

## **Admissions Arrangements 2017/2018**

Chilwell School is 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 aspiring positive learning community with a belief in equipping students with the skills and knowledge to achieve their personal best.

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.

Applications should be made as part of the co-ordinated admission scheme on the common application form through the local Authority.

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

The published admission number for Year 7 in September 2017 is 180.

In accordance with the Code on Admissions children with a statement of special education needs or an Education Health Care Plan (EHCP) that names Chilwell school will be admitted.

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. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989)
2. Children of members of staff who are employed by Chilwell School. This constitutes any adult employed on a permanent full or part time basis by the governing body of Chilwell School for two or more years at the time the application for admission is made OR a member of staff who has been recruited to fill a vacant post for which there is a demonstrable skills shortage.
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. Where applications are received in respect of twins, triplets or children of other multiple

births from the Chilwell family we will endeavour to offer the relevant number of places admitting above the planned admission number where appropriate.

4. Children not attending the Chilwell Family of Schools who will have a brother or sister attending Chilwell School at the time of admission. Where applications are received in respect of twins, triplets or children of other multiple births we will endeavour to offer the relevant number of places admitting above the planned admission number where appropriate.
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. In the event of two distances being exactly equal resulting in the PAN being exceeded then random allocation by lot will be conducted by a body independent of Chilwell School.

### **Special circumstances**

Special consideration will be given to children with an exceptional level of need with regard to a physical or medical disability provided written evidence from a registered health professional such as a doctor, is received at the time of application. We are a pathways school and have good access for students with physical disabilities.

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

Children of nomadic travellers will be allocated a place at the school in line with the admission criteria stated above.

The governors of the school will consider each application on its merits in consultation with the local authority. Cases agreed under 'special circumstances' will take precedence over all of the numbered criteria.

### **Sixth Form Admissions**

The admission number for year 12 entry into the sixth form for external pupils is 40.

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. Students in public care who are 'looked after' or adopted at the time an application for admission is made and who the local authority confirm will still be 'looked after' or adopted at the time of admission to school.
2. Pupils transferring from within Chilwell School who meet the school's minimum entry requirements; **such students are guaranteed a place irrespective of numbers.**
3. Pupils transferring from other schools who meet the school's minimum entry requirements (At least 40 places will be available for pupils transferring from other schools.).

In the event of there being more applicants than places available in 3 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. Where applications are received in respect of twins, triplets or children of other multiple births we will endeavour to offer the relevant number of places admitting above the planned admission number where appropriate.
- (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. In the event of two distances being exactly equal resulting in the PAN being exceeded then random allocation by lot will be conducted by a body independent of Chilwell 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. The waiting list will be maintained until the end of the Autumn term of the year of admission.

### **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 Nottinghamshire County Council's co-ordinated 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.

A mid-term or in-year application refers to pupils who are new to the area, changing schools or without a school. A mid-term application should be made directly to the school

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. The waiting list will be maintained until the end of the academic year in which the application is made.

From September 2013 there is no longer a mandatory requirement for Local Authorities to co-ordinate In Year (Mid Term) transfers. All applications made outside of the normal year of entry should therefore be made directly to the school using our application pro-forma, this can be obtained by contacting the school directly, and will be administered by the governors. In the event of a place being available in the appropriate year group an offer of a place at the school will be made. If no place is available the parent will be informed of this along with the right of appeal for the refusal of a place. All applications received in mid-term will be dealt with in accordance with the above criteria and then Local Authority informed accordingly of outcomes.

Where mid term applicants are received from children for whom Chilwell School is the named school in a statement of special educational needs or Education Health and Care Plan 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.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group if, for example, the child is gifted and talented or has experienced problems such as ill health. This also applies to parents of summer born children (1 April to 31 August). When applying for a place parents need to make it clear that they are seeking a place outside of the child's normal age group and they should clearly state why. Parents should supply any relevant supporting information such as the child's academic, social and emotional development, the child's medical history and the views of a medical professional, and whether the child has previously been educated out of their normal age group. You will be informed in writing of the governors' decision with clear reasons for this decision. Parents have a right to appeal if their request is refused but not if a place is offered at the school but it is not the parents preferred age group.

### **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 20 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.

### **Fair Access Protocol**

The school recognises its responsibility to fulfil its statutory duties under the admissions code and will participate in the local area protocol.

## **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 parent as defined in these terms. This includes half-brother or half-sister or legally adopted child living at the same address as the identified brother or sister.

### **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.

### **An adoption order**

This is an order under section 46 of the Adoption and Children Act 2002. This includes children who were adopted under the Adoption Act 1976 (see section 12 of adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). 'Child Arrangement orders' are defined in section 8 of the Children Act 1989 as amended by section 12 of the Children and Families Act 2014. 'Child arrangements orders' replace 'residence orders' and any residence order in force prior to 22 April 2014 is now deemed to be a 'child arrangement order'. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **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 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 2017, the closing date of the co-ordinated admission scheme is 31<sup>st</sup> October 2016 preceding admission to secondary school. Places are allocated on 1 March 2017. A copy of the co-ordinated admissions scheme is available from Nottinghamshire County Council.

**No additional form is required.**