

CHENDERIT SCHOOL

SCHOOL ADMISSIONS (Y6/7) POLICY 2023

REVIEWED BY GOVERNORS: 4th October 2021

ADOPTED BY GOVERNING BODY: 4th October 2021

REVIEW DATE: October 2022

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1. Aims

This policy aims to:

- Explain **how to apply** for a place at Chenderit school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

3. How to apply for a place in the Normal Admissions Round

The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry (Year 7), using the Common Application Form (CAF) provided by their home local authority.

Parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in). This form is used to express a preference for a minimum of 3 state-funded schools, in rank order.

Parents/carers will receive an offer for a school place directly from their local authority on National Offer Day (01 March or the next working day)

To apply for a place through West Northamptonshire Council, please visit:

<https://www.westnorthants.gov.uk/school-admissions/determined-school-admission-arrangements-september-2022-intakes>

4. Allocation of places

4.1 Admission number

The school has an agreed Published Admission Number (PAN) of 180 children for entry in Year 7.

Places will first be allocated to children who have an Education, Health Care (EHC) Plan that names the school as offering the appropriate provision.

4.2 Oversubscription admission criteria

When there are more applications for places than there are places available, priority will be given in the following order:

- i. Children in public care or previously in public care but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
- ii. Pupils who live in the linked area associated with the school: - Appletree, Aston-le-Walls, Chacombe, Chipping Warden, Culworth, Edgcote, Farthinghoe, Greatworth, Kings Sutton, Lower Boddington, Marston St Lawrence, Middleton Cheney, Moreton Pinkney, Overthorpe, Plumpton, Stuchbury, Sulgrave, Thenford, Thorpe Mandeville, Upper Boddington, Warkworth, Weedon Lois, Weston and Wappenham.
- iii. Pupils who will have an older brother or sister continuing at Chenderit School who is expected to remain on roll at the time of admission of the younger child.
- iv. Pupils attending the designated contributory Primary Schools: Boddington, Chacombe, Chipping Warden, Culworth, Farthinghoe, Greatworth, Kings Sutton, Middleton Cheney, St Loys, St Mary's Catholic Primary and continuing in attendance until the final offer of places in made.
- v. Pupils selected for their aptitude in the visual arts. A maximum of 10% will be selected through the presentation of a portfolio and assessments as to aptitude. (If you are applying for one of the aptitude places you will need to submit a portfolio to the school by the closing date, which is 5.00pm Friday 14th October 2022. (Please contact the school directly for details of what to include in your portfolio – details are available on the school website).
- vi. Children of a member of staff who has been directly employed by Chenderit School for a period of not less than 2 calendar years at the time of the child's application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage leading to the child's admission in the following academic year.
- vii. Other pupils.

4.3 Allocation to PAN

If the admission number is exceeded within criterion (v), priority will be given according to aptitude scores. If the admission number is exceeded within any other criterion, priority will be given to those who live closest to the school. Distances are measured on a straight line basis from the address point of the child's home address to the address point of the school using WNC's Geographical Information System.

4.4 Tie-breaker

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

5. Definitions

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Siblings:

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion.

For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

Defined Area (also known as linked or designated area/village):

The defined area for the school is: Appletree, Aston-le-Walls, Chacombe, Chipping Warden, Culworth, Edgcote, Farthinghoe, Greatworth, Kings Sutton, Lower Boddington, Marston St Lawrence, Middleton Cheney, Moreton Pinkney, Overthorpe, Plumpton, Stuchbury, Sulgrave, Thenford, Thorpe Mandeville, Upper Boddington, Warkworth, Weedon Lois, Weston and Wappenham.

Home Address (Child's):

The child's home address is defined as the address at which the child normally resides with their parent/carer at the time of application. If a child lives with parents who are separated, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive)

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application. Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

6. Fraudulent or Misleading Applications

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a

place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

7. Conflicting Applications

If we receive more than one application for the same child (made by separated parents) and where the home address and / or the preferences do not match, **neither application will be processed** until such time that the parents can agree on both the address and the preferences. If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at the school.

8. Late Applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 31 October. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (01 March or the next working day).

Late applications will be processed in the subsequent rounds of allocations between April and July (for more details, refer to the local authority's composite prospectus on the NCC website).

9. Requests for admission outside the normal age group

Parents/carers may seek a place for their child out of their normal age group. They must put their request in writing to the school explaining in detail why they wish their child to be considered for educating outside their normal age group. For several reasons this will only be agreed in exceptional circumstances.

The Admission Authority of the school will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Head teacher of the school concerned.

The Admission Authority of the school **MUST** set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

10. In-year Admissions

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.

If the school's published admission number has been reached in a child's year group, we will not be able to offer a place at the school. Parents/carers can ask for their child's name to be added to the waiting lists (see below for more information).

Applications for in-year admissions should be made online to the local authority on NCC's website.

11. Waiting Lists

Waiting lists are held for all year groups by the Local Authority – West Northants Council – Admissions.

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists will be cleared at the end of each full school term. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team/school, in writing, by the start of each subsequent full term (ie: during the Christmas and Easter breaks) to renew your interest. When a place becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 4.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest and children being allocated places under the Fair Access Protocol will be given priority.

12. Appeals

If a parent/carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.

Parents/carers wishing to appeal should complete the online appeal form on the WNC website.

Please visit <https://www.westnorthants.gov.uk/school-admissions/appeal-school-place> for more information and to complete the form.

If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to AppealsTeam.NCC@westnorthants.gov.uk within 10 working days of the submission of the appeal.

Appeals must be lodged in writing, giving the reasons for appeal, by 5pm on 29th March 2023. Appeals received after this date will still be heard, but there is no guarantee they will be heard before the end of the school year in which the application is made.

NB: For appeals concerning places not offered during the normal admissions round i.e. in-year places, appeals should be submitted within 30 school days of refusal of a place.

13. Admissions policy review

This policy will be reviewed and approved by the Full Governing Body annually.

Consultation:

When changes are proposed to the school's admission arrangements, the governing body **must** consult on their admission arrangements (including any supplementary information form) that will apply for admission applications the following school year. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities **must** consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

Determination:

All admission authorities **must** determine (i.e. formally agree) admission arrangements every year, even if they have not changed from previous years and a consultation has not been required. Admission authorities **must** determine admission arrangements by **28 February** in the determination year.