



Campion School

Admissions Policy (KS3 & KS4)

Dated: Dec 2017

Review: Dec 2018

Campion School

Determined Admission Arrangements for 2019/20

Introduction

The Governing Body of Campion Academy Trust, being the admissions authority for the school, proposes the following arrangements for entry to the school in September 2019.

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 children living in the priority area;
4. Children from outside the priority area who will have a sibling at the school at the time of admission;
5. Children of staff employed: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
6. 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.

Campion School's admission arrangements are detailed below. However, the school also adopts the spirit and ethos of the Warwickshire County Council Coordinated Admissions arrangements and acts as our Admissions coordinator.

The following definitions / arrangements are taken from the Warwickshire County Council Coordinated scheme on Admissions and also apply to Campion School.

Priority Areas

Secondary School Priority Area Maps can be accessed at:
<http://www.warwickshire.gov.uk/mapsecondaryschools>

Distance

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. The centroid is a pre-determined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

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 as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living at the same address who is being Looked After by a local authority; a step-brother or sister; or the child of a parent's partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

Proof of Address

When submitting an application parents may 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 may be withdrawn even after the child has started at the school.

Definition of Home Address

Where the child normally resides during the school week and where they sleep for at least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the National Closing Date will result in Warwickshire County Council using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is offered on the basis of an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion with any schools named on the application which are their own admission authority.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term (September 2019) in relation to the coordinated admissions process.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

Where a child's address changes after National Offer Day, the Local Authority (acting on behalf of the school, in some cases) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits.

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 determined by a random number generator allocation. The draw will be carried out by two officers of the Admissions Service in the presence of a Local Authority Solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

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.

Change of Address

School places will be allocated using the home address which is named on the Common Application Form at the point of the National Closing Date (31 October 2018), unless any of the following three conditions are met:

1. House move prior to 31 October 2018: Where the home address changes before the closing date for applications, parents must notify the Admissions Service of the change of address and, if required, will be permitted to amend their school preferences. Parents will need to contact the Admissions Service to update the application.

Some admission authorities may have additional residency requirements which parents must abide by in order for their application to be classed as on time. See each school's admission arrangements for clarification.

2. House move after 31 October 2018, but on, or before, 31 December 2018: Where the home address changes after the closing date for applications, but before the extended deadline for families who are moving (either within or into the county), parents can contact the Admissions Service and will be permitted to submit or amend their application, so long as this is done prior to 31 December 2018.

3. House move after 31 December 2018: Where an application is made by the National Closing Date of 31 October, but a house move happens after 31 December, the application will be considered using the previous address which was named on the application.

Where a house move has occurred after the 31 December extended deadline and no application has previously been made to Warwickshire, an application must be made and suitable proof of the new address must be submitted.

In this case, the application will be classed as late and will not be considered in the first round of offers (National Offer Day = 1 March 2019). The application will be given consideration in the first reallocation round, commencing on 18 March 2019, as long as both the application for a school place and suitable proof of the new address is received by the relevant reallocation round deadline (first reallocation round deadline = 13 March 2019).

Late applications received from 14 March 2019 will be considered in line with the second and third reallocation dates, or after 10 June 2019, depending on the date the application is received by the Admissions Service.

Proof of the new address will be required prior to this information being recorded against the child's application. Suitable proof of address in these circumstances is a full copy of the signed tenancy agreement (which must terminate on, or after, 1 September 2019), or a letter.

Separated Parents

The Admissions Service will not become involved in disputes between parents, or parties, regarding applications for school places.

Where parents cannot agree on either the home address or the school preferences to name on an application (or both), the Admissions Service will contact both parents to inform them of the situation and to request that they confirm between themselves, and to the local authority, which application and school preferences to take forward. This may require the involvement of the courts, if necessary.

If this fails to resolve the matter then the Admissions Service reserves the right to consider only the application made by the parent with whom the child resides for the majority of nights during the school week.

Where the child spends 50% of their time with each parent, and a decision cannot be reached between them by the relevant closing date for the submission of applications, the local authority will use a random number generator to determine the result. This will determine which application (including address details and school preferences) to consider when allocating the child a school place.

The draw will be carried out by two officers of the Admissions Service in the presence of a Local Authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved and both parents will be notified of the outcome in writing. Random allocation will take place prior to the first exchange of application data. All other applications will then be disregarded.

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 the school exceeding its PAN.

If our 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.

Children Educated Outside of Their Chronological Year Group

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. Further advice should be sought from the school being applied to and the Local Authority (WCC).

Parents who wish to request that their child be educated outside of their chronological year group and will therefore transfer to secondary school a year earlier or a year later than normal, should read the '**Guidance and Policy relating to the education of children outside of their chronological year group**' and complete the relevant request form, which can both be found on the website:

www.warwickshire.gov.uk/admissions

Children of UK Military Families/Crown Servants

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)

Every effort will be made to encourage parents to submit their application by the closing date of 5pm on 31 October 2018. However, if an application is received after this deadline then it will be classed as late (unless the rules on a change of address prior to 31 December 2018 apply) and will not be processed until **after** National Offer Day.

Appeals

Where applicable, parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference where they have received a refusal. Parents cannot, however, appeal for a place at a school listed as a lower preference than the school place offered. This is because the application will not have been automatically withdrawn.

Appeal forms are available from the Warwickshire County Council Admissions Service.

Waiting Lists

Waiting lists will be held by Warwickshire County Council Admissions Service for Champion School

The waiting lists for Warwickshire schools will not order children based on the date the application was received, so there will be no distinction between on time applications and those which have been classed as late. Waiting lists will be held in the order of the admission authority's 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.

Waiting lists will be held until the end of the autumn term – 20 December 2019.

If the parent wishes for their child to remain on the waiting list after this period then they will need to complete and submit a Change of School application form, a copy of which will be available on the County Council's website. Applications received after 20 December 2019 will then follow the In-Year admissions process.

In-Year Admissions

Parents should apply directly to Warwickshire County Council.

In-Year Fair Access Protocol

The Academy adopts Warwickshire County Council's Fair Access protocol.