

School Policy for:	Admissions Policy 2022-23		
Date:	December 2020		
Policy Lead(s):	David Phillips		
Approved by (X):	<i>Full Governing Body</i>	x	<i>Business Management Committee</i>
	<i>Pay Committee</i>		<i>Pupil and Resources Committee</i>
	<i>Curriculum and Students' Progress Committee</i>		
Approval signature and/or date:	2/12/2020 Chair of Governors	<i>Michael Wicks</i>	
Next review date:	September 2021		



**CHILWELL
SCHOOL**

**Admissions Arrangements
for
September 2022**

Chilwell school admissions arrangements for September 2022

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. Chilwell School cannot guarantee school places but we will endeavour to provide places for all children, whether or not they have attended one of 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 home 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 2022 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, within each of the criteria, priority will be given to the child who lives closest to the school. Distance is measured from the child's home to the entrance of the school (reception) in a straight line (as the crow flies) determined by Ordnance Survey Data, using the Nottinghamshire County Council's computerised distance measuring software. For an explanation of how a child's home will be determined refer to the Notes section below.

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 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)

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 (The Lanes primary 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 to the child who lives closest to the school. Distance is measured from the child's home to the entrance of the school (reception) in a straight line (as the crow flies) determined by Ordnance Survey Data, using the Nottinghamshire County Council's computerised distance measuring software. For an explanation of how a child's home will be determined refer to the Notes section below. 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. 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 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) Priority will be given to children who live nearest to the school as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software. 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 will maintain waiting lists in partnership with Nottinghamshire County Council until 31 December 2021. 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 coordinated scheme. Chilwell school admission authority may be willing to accept applications which are received late but before 5 pm on 30 November 2021, 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 using the 'In-year application form for admission to school' - Chilwell School (Appendix 1).

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 to 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.

In the event that a tie-break is necessary to determine which child is admitted due to over subscription within any particular category, within each of the criteria, the child living closest to the school, will be given priority for admission. Distance is measured from the child's home to the entrance of the school (reception) in a straight line (as the crow flies) determined by Ordnance Survey Data, using the Nottinghamshire County Council's computerised distance measuring

software. For an explanation of how a child's home will be determined refer to the Notes section below.

From September 2013 there is no longer a mandatory requirement for local authorities to coordinate in year (mid-term) transfers. All applications made outside of the normal year of entry should therefore be made directly to the school using the 'In-year application form for admission to school' - Chilwell School, (Appendix 1), which will be administered by the governors. The in-year application form is available via our website

<https://www.chilwellschool.co.uk/page/?title=Admissions&pid=26> and a copy of the completed application form will be sent to Nottinghamshire County Council for their records. 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 mid-term will be dealt with in accordance with the above criteria and then Local Authority informed accordingly of outcomes.

Otherwise all applications for year 7 places must be made through the home Local Authority admissions scheme.

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. The deadline for lodging appeals allows appellants at least twenty school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Parents will receive notice of the date of appeal at least ten 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 Nottinghamshire County Council Fair Access protocol.

Notes and Definition of Terms

Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that the child's place of residence is permanent may also be sought and this should prove that the child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration. For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, Nottinghamshire County Council will accept a Unit postal address or quartering area address for a service child.

Sibling (Brother or Sister)

The Governors define brother or 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 the distance from the entrance of school (reception) to the child's home (see Home Address of Notes section) in a straight line (as the crow flies) determined by Ordnance Survey Data, using the Nottinghamshire County Council's computerised distance measuring software.

Co-ordinated admission scheme

All applications for places in the normal year of entry are made on the common application form. All applications for year 7 places must be made through the home Local Authority admissions scheme. For entrance to the school in September 2022, the closing date of the co-ordinated admission scheme is 31st October 2021 preceding admission to secondary school. Places are allocated on 1 March 2022. A copy of the co-ordinated admissions scheme is available from the child's home local authority County Council. No additional form is required. Outcomes of school place offers are communicated to parents by the child's home local authority on National Offer Day, 1 March or the next working day where this falls at a weekend, as stated in paragraph 2.223 of the School Admissions Code.

Appendix 1

In-year application form for admission to school - Chilwell School



Chilwell School

In year application form for admission to school

SECTION 1 – Pupil details

Pupil legal surname			
First name(s)			
Date of birth	Year Group	Male	Female
If the child is known by any other name please add it here			
Current School (or last school attended)			
Is the child still attending?	Yes	No	If no, last date of attendance

SECTION 2 – Home address (including postcode)

Address
Postcode

If your address is different from the child's address listed on this application or you are moving house, please give details here. You will also need to include with your application evidence to verify your child's permanent address.

Address	
Postcode	Date of move

SECTION 3 – Parent details

Mr/Mrs/Miss/Ms	Forename	Surname
Relationship to child		Home phone number
Work phone number		Mobile number
Email address		

SECTION 4 – Reasons for change of school

Have you discussed your reasons for wanting a different school for your child with your child's current school?	Yes	No
Please give reasons for moving		
Has your child attended any other secondary school?	Yes	No
If yes, please give details		
Reason for leaving (please give reason and use additional page if necessary)		
Name of contact and email for the Headteacher or Head of Year at previous/current school:		
I have enclosed his/her latest school report	Yes	No

SECTION 5 – Other details

Is your child cared for by a Local Authority or is he/she a previously looked after child?	Yes	No
Does the child have a statement of Special Educational Needs (or Education, Health & Care Plan	Yes	No
Please Note – Applicants from non EU countries may be required to provide additional information. ie passport details, right to work in the uk/work visa etc		

Signature of parent/carer	Date
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Please return this form to Mrs H Alls, Chilwell School, Queens Road West, Chilwell, Nottingham, NG9 5AL or email to h.alls@chilwellschool.co.uk