



CHARNWOOD COLLEGE – ADMISSIONS POLICY 2017

ADMISSIONS TO YEAR 7

Arrangements for applications for places in Year 7 at CHARNWOOD COLLEGE will be made in accordance with LEICESTERSHIRE'S co-ordinated admission arrangements; parents resident in LEICESTERSHIRE can apply online at:

http://www.leics.gov.uk/online_application

Parents resident in other areas must apply through their home local authority. CHARNWOOD COLLEGE will use LEICESTERSHIRE'S timetable published online for these applications and LEICESTERSHIRE will make the offers of places as required by the School Admissions Code.

Published Admission Number (PAN)

The PAN for Year 7 is 150. If there are fewer applicants than places available all applicants will be admitted.

Special Educational Needs

Any child with a Statement of Special Educational Needs or an Education, Health and Care Plan that names the academy will be admitted.

Oversubscription Criteria

If there are more applications than places available we will apply the oversubscription criteria listed below:

1. Looked after children 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 (see the definition in 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).
2. A child with a sibling on roll at the time of application. Siblings include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child living at the same address; a child looked after by a local authority placed in a foster family with other school age children; a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

Children who attend one of the following local primary schools at the time of application:

Booth Wood Primary School, Loughborough
Hathern C of E Primary School, Loughborough
Holywell Primary School, Loughborough
Loughborough C of E Primary School, Loughborough
Mountfields Lodge Primary School, Loughborough
Robert Bakewell Primary School, Loughborough
Stonebow Primary School, Loughborough
Thorpe Acre Junior School, Loughborough

3. Children of staff, where the member of staff has been employed at Charnwood College on a permanent contract for two or more years at the time at which the application for admission to Charnwood College is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. The distance from the child's permanent home address to the school. Priority will be given to the child living nearest the school. Distances are straight line distances measured using the post office address point of the home to the post office address point of the main school gate and using LEICESTERSHIRE'S computerised distance measuring software.

Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

Tie-break

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then random allocation will be used. This process will be supervised by somebody independent of the school.

Multiple Births

In the case of twins or other multiple births, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number by one.

Fraudulent or Misleading Applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The school will comply with LEICESTERSHIRE'S Fair Access Protocol. This may mean admitting children above the PAN.

Admission of Children outside their Normal Age Group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the LA common application form or the in-year admission form, as appropriate
- b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

CHARNWOOD COLLEGE will make decisions 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 views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that 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.

In-year and Casual admissions

Parents should apply using the local authority form which is available at:

http://www.leics.gov.uk/index/education/going_to_school/school_admissions_and_pupil_services/admissions/how_to_apply_online.htm

Waiting List

Any child refused a place at the school will automatically be put on the waiting list unless a higher preference school has been offered. A waiting list will be maintained until the end of the academic year after which it will be cleared. If you would like your child to be placed on the waiting list for the following academic year please contact the school.

The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel. The procedure for appeals relating to admissions will be in accordance with all relevant legislation. Appeals will be independent and organised by the Trust. The decision of an Independent Appeal Panel is binding on all parties. Appeals should be sent to the academy within 20 school days of receiving notification of a refusal of a place.

ADMISSIONS TO YEAR 12

Academic Entry Criteria

The minimum qualification for entry into the Sixth Form is 5Cs (or equivalent) at GCSE. If an applicant meets these criteria they will be eligible for consideration for a sixth form place.

All students in the current Year 11 at CHARNWOOD COLLEGE who meet the academic entry criteria will continue into the Sixth Form, if they wish.

PAN

A minimum of 150 places will be filled by eligible external applicants to the Sixth Form provided sufficient applications are received, making a total maximum of 300 students admitted to Year 12, should all 150 Y11 students transfer to the sixth form.

External applicants should complete the on line application form on the CHARNWOOD COLLEGE website. Students are entitled to apply in their own right. All application forms must be completed and returned by the end of July in the year of joining the school.

Oversubscription Criteria for External Applicants

If there are more applications than places available, offers will be made in the order of the oversubscription criteria listed below:

1. Looked after children 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 (see the definition in 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).
2. A child with a sibling on roll at the time of application. Siblings include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child living at the same address; a child looked after by a local authority placed in a foster family with other school age children; a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.
3. A child attending one of the following local schools: Humphrey Perkins; Limehurst; Rawlins; Woodbrook Vale; De Lisle.
4. Children of staff, where the member of staff has been employed at Charnwood College on a permanent contract for two or more years at the time at which the application for admission to Charnwood College is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

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5. The distance from the child's permanent home address to the school. Priority will be given to the child living nearest the school. Distances are straight line distances measured using the post office address point of the home to the post office address point of the main school gate and using LEICESTERSHIRE'S computerised distance measuring software.

Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

Tie-break

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then random allocation will be used. This process will be supervised by somebody independent of the school.

Appeals

The parents (and/or in the case of a sixth form place, the student) of any child refused a place at the school have a right to appeal to an independent appeal panel. The decision of the independent appeal panel is binding on all parties.