. In accordance with the Education (Admissions of Looked After Children)(England) Regulations 2006 this priority only applies to those children who were 'looked after' from February 2006.

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 who already attend the academy and meet the academic entry criteria.
2. Children who do not presently attend the academy and meet the academic entry criteria.

In the event of any oversubscription of any of the above criteria proximity to the academy will be used with those living nearer being given priority. Distance measurements to be made 'as the crow flies' from home address to the main reception office of the academy.

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, whichever of the two addresses the child permanently spends at least three 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 (minimum 12 months tenancy agreement in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. If a parent lives in rented accommodation yet still owns a freehold residential property within 20 miles of the academy the address of that property will be taken as the place of permanent residency even if it is rented out to a third party.

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 by virtue of a court order; and any person who, although not a natural parent, has care of a child or a young person by virtue of a court order.

Measuring distance 'as the crow flies' - For applications in the normal year of entry which are managed under the co-ordinated admissions arrangements distance is a measure using the software available to the local authority and the academy governors use this information to rank order applications. For all other applications the governors of the academy use 'Micro-soft Auto route' to measure distance.

Catchment area - This is our historical catchment area, which has remained unchanged for many years and comprises of the combined catchment areas of our family (linked) primary schools. The catchment area can be viewed on our website.

Linked primary schools - These are All Hallows Primary School, Burton Joyce, Central Junior, Colwick St John the Baptist Church of England School, Netherfield, Parkdale and Willow Farm.

Closing date for applications

This is the deadline for the application of the common application form as defined by the local authority in their co-ordinated scheme.

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 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 academy is informed by the local authority that a place has been offered, the local authority will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within 14 days, the academy 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 academy is oversubscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the academy in partnership with the local authority for the duration of the co-ordinated admissions scheme. Your position on this waiting list will be determined by the academy's over-subscription criteria. Once the co-ordinated scheme is closed, the waiting list will remain open at all times, but will be administered by the governors of the academy.

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 and only then at the discretion of governors. Parents wishing to appeal should write to the Admissions Officer c/o the Carlton le Willows Academy, Wood Lane, Gedling, Nottingham NG4 4AA within 20 school days of notification. .

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 academy in September 2015, the closing date of the co-ordinated admission scheme is 31 October preceding admission to secondary school. Places are allocated on 1 March 2016.

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 academy will be made. If no places are available, the child's name will be placed on the academy's waiting list. The position on this waiting list will be determined by the academy's published over-subscription criteria. Parents have the right to appeal to the refusal for a place.

Tie breaker

In the event of the need for a tie breaker in any of the over-subscription criteria listed in this policy, random allocation will be used. If a child is offered a place as a result of random allocation yet also has a sibling of the same age seeking a place and residing at the same address, the sibling will also be offered a place.

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 14 days.