



## **ADMISSIONS POLICY: 2019- 2020**

The proposed admission number for Year 7 in September 2019 is 170

Students who have an Education, Health and Care Plan (EHCP) where this school is named in the plan will be admitted.

### **Over-Subscription**

Where the number of applications 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 are looked after and previously looked after children.
2. Children, who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school.
3. Other children who live in the catchment area.
4. Children who live outside the catchment area but who are attending a Primary school linked to the Carlton Academy on 31 October preceding admission to secondary school and who will have a brother or sister at the preferred secondary school at the time of admission.
5. 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.
6. Children who live outside the catchment area but who are attending a linked Primary school on 31 October preceding admission to secondary school.

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 within 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 reception building of the school by the Local Authority which currently uses a computerised measuring system. In the event of two distances being equal, lots will be drawn and independently verified.

### **In-Year Admissions**

In year applications need to be made directly to the school. Application forms are available. If a place is not available in the year group for which a student applies, the application will be refused and placed on the waiting list. Names are placed on this waiting list in the rank order of our published over-subscribed criteria, not in the date order by which they are received. Parents have the right to appeal to the refusal for a place.

### **Late applications**

Late applications are those submitted after the closing date for the coordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered as specified in the coordinated scheme providing the applicant can provide evidence that they have moved into the area after the closing date for application 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 up to the PAN, the school is over-subscribed, all unsuccessful applications will automatically 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 admission scheme. The position on this waiting list will be determined by the school's published over-subscription criteria. Once the coordinated scheme is closed, the waiting list will remain open until 31 December.

### **Independent Appeals**

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless this is a significant and material change in circumstances. Appeals should be addressed to the Admissions Officer c/o the school within twenty school days of refusal.

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

To be accepted onto Level 3 courses, students will need five or more GCSE passes at grade 4-9, one of which should be in English or maths. 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 over subscription criteria be required, they will be as for year 7. Our PAN for the number of external students that can be admitted into year 12 is 40.

### **Coordinated admission scheme**

All application for places in the normal year of entry are made to the home local authority on the common application. For entrance to the school in September 2018 the closing date of the coordinated admission scheme is 31 October preceding the admission to secondary school. Places are allocated on National Offer Day: 1 March.

### **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.

## **Admission of children 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. Parents should submit a request in writing to The Carlton Academy. Decisions will be made based on the circumstances of each case and in the best interests of the child concerned. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.

## **Link Primary Schools**

- All Hallows Primary School
- Carlton Central Junior School
- Haddon Primary School
- Parkdale Primary School
- Porchester Junior School
- Priory Junior School
- Stanhope Primary School
- Westdale Junior School

## **Fair Access Protocol**

The academy, as all admissions authorities are obliged to, participates in the local Fair Access Protocol.

## **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 and other evidence from the court regarding parental responsibilities in these matters may be required.

### **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).

### **Brother or sister**

The governors define brother and sister as being those children who share the same biologically parents. This includes half-brother or half-sister or legally adopted child living at the same address as the child.

Where applications are received in respect of twins, triplets or children of other multiple births, the Governing Body will endeavour to offer places in the same school, admitting above the

planned admission number where necessary. If this is not possible, the parent will be asked when child(ren) should take up the place(s). The parent will still have a right of appeal against a refusal of a place.

### **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 viewed on the Local Authority's website:

<http://www.nottinghamshire.gov.uk/findmynearest>