



## Admission Policy 2019-20

This admission policy will be reviewed annually by the pupil and personnel committee of the governing body. However, in accordance the School Admission Code 2014, the Academy will only conduct statutory consultation every seven years if no changes are made to the admission arrangements.

Date of last review: Autumn 2017

Date of next review: Autumn 2018

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 2019 is 226.

Children for whom Carlton le Willows Academy is the named school in a statement of special educational needs or Education, Health and Care Plan 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, where there are less applicants than places available all applicants will be offered a place.

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 looked after by a local authority and previously looked after children.
2. 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. Priority will be given 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 in the catchment area at the time of the closing date for applications in the year preceding admission to secondary school. Priority will be given in the first instance to children, who at the time of admission will have a brother or sister attending the academy.
4. 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. Priority will be given in the first instance to children, who at the time of admission will have a brother or sister attending the academy.
5. Other children who live outside the catchment area with the priority given to those who live the nearest. Priority will be given 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 published admission number for external candidates is 50. Year 11 pupils who already attend the academy may transfer to year 12 provided they meet the minimum entry requirements.

Year 12 applicants for whom Carlton le Willows Academy is the named school in a statement of special educational needs or Education, Health and Care Plan will be automatically offered a place at the Academy provided that the minimum entry requirements are met.

Carlton le Willows Sixth Form presently only offers level 3 courses, mostly 'A' level. The entry requirement for the sixth form is five C grades or higher (including Level 5 English and mathematics GCSE). There are also academic entry requirements for each subject that need to be met.

Where there are fewer applicants than places available the academy will admit all applicants provided the minimum entry requirements are met.

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied to children who do not presently attend the academy in the order set out below, to decide which children to admit:

1. Children looked after by a local authority and previously looked after children.
2. Children who meet the minimum entry requirements. Priority will be given to those living closest to the academy. Distance measurements to be made 'as the crow flies' from home address to the main reception office of the academy.

### **Definitions**

**Children looked after by a local authority and previously looked after children** - 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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements 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 deemed to be a child arrangements 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).

Children who were previously in care outside of England also receive highest priority for admission.

**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 'Microsoft 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 Church of England Primary School, Burton Joyce Primary School, Central Junior School, Colwick St John the Baptist Church of England School, Netherfield Primary School, Parkdale Primary School, Priory Junior School, Stanhope Primary School and Willow Farm Primary School.

### **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 the home local authority's co-ordinated 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 until 31 December, 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 through the home local authority. For entrance to the academy in September 2019, the closing date of the co-ordinated admission scheme is 31 October preceding admission to secondary school. Places are allocated on 1 March 2019.

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

Applications for places outside the normal year of entry should be made by contacting the academy. 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, which and will remain there until the end of the academic year. 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.

### **Applications outside the normal age group**

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may have chosen not to send that child to school until the September following their fifth birthday and have request that they are admitted out of their normal age group – to reception rather than year 1. Where a child has been educated out of the normal age group it is the parent's responsibility to request admission out of the normal age group when they transfer to secondary school. The academy will decide whether to admit the child out of the normal age group. Children should only be educated out of the normal age group in very limited circumstances. The academy will make a decision on the basis of the circumstances of each case and in the child's best interests and will bear in mind the age group the child has been educated in up to this point.

### **Tie breaker**

In the event that two pupils live exactly the same distance from the school as measured by the Microsoft Auto Route, random allocation will be used as a tie breaker. This will be supervised by someone independent of the academy. 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.

### **Fair Access Protocol**

Carlton le Willows observes the Fair Access Protocol and governors may accept vulnerable children outside the normal admissions round.