



# CAISTER ACADEMY

## ADMISSIONS POLICY – 2018/19

REVIEWED: December 2016

SIGNED AND APPROVED BY:

DATE:

# Admissions Policy

## 1. Basic principles

- 1.1. The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admissions Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be reference to the Local Governing Body of the Academy (The latter is a sub-committee of the Creative Education Trust (CET) Board and is the local presence of the Board with representatives from the school community, the local community and regional businesses and organisations). In particular, the Academy will take part in any Co-ordinated Admissions System operated by the LA.
- 1.2. The Academy will admit children with a Statement of Special Educational Need (SEN) / Education Health and Care Plan (EHCP) where the Academy is named in the Statement/Plan, without reference to oversubscription criteria outlined below, and this will reduce the number of places available.

## 2. Admission arrangements

- 2.1 The Academy has a Published Admission Number (PAN) of 165 pupils. The Academy will admit the admission number of students in the relevant age group each year if sufficient applications are received.
- 2.2 In the event of over-subscription, where there are more applications than there are places available, the following priorities will be used, in order, to allocate places:
  - 2.2.1 Looked after children, or a child who was previously looked after but immediately after being looked after became subject to an adoption order, 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.
  - 2.2.2 A fair banding system will be adopted for the remaining places. Each applicant will be required to take an online non-verbal reasoning test which would place them in a rank order. The applicants will then be placed in one of 5 ability bands based on their performance in the test. As far as are possible, each band will contain the same number of applicants so that each represents 20% of the applicants. The remaining places will be allocated so that an equivalent number of applicants are admitted from each band. Applicants will then be admitted according to the criteria listed below.
  - 2.2.3 Siblings of pupils in attendance at the Academy in Year 7 to Year 11. These include brothers and sisters, half brothers and sisters and step brothers and sisters who share the same home. These also include adopted and foster brothers and sisters who share the same home.
  - 2.2.4 Children for whom Caister Academy is the **only** school that is appropriate for the child to attend because of the child's medical needs, or because of a serious and ongoing medical condition of one or both of their parents which would prevent the parents being able to make arrangements to take their child to and from any other school, will be allocated places under this priority.

Applications under this priority must be accompanied by a supplementary information form (i.e. Priority 2 Form), Part A of which must be completed by the parents before being provided to the child or parent's G.P. or hospital consultant who must then complete Part B, sign, stamp and date the form. The G.P. or

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hospital consultant must expressly confirm not only the nature of the medical condition of the child or parent, but also the reason why it is appropriate for the child to attend the academy, why no other school is suitable, and the medical reasons why this is the case.

The completed, signed and stamped Priority 2 Form must be provided with the common application form. An application under this priority will not be considered in cases where the completed, signed and stamped Priority 2 Form is received after the common application form has been submitted.

A decision on whether to admit a child under this priority will be made by the Admissions Panel of Caister Academy, who will take care to apply a consistent approach to all such applications received.

Where the application is successful under this priority, places under this priority will be allocated according to proximity of the child's main home address to the academy, with those living closest to the academy receiving higher priority.

Where an application is not successful under this priority, the application will be placed into the next highest priority into which it falls below and will be considered along with all of the other applications falling within that priority.

- 2.2.5 Pupils in the transfer age group at Caister and Junior, North Denes, Great Yarmouth, Filby, Ormebsy Junior, Hemsby, Winterton, St Nicholas Priory CE VA, St Georges, Aldermann Swindell and Edward Worlledge Primary Schools.
- 2.2.6 Pupils living within the catchment area of Caister upon Sea, Filby, Ormesby, Winterton, Hemsby, Fleggburgh, Great Yarmouth and Southtown.
- 2.2.7 Pupils living outside of the catchment area.
- 2.3 If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the academy as measured by straight line. Any reasons put forward by parents in support of their preference will also be considered. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If it is considered that the reasons are sufficiently strong, the child will be placed on the school list above those whose position is based upon the distance criterion.
- 2.4 For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.
- 2.5 The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. This will usually be the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be used. Where a child lives for part of the week with each parent separately, their main home address will be deemed to be the address at which the child lives for 51% or more of their time from Monday to Friday during school term times. Where there is a dispute over which address is the child's main home address, the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be deemed to be their main home address.
- 2.6 There is no charge or cost related to the admission of a child to the Academy.

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- 2.7 There is no statutory barrier to children being admitted to the Academy outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.
- 2.8 Following the offer of a place at the Academy parents/carers will be asked to provide evidence of their child's identification and main residence should it be subsequently found that the offer was obtained through a fraudulent or intentionally misleading application, the place will be withdrawn. The forms of identification may include;
- Birth certificate - preferably a full certificate
  - NHS registration
  - Council tax bill
  - Two current (i.e. less than six months old) utility bills
  - Passport

## 4. Distance from the Academy

Distance will be measured in a straight line from the centre of the child's main home address to Caister Academy's main entrance using an Ordnance Survey Map.

## 5. Tie Breaker

As stated above, places will be allocated within each priority according to the proximity of the child's main home address to the academy. Where distance from the academy is equal for two or more applications, such as in the case of children living in the same block of flats, places will be allocated by independently verified random allocation.

## 6. Twins and Children from Multiple Births

Where a child who is a twin or a child from a multiple birth has achieved a place in the usual way, but there are no places remaining to admit their twin or siblings from a multiple birth, the academy will admit the twin or siblings from a multiple birth over and above the academy's published admission number (PAN). In those cases, those additional children admitted over the PAN will be admitted as "excepted pupils" and will not count towards the statutory maximum class size.

## 7. Children of UK Service Personnel and other Crown Servants

The academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the academy's area, or from a crown servant family returning from overseas to live in the academy's area, as if they live in the area of the academy even if a residential address has not been identified at the date of the application.

The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the academy's oversubscription criteria.

## 8. Waiting lists

In the case of the Academy, after 165 applicants have been offered a place for admission; others will be offered a place on a waiting list ranked in order of over subscription. The list will be maintained until the end of the first term of the Academic year. Places for admission which are declined or otherwise become vacant will be offered to the others on the waiting list. Inclusion on the Academy's waiting list does not mean a place will eventually become available at the school. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria listed above.

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## 9. Appeals

Where a child is not successful in achieving an offer of a place, the child's parents will be told the reason why admission was refused and that they are entitled to appeal to an independent admission appeal panel within a specified amount of time under the provisions of the School Standards and Framework Act 1998. The academy will provide information to parents about the appeals process and provide the parents with a named contact who can answer any enquiries they may have about the appeals process. Parents lodging an appeal must set out the grounds of the appeal in writing.

The admission appeal panel will be independent of the academy. The academy will appoint an independent appeals service to deal with the administrative side of arranging admission appeal hearings for the academy.

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Academy has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

The determination of the admission appeal panel will be made in accordance with the Schools Admission Appeals Code 2012 and will be binding on all parties.