



Campion School

Admissions Policy (KS3 & KS4)

Dated: Feb 2017

Review: Nov 2017

Campion School

Determined Admission Arrangements for 2018/19

Introduction

The Governing Body of Campion Academy Trust being the admissions authority for the school, propose the following arrangements for entry to the school in September 2018.

The academy's admission arrangements are part of the Warwickshire County Council co-ordinated scheme.

The school / academy's Published Admission Number is 155.

Details of the academy's priority area can be found on the Warwickshire County Council website:

<http://www.warwickshire.gov.uk/admissions>

Admissions Criteria

In the event that there are more applications than places available the following oversubscription criteria will be used:

1. Children in the care of, or provided with accommodation by, a local authority and 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. Children living in the priority area who will have a sibling at the school at the time of admission;
3. Other pupils living in the priority area;
4. Children living outside the priority area who will have a sibling at the school at the time of admission;
5. Other children living outside the priority area.

Please note:

- a) Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.
- b) Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

Within each criterion priority is given in order of distance between the child's home and school. (shortest distance = highest priority)

Distance will be calculated by straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (All distances are subject to changes which may occur with updates of mapping data).

Appeals

Parents/carers will be informed by their home authority of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed, but not allocated, even if it was a lower preference than the one offered.

Appeal forms are available from the Local Authority.

Waiting Lists

Waiting lists will be held by the Local Authority for Champion School

Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.

Waiting lists will be held until the end of the Autumn term. Parents / Carers will be responsible for contacting the Admissions Service should they wish their child to remain on the waiting list.

In-Year Admissions

Parents should apply directly to Warwickshire County Council.

In-Year Fair Access Protocol

The Academy adopts Warwickshire County Council's protocol.

The following definitions / arrangements are taken from the Warwickshire County Council consultation on Admissions and also apply to [insert name of school / academy].

Looked After Children

Children in the care of, or provided with accommodation by a local authority (under Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Sibling, i.e. brother or sister, attending the school at the time of admission

Sibling is defined in these arrangements as; a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister or the child of the parents' partner where the child for whom the school place is sought is living in the same family unit and at the same address as that sibling.

Proof of address

When submitting an application parents will need to provide appropriate proof of the address used as the basis of their application. This will normally be a Council Tax Reference Number. Each year Warwickshire Admissions Service will contact a random sample of Warwickshire applicants and ask for further proof of address.

Fraudulent or Intentionally misleading applications

Parents should be aware that where a school place is offered based on a fraudulent or intentionally misleading application that the place can be withdrawn even after the child has started at the school.

Definition of Home Address

Where the child normally resides / sleeps when they attend school. Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place can be withdrawn. This includes situations where the address used to allocate a place changes prior to the place being taken up.

There is also an expectation that a child will be resident at the address used to allocate a place from the start of term and will continue to reside at that address for a reasonable period of time. **All circumstances surrounding the application will be taken into account in deciding whether or not this requirement has been met.**

Short-term house moves which occur only to secure a school place and which are considered fraudulent or intentionally misleading may therefore result in the place being withdrawn.

Postal Address File (PAF)

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

Applications made from the same multiple dwelling sharing a single Postal Address File (PAF) / Other applications where the distance from home to school is identical

Where required, individual priority for such applicants within a particular criterion will be set by random allocation (lottery). The draw will be carried out by two officers of the Admissions Service in the presence of a Local Authority Solicitor from Law & Governance Division. The order of draw will be recorded and countersigned at the time.

Separated Parents

Only persons or organisations that have Parental Responsibility for a child should make an application for a school place. Warwickshire School Admissions Service will not become involved in disputes between parents, or parties, regarding applications for school places.

Where individuals or parties with parental responsibility cannot agree on either the home address or the school preferences to name on an application, the Admissions Service will then consider the application using the address which is held by the child's GP surgery (if the address cannot be agreed) and will consider the school preferences named by the parent who lives at that same address. Any other applications will be disregarded.

Twins, Triplets or other multiple-births

Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, place(s) will normally be offered to the other multiple-birth child(ren) where the local authority and school's admission authority (if different) are in agreement - even if this means going above the school's Published Admission Number.

Admissions above PAN

Children with a Statement of Special Educational Needs or an Education and Health Care (EHC) Plan that names the school will be admitted. In this event the number of places that remain for allocation will be reduced or result in a school exceeding its PAN.

If a primary or secondary school is full in the year group another place can be offered provided that:

- a) no other applicants have been refused places in the same year group – wherever they live
- b) the child is living or moving into the school's priority area (proof of address will be required)
- c) The Local Authority believe it would be unreasonable not to offer a place and the school's admission authority are in agreement with the place being offered.

If a school has a waiting list then it will not normally be possible to offer additional places as other applicants **will** have been refused places in the same year group. However, if the Local Authority and the school's admission authority (where applicable) agree, then **all** applicants on the waiting list, or groups of children falling under a particularly high criterion (such as out of area with siblings) **may** be offered a place.

Admission above PAN for Looked After Children

Except where a child is placed in an emergency, no care placement should be made without the education element being satisfactorily arranged. Where the placement has had to be made in an emergency, and education has not been secured, or where educational provision breaks down, then local authorities must secure an educational placement within 20 school days.

Moves of care placement can occur outside the normal admissions round when many schools are full. To avoid delays resulting from the local appeals procedure, Community and Controlled schools will be asked to admit, without appeal, looked after children resident within their priority area even though their admission limit has already been reached or exceeded.

The academy adopts the above policy.

Under Age and Over Age applications

Warwickshire County Council's policy is that all children should be educated within their appropriate age group. In rare cases where it might not be appropriate for the child to be educated in the normal year group, there is a detailed process to consider the child's physical, emotional and social maturity before any decisions are made.

Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to their area, a place will be allocated in advance if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address which can be used for the application against the relevant oversubscription criteria.

Late applications (Entry or Transfer Year Groups)

Late applications received after 31 October 2017 will be processed after the National Offer date through the Local Authority reallocation process.

Late applications because of an impending move:

Offers of places at secondary level will take account of a future move involving the child's address only if it can be confirmed **before 29 December 2017** i.e. if the parent can provide independent proof of the move, such as a tenancy agreement that terminates after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house.