

Brooke Weston Trust

Title: Admissions

Associated Policies

- Admissions (SEN)
- Equal Opportunities
- Inclusion
- Disability Statement
- Gender Equality
- Race Equality

1. Policy Statement

- 1.1 The Brooke Weston Trust will consider all applications for places at each of its Academies. Where fewer applications are received than the published admission number, the individual named Academy will offer places to all those who have applied

2. To whom does this policy apply?

- 2.1 All pupils/students applying to one of the Brooke Weston Trust Academies. (Named on specified application Form)

3. Who is responsible for carrying out this policy?

- 3.1 The Principal and Governors of the named Academy in their operation of the admissions policy.

4. What are the principles behind this policy?

- 4.1 The Brooke Weston Trust is committed to ensuring that its intake across all of its schools is representative of the national ability range and is comprehensive in intake. (For primary phases it ensures each Academy services its local area.)

5. Procedures

- 5.1 The Trust will adhere to each Local Authority's co-ordinated scheme which can be found on the relevant authority's website.

6. Policy Review

- 6.1 This policy will be reviewed annually as part of the Brooke Weston Trust internal review process.

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ANNEX A

The Admission of Pupils to Brooke Weston Trust Academies - Generic Policy

General

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Brooke Weston Trust.
2. The Brooke Weston Trust will act in accordance with, and will ensure that each of the Independent Appeal Panels is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of the Brooke Weston Trust.
3. Notwithstanding the generality of paragraph 2 of this Annex A, the Brooke Weston Trust will participate in the co-ordinated admission arrangements operated by the LA (Local Authority) for the specified area and the local in-year fair access protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may:
 - (a) Direct a named Academy within the Brooke Weston Trust to admit a named pupil to the specified individual Academy on application from a Local Authority. Before doing so the Secretary of State will consult the Brooke Weston Trust and individual Academy.
 - (b) Direct the named Academy to admit a named pupil to the Academy if the Brooke Weston Trust has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
5. The Brooke Weston Trust shall ensure that parents and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel. The right of appeal is exercisable by any parent or relevant child who is dissatisfied with an admission decision of the Trust that affects that parent or child. The Independent Appeal Panel will be independent of the Academy to whom the appeal relates. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

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6. The Brooke Weston Trust shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Brooke Weston Trust may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.
7. In paragraphs 5 and 6 above, 'relevant children' means:
 - a) In the case of appeals for entry to a Sixth Form, the child, and;
 - b) In any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

Relevant Area

8. Subject to paragraph 9, "relevant area for consultation" means the "Relevant Area" determined by the Local Authority for maintained schools in the area (in accordance with the meaning of "Relevant Area" within the School Admissions Code and regulations).
9. If the Trust does not consider this meaning to be appropriate, it must apply to the Secretary of State by 1 August for a determination, setting out the reasons for this view.
10. The Secretary of State will consider the Academy's application and will either:
 - a) determine the area for consultation; or
 - b) determine that the meaning within paragraph 8 should apply.
11. The Secretary of State may consult the Local Authority before making such a determination
12. Within 14 days of the Secretary of State's determination, the Academy will notify the consultees listed in paragraph 14 of the determination.
13. In the event of a paragraph 10a determination, a map of the relevant area (or a list of post-codes) will be requested from the LA.

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Annual Procedures for Determining Admission Arrangements

Consultation

14. The Brooke Weston Trust shall consult the following parties on the proposed admission arrangements for a minimum of eight weeks between 1 November and 1 March in the 'Determination Year':
- a) The LA;
 - b) The admission forum for the LA or relevant representatives;
 - c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation;
 - d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation;
 - e) Affected admission authorities in neighbouring Local Authority areas;
 - f) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;
 - g) Community groups which the Trust and individual Academy considers relevant;

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is Section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

15. For subsequent years, consultation is not required in any year where either of the following conditions are met:
- a) the admission arrangements were consulted upon in the previous 7 years;
 - b) there have been no changes, or proposed changes, since the last consultation.
16. As soon as any changes are made to arrangements, or proposed, the consultation cycle in paragraph 14 must be followed for the next determination year.

Academy Trust Determination of Admission Arrangements

17. The Brooke Weston Trust will consider comments made by those consulted in accordance with paragraph 14, including any requests to amend the proposed admission number, before determining the admission arrangements for each of the Academies.
18. The Brooke Weston Trust will determine the admission arrangements annually by 15 April of the Determination Year and notify consultees listed in paragraph 14 what has been determined within 14 days of that decision being made.

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Representations About Admission Arrangements

19. Where the Brooke Weston Trust has determined the admission arrangements and notified all consultees listed in paragraph 14, if any of those persons or bodies objects to the admission arrangements, including the proposed admission number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

Secretary of State's Consent for Changes to Admission Arrangements

20. Where the admission arrangements determined in a Determination Year in accordance with paragraph 18 are different from the admission arrangements currently in existence for the individual Academy, the Brooke Weston Trust shall by 30 June in the Determination Year apply to the Secretary of State for him to consent to such amended admission arrangements.

Secretary of State's Power to Accept, Modify or Reject Admission Arrangements

21. Where the Secretary of State has received any representations made in accordance with paragraph 19, the Secretary of State must consult the Trust on such representations. Following such consultation, by 31 July in the Determination Year, the Secretary of State may direct that the Academy Trust amends the proposed admission arrangements for the Academy. The Trust shall comply with any such direction.
22. Where the Secretary of State has received an application made in accordance with paragraph 20 seeking his consent to any amended admission arrangements, the Secretary of State must, by 31 July in the Determination Year, either approve the amended admission arrangements or direct that the amended admission arrangements are not implemented or must be modified. The Trust must comply with any such direction.

Publication of Admission Arrangements

23. The Brooke Weston Trust shall each Determination Year publish the agreed admission arrangements for each academy by:
- a) Copies being made available via the website or, if requested, hardcopies to the persons consulted in paragraph 14;
 - b) Copies being sent to primary and secondary schools in the LA's area;
 - c) Copies being sent to the offices of the LA;
 - d) Copies being made available without charge on request from the Academy;
 - e) Copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents and other persons;
 - f) A copy being uploaded to the Academy's website (if it has one).

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24. The published admission arrangements will set out:
- a) The name and address of the individual Academy and contact details;
 - b) A summary of the admission policy, including full oversubscription criteria and any arrangements for Post 16 admission;
 - c) A statement of any religious affiliation if relevant;
 - d) Numbers of places and applications for those places in the previous year, if requested;
 - e) Arrangements for hearing appeals, if requested.

Proposed Changes to Admission Arrangements by the Brooke Weston Trust after Arrangements Have Been Published

25. Subject to paragraph 26, once the admission arrangements have been determined for a particular year and published, the Brooke Weston Trust will not make any change to such arrangements for individual Academy's unless there is a major change of circumstances and the following procedures have been followed:
- a) The Brooke Weston Trust has consulted those who are required to be consulted under paragraph 14 above on the proposed variation;
 - b) Following such consultation, the Brooke Weston Trust has applied to the Secretary of State to approve the change setting out:
 - i) The proposed change;
 - ii) Reasons for wishing to make such a change;
 - iii) Any comments or objections to the proposal from those consulted.
 - c) Following such application, the Secretary of State has provided his consent to the proposed variation.
26. The Brooke Weston Trust shall follow the prior written agreement or direction of the Secretary of State to vary the individual Academy's admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.
27. Any changes to the individual Academy's admission arrangements brought about through the variation processes in paragraphs 25 or 26 above must be published within the specified Local Authority prospectus and on its (Academy) website (if it has one) and be communicated within 7 days to those persons who must be consulted under paragraph 14.
28. The Brooke Weston Trust must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to a specified Academy to make representations to the Secretary of State that any aspect of the admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.

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29. Where a representation is made in accordance with paragraph 28, the Secretary of State may, after consulting the Brooke Weston Trust, direct the Trust to modify its arrangements for the admission of pupils to each of the Academies so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Brooke Weston Trust must comply with any such direction.
30. Records of applications and admissions to the individual Academies shall be kept by the Brooke Weston Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

Procedure for Admitting Pupils

Admission Number(s)

31. The Brooke Weston Trust has agreed admission numbers for each of its Academies for each of the years for admissions and, subject to any changes approved or required by the Secretary of State, for subsequent years: (See Appendices for PANs for each school)

a) **Nursery (if applicable)**

Where the Brooke Weston Trust operates nursery provision, they will specify the number of places available in that nursery per session. Eg, each morning and each afternoon.

- Places per session will be offered as either full or part time.
- All places will be 'free places' ie, free for one session (3hrs is one session)
- Children are admitted from the September of the school year when they will become four.
- NB: Attendance at the Nursery does not guarantee admission to the Primary Phase of the particular Academy.

b) **Reception Class**

A separate application must be made for admission to the Reception.

Reception Class is defined in the Schools Admissions Code as "An entry class to primary schools for children who are aged 5 during the school year and for children who are younger than 5 who it is expedient to educate them."

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- Admissions to Reception classes at each of the relevant primary Academies are made in the September following the child's fourth birthday. A child must start the term after they are five.
- Applications for a Reception place must be done in accordance with the co-ordinated scheme, but applicants can request the place be held until the child is ready to start.
- The Academy shall, where applicable, consider applications from children from multiple births, whilst taking into account the responsibility to teach in groups of 30 or fewer per teacher in infant classes.
- Where children from multiple births are admitted to the Academy, the Academy will require that it receives funding in respect of each child.
- Where possible twins/multiple births will be placed at the same school. In cases where there is one place left and the next child on the list is one of a twin, triplet or multiple birth, the local LA School Admissions Team will contact the parents and discuss the options with them where this is known at the time of application. The parents will need to decide whether to accept one place at the school or to keep the children together by accepting another school. **(Consideration will not guarantee entry)**

c) **Years 7-11**

Each of the Academies has stated their published admissions number in the following appendices. Their oversubscription criteria directly relate to the named Academy.

d) **Post 16 (if applicable)**

Most of the secondary Academies have capacity to accept pupils in the Sixth Form (see Appendices). Each Academy will have an external number of candidates that it will admit. In such circumstances, each Academy will apply the same academic entry requirements as it does to pupils already on roll in the Academy.

32. In any specific year, the Brooke Weston Trust may set a higher admission number than the agreed admission number for an applicable year group. However, if the Trust wishes to lower its PAN in any of the schools it will carry out the necessary consultation.

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Process of Application

33. Arrangements for applications for places at any of the Brooke Weston Academies will be made in accordance with the local LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant Local Authority.

34. The Brooke Weston Trust will use the relevant LA's timetable for applications to the individual Academies each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within the LA as agreed by the LA, local schools and Academies.

Provisional Timetable and Outline of Process:

- a) By September - The Academy Trust will publish in the Local Authority prospectus and on the website of the Academy information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2015 for admission in September 2016). This will include details of any open evenings and other opportunities for prospective pupils and their parents to visit the school. The Brooke Weston Trust will also provide information in relation to the individual Academy to the LA for inclusion in the composite prospectus, as required;
- b) September/October - The Academy Trust will provide opportunities for parents to visit the Academy of preference;
- c) Deadline for secondary applications is October; deadline for primary applications is January - see LA website for specific dates. Common Application Form to be completed and returned to the pupil's home LA to administer;
- d) LA sends the applications to the Academy Trust (see LA coordinated scheme for exact dates);
- e) Academy Trust sends list of pupils to be offered places at the Academy to the relevant LA;
- f) February for secondary applications; March for primary applications - LA applies agreed co-ordinated scheme for own admissions authority schools (Academies and Free Schools), informing other LA's of offers to be made to their residents.
- g) March - secondary offers made to parents. April - primary offers made to parents.

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35. Since 2011-12, there has been a national closing date for applications as follows:

- a) 31 October for secondary applications; and
- b) 15 January for Primary applications

The Trust will ensure its application processes enable parents to apply before these deadlines.

Consideration of Applications

36. The Brooke Weston Trust will consider all applications for places at the named Academy on each application form. Where fewer than the published admission number(s), for the relevant year groups are received, the Trust will offer places at the named Academy to all those who have applied.

Although most children will be admitted to the Academy within their own age group, Brooke Weston Trust individual Academies will make decisions on the year group of entry on the basis of the circumstances of each individual case. Parents do not have a right of Appeal if a place is offered in a year group other than the year group in which they applied for.

Procedures Where the Named Academy is Oversubscribed

37. Oversubscription Criteria (if applicable)

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out in the appendices attached for each of the Trust schools. After the admission of pupils with statements of Special Educational Needs or an EHC Plan where the individual Academy is named as the appropriate provision, the criteria will be applied in the order in which they are set out.

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Appendices

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Primary Schools

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Secondary Schools

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Thomas Clarkson Academy	Appendix 12

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APPENDIX 1 – Sibling Definition and Other Sibling Link Information

- a) For administration purposes, the Trust considers a sibling connection to relate to any of the following:
- A brother or sister living at the same address, who shares the same parents;
 - A half-brother or half-sister living at the same address, where two children share one common parent;
 - A step brother or step sister living at the same address, where two children are related by a parent’s marriage;
 - Adopted or fostered children living in the same household under the terms of a Residence Order.
- b) The Trust does not consider there to be a sibling connection in respect to the following:
- Cousins or other family relationships not included in a) above;
 - Where the claimed sibling link will not be a registered pupil at the Academy at the start of the new academic year;
 - Where the siblings do not live at the same address.
- c) For the sibling link to apply, one of the siblings must be a registered pupil at the named Academy. It would not be sufficient, for example, if the sibling had been a pupil in the past.
- d) Additional Sibling Link Information:

Although the definition of “Sibling” does not specify whether the Sibling should be younger or older, it should be noted that the text of the Annexes provides as follows:

- Nursery applicants: Sibling to be in attendance at the point of application and expected to be on roll at the point of admission;
- Primary applicants: Sibling link only applies to pupils with an older Sibling at the named Academy at the point of application and expected to be on roll at the point of admission;
- Secondary applicants: Sibling link only applies to pupils with an older Sibling at the named Academy at the point of application and expected to be on roll at the point of admission;
- Post 16 applicants: Sibling link applies to pupils with an older or younger sibling at the named Academy at the point of application and expected to be on roll at the point of admission.

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Joint Arrangements if Child Lives Part Week Elsewhere

If a child lives with their separated parents for different parts of the week, the Trust will treat their home address as the place the child sleeps for most of the school week. If the child spends equal amounts of time at the two addresses, the parents must agree which address they wish to be the child's main address.

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APPENDIX 1A – Summer Born Children

Extract from the School Admission Code 2014:

Schools are required to provide for the admission of all children in the September following their fourth birthday, but children do not reach compulsory school age until after their fifth birthday. Children born in the summer term, therefore, are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1.

BWT primary schools will receive requests from parents to defer entry of summer born children and will support cases whereby it is felt in the best interest of the child to defer entry within that year, or to reapply for a reception place following the child's 5th birthday.

Details of how to apply outside of the normal age range can be found on the Local Authority website.

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APPENDIX 2 – Glossary of Terms

Admission Authority

This is the body which decides a school's admission arrangements. This is usually:

- The Local Authority for Community and Voluntary Controlled schools.
- The Governing Body for Voluntary Aided, Foundation, Academy, UTC, Studio and Free schools.

Admission number or PAN

This is the number of places available at point of transfer or normal entry year group of a school and or the number agreed to be taken in all year groups

Age range

This means the ages of children educated at the different school phases.

Appeal Panel

This is an independent panel which hears appeals relating to school admissions decisions.

Children in public care (also known as Looked After Children), Looked after children (LAC, CLA)

This is a 'looked after child' or a child who was previously 'looked after' but immediately after being 'looked after' became subject to an adoption, 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 (see the definition in Section 22(1) of the Children Act 1989).

Department for Education

This is the government department responsible for education.

DfE number

This is a unique identification number allocated to a school.

Oversubscription admission criteria

List of criteria that are used, in rank order, to decide which children will be allocated places at a school should that school be oversubscribed.

Published Admission number (PAN)

The number of pupils it has been agreed can be allocated to each year.

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APPENDIX 3 – Beanfield Academy

Oversubscription Criteria

The planned admission number for the school for each reception intake from September is 90.

Places will be allocated to pupils who have a statement of SEN or an EHC Plan that names the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Children in public care or previously in public care but immediately after being looked after became subject to an adoption, residence or special guardianship order
2. Pupils with an older brother or sister continuing at the school at the time of admission of the younger child. **(See Appendix 1 for definition of ‘sibling’)**
3. Children of staff where that 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage in the area.
4. Pupils who live within the area defined as Beanfield. This area encompasses all houses within the bordering area of A6003, A427, Jubilee Road and Gainsborough Road; including all roads leading from Tower Hill.
5. Other pupils.

If the admission number is exceeded within any criteria, priority will be given to those who live closest to the school. Measurements are carried out in a straight line basis from the child’s home to the address point of the school. Home will be determined as the address declared on the Common Preference Application Form.

In the case where multiple applications for the same shared dwelling occurs (eg. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tiebreaker.

Home address - the home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. A fraudulent claim to an address may lead us to withdraw an offer of a school place.

Appeals

Your appeal form must be received by the school no later than the specified published date for the year of appeal. See school website.

Your appeal will be scheduled and heard by an independent appeals panel and a clerk will be available to take notes. Any appeal not lodged by the above date will be scheduled after the main

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rounds of appeals have been heard. If appeals are lodged after 30th June, it may not be possible to hear your appeal before September.

Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of a minimum of six month tenancy agreement or exchange of contracts.

In Year Admissions

Once an application form is received, the school will inform the LA of the decision as to whether or not a place is able to be offered. If a place is not offered, the LA will advise the parents/carers as to whether or not an alternative school place is available. Places are offered following the oversubscription criteria

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APPENDIX 4 – Gretton Academy

Admission to Early Years Foundation Stage EYFS in September term

Applications for admission to Gretton Primary Academy for a child in their first year of school to enter the EYFS reception class should be made through the Northamptonshire co-ordinated admissions scheme. Details of how to apply can be found on the Northamptonshire County Council website: <http://www.northamptonshire.gov.uk/admissions>

Oversubscription Criteria

The planned admission number for the school for each reception intake from September is 20.

Places will be allocated to pupils who have a statement of SEN or EHC Plan that names the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

In the event of the number of applications received exceeding the Published Admission Number (PAN), priority for places will be allocated strictly against the following criteria in the order listed:

- (i) Children in Care, also known as Looked after Children (LAC, CLA) and children who were looked after but ceased to be so by reason of adoption, a residence order or a special guardianship order.
- (ii) Pupils who live in the villages of Gretton and Harringworth with siblings on roll at Gretton at the time of application and continuing on roll at the time of entry in September.
- (iii) Pupils who live in Gretton or Harringworth
- (iv) Pupils with siblings on roll at Gretton at the time of application and continuing on roll at Gretton at the time of entry in September (**See Appendix 1 for definition of ‘sibling’**)
- (v) Children of staff where that 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage in the area.
- (vi) Other pupils.

Tie Break

If the admission number is exceeded in any of the criterion, priority will be given to those who live closest to the school. Measurements are carried out in a straight line based on a straight line basis

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from the child's home to the address point of the school. Home will be determined as the address declared on the Common Preference Application Form.

In the case where multiple applications for the same shared dwelling occurs (eg. Flats); a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tiebreaker.

Home address - the home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. A fraudulent claim to an address may lead us to withdraw an offer of a school place.

Appeals

In the event of a place not being allocated, parents and relevant children will have the right of appeal to an Independent Appeal Panel. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admissions Code and the School Admission Appeals Code published by the Department for Education (DfE) as it applies to Academies, Free Schools, Foundation and Voluntary Aided schools. The determination of the Appeal Panel will be made in accordance with the School Admission Appeals Code and the School Admissions Code and the decision is binding on all parties.

The Academy will prepare guidance for parents and relevant children about how the appeals process will work and will provide parents and relevant children with a named contact who can answer any enquiries parents and relevant children may have about the process. Before deciding to appeal, visit the LA's website to find out if a satisfactory alternative school may be available and read the information regarding appeals.

In Year Admissions

Applications to move a child from another school to Gretton Primary Academy should be made directly to the school on an application form which is available from the school office or website <http://www.grettonprimary.org.uk>

Parents are also able to apply by completing a LA admission form which can be found on line at <http://www.northamptonshire.gov.uk/admissions> .

Once an application form is received, the school will inform the LA of the decision as to whether or not a place is able to be offered. If a place is not offered, the LA will advise the parents/carers as to whether or not an alternative school place is available. Places are offered following the oversubscription criteria

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APPENDIX 5 – Kettering Science Academy (Primary Phase)

Brooke Weston Trust is currently undertaking a consultation to remove the all-through status of the primary and secondary to become two separate schools. The details below are the proposed admission arrangements if the proposal is agreed.

The planned admission number for the school for each reception intake from September is 60.

Oversubscription Criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria (and order) set out below. After the admission of pupils with statements of Special Educational Needs or an EHC Plan where Kettering Science Academy is named as the appropriate provision, the criteria will be applied in the order in which they are set out below:

- a) Children in Care, also known as Looked after Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
- b) Pupils with an older sibling continuing at the Academy at the time of admission of the younger child. **(See Appendix 1 for definition of ‘sibling’)**
- c) Children of staff where that 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage in the area.
- d) Applicants who live in the defined area as described here: within the area bordered by Barton Road where it meets the River Ise, the A6900 London Road up to the A4300, to include Naseby Road where it borders the River Ise. This includes all roads leading from main roads directly feeding off Deeble Road. (All houses within this defined area).
- e) Other children.

Distance Tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those children who live nearest to the school. Measurements are carried out in a straight line basis on a straight line basis from the child’s home to the address point of the school. Home will be determined as the address declared on the Common Preference Application Form.

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In the case where multiple applications for the same shared dwelling occurs (eg. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tiebreaker.

Home address - the home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. A fraudulent claim to an address may lead us to withdraw an offer of a school place.

Appeals

In the event of a place not being allocated, parents and relevant children will have the right of appeal to an Independent Appeal Panel. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code on School Admission Appeals published by the Department for Education (DfE) as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the School Admissions Code and School Admission Appeals Code and is binding on all parties.

The Academy will prepare guidance for parents and relevant children about how the appeals process will work and will provide parents and relevant children with a named contact who can answer any enquiries parents and relevant children may have about the process.

Your appeal form must be received by the date as advertised on the school website for the year of appeal. Your appeal will be scheduled and heard by an Independent Appeal Panel and a clerk will be available to take notes. Any appeal not lodged by the above date will be scheduled after the main rounds of appeals have been heard. If appeals are lodged after 30th June, it may not be possible to hear your appeal before September.

Note: if the DfE approve the separation of the primary phase and secondary phase of Kettering Science Academy, parents in future years will need to apply for a place in Year 7 at the secondary phase. This will be for entry into Year 7 from September 2016 onwards.

In Year Admissions

Once an application form is received, the school will inform the LA of the decision as to whether or not a place is able to be offered. If a place is not offered, the LA will advise the parents/carers as to whether or not an alternative school place is available. Places are offered following the oversubscription criteria

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APPENDIX 6 – Oakley Vale Primary School

The planned admission number for the school for each reception intake from September is 60.

Oversubscription Criteria

Following the allocation of places to pupils who have a statement of Special Educational Needs or EHC Plan which names the school as the appropriate provision, when there are more applications for places than there are places available, priority will be given in the following order:

1. Children in Care, also known as Looked after Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
2. Pupils who live in the linked area* and who have an older brother or sister continuing at the school at the time of admission of the younger child. **(See Appendix 1 for definition of 'sibling');**
3. Other pupils who live in the linked area*;
4. Children of staff where that 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage in the area.
5. Other pupils who do not live in the linked area* and who have an older brother or sister continuing at the school at the time of admission of the younger child. **(See Appendix 1 for definition of 'sibling');**
6. Other pupils.

****Map available from the school.***

If the admission number is exceeded within any of these criteria, priority will be given to those who live closest to the school.

Tie Breaker

Where there are more applications in any one category, applications will be prioritised on the distance from the child's home to the main entrance of the school. (This will be determined by the Local Authority using their standard method as described in the published information to parents) Measurements are carried out in a straight line based on a straight line basis from the child's home to the address point of the school. Home will be determined as the address declared on the Common Preference Form.

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In the case where multiple applications for the same shared dwelling occurs (eg. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tiebreaker.

Residency Definition

The child's place of residence is the address of the parent or legal guardian with whom the child spends the majority of time during the school week.

(Parents/legal guardians may be asked to produce evidence of residency/home address at any time during the admissions process)

In Year Admissions

Once an application form is received, the school will inform the LA of the decision as to whether or not a place is able to be offered. If a place is not offered, the LA will advise the parents/carers as to whether or not an alternative school place is available. Places are offered following the oversubscription criteria

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APPENDIX 7 – Peckover Academy

Catchment Area: The area of Wisbech enclosed by River Nene in the east; by Mile Tree Lane in the south; by Barton Road, Gadds Lane and Leverington Road in the west (but not including either Barton Road from Panswell Lane to Gadds Lane or Gadds Lane north of the old Borough boundary of Leverington Common west of the Rising Sun, or Dowgate Road from east of the Rising Sun to the junction of Little Dowgate), Dowgate Road up to and including Little Dowgate, and Sutton Road up to and south of a line drawn from the junction of Parson Drove Lane to River Nene in the north.

Details of the catchment area can be found at the following web link:

<http://my.cambridgeshire.gov.uk/>

Oversubscription Criteria:

The planned admission number for the school for each reception intake from September is 60.

Following the allocation of places to pupils who have a statement of Special Educational Needs or EHC Plan which names the school as the appropriate provision, when there are more applications for places than there are places available, priority will be given in the following order:

Those children with a statement of special educational needs or EHC Plan where Peckover is not named as the appropriate provision and who do not choose Peckover as their chosen school will be referred to Statutory Resources and Assessment (STAR) Team to determine an appropriate place via Cambridgeshire County Council.

In the event of the number of applications received exceeding the PAN, priority for places will be allocated strictly against the following criteria in the order listed:

1. Children in Care, also known as Looked after Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
2. Children living in the catchment area with a sibling at the school at the time of admission. **(See Appendix 1 for definition of 'sibling');**
3. Children of staff where that 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage in the area.
4. Children living in the catchment area;
5. Children living outside the catchment area who have a sibling at the school at the time of admission. **(See Appendix 1 for definition of 'sibling')**
6. Others

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Tie break

Where the Academy has more children applying than places remaining in any of the categories above, a distance tie break will be used to determine priority. Priority will be given to children who live nearest the Academy according to the shortest straight line distance. For further information, please refer to the glossary of terms in the County Council guide for Parents, “First Steps Admission to primary school: a guide for parents” available from the county council website

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

In the case where multiple applications for the same shared dwelling occurs (eg. Flats); a randomiser will be used to decide the priority in which the pupils within the shared dwelling, are selected in the event of a tiebreaker.

The distance for admissions purposes is measured using the straight line distance from the reference point of the home, as defined by the National Land and Property Gazetteer (NLPG) to the reference point of the Academy.

Home address - the home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. A fraudulent claim to an address may lead us to withdraw an offer of a school place.

Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of a minimum of twelve month tenancy agreement or exchange of contracts.

Appeals

We understand that it can be disappointing for you and your child if you are not allocated a place at your preferred schools.

You have the right to appeal against the decision not to offer your child a place at any of the schools stated on your application. Before deciding to appeal, visit the County Council’s website to find out what alternative schools have places available and to find further information regarding school admission appeals.

Your appeal form must be received by the school no later than the date advertised on the Academy website.

Your appeal will be scheduled and heard by an Independent Appeal Panel and a clerk will be available to take notes. Any appeal not lodged by the above date will be scheduled after the main rounds of appeals have been heard. If appeals are lodged after 30th June, it may not be possible to hear your appeal before September.

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In Year Admissions

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions In-Year Team for an application form by contacting them on 0345 045 1370 or by email to admissions@cambridgeshire.gov.uk , or by downloading an application form from the County Council website - <http://www.cambridgeshire.gov.uk/admissions>

The application form must be returned to the LA Admissions Team who will then contact your preferred schools to determine the availability of a school place. The LA Admissions Team will then write to you to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date.

Where the Admissions Team is unable to meet any preferences expressed, a place will be offered at the next nearest alternative school with places available.

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APPENDIX 8 – Brooke Weston Academy

Oversubscription Criteria for Year 7

The planned admission number for the school for the Year 7 intake is 180.

When the Academy receives more applications for places than the planned admission number, all applicants (including those with a Statement of Special Educational Needs or EHC Plan) will undertake a suitable cognitive ability test. This is used to ensure that the Academy admits an intake that is representative of the national ability range.

All applicants will be placed in one of nine 'stanines' based on the results of the ability test. Places will be allocated in a proportion that reflects the national ability range.

After the admission of children with a Statement of Educational Needs or EHC Plan where Brooke Weston Academy is named as the appropriate provision, the following criteria will be applied to determine those children that will be offered places within each stanine:

The criteria are listed in priority order:

- a) Children in public care including children who have previously been in public care but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
- b) Children of staff where that 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage in the area.
- c) Children who have an older sibling who is attending the Academy at the point of application and who is expected to be on roll at the point of admission - **(See Appendix 1 for definition of 'sibling')**
- d) Children living in Corby and Kettering.
- e) Other children based on the distance between home and school. Measurements will be carried out on a straight line basis from the child's home to the address point of the school. Home will be determined as the address declared on the Common Preference Form.

If the Admission Number is exceeded within criterion (b), (c) or (d) all places within that year group will be allocated at random in the priority order listed above. The random allocation will ensure that the correct proportions are allocated from each stanine. 50% of the places will be allocated to students from Corby and 50% to students from Kettering. The random allocation will be generated electronically and will be verified by an independent observer to guarantee fairness.

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Where there is a large proportion of siblings in an individual stanine, it may not always be possible to admit all siblings within that stanine. It may also not be possible to ensure an exact 50% intake from Corby and 50% intake from Kettering. In this case the remaining places in a stanine will be allocated at random in order to get as close as possible to the 50% intake from Corby and 50% from Kettering.

Students who did not take the ability test will only be considered if there are places remaining once allocations have been made to all those who did.

- a) "Kettering" means the town of Kettering and the associated towns and villages for Kettering secondary schools and Montsaye Academy, as defined in the Local Authority's Annual Information for Parents booklet.

The associated towns and villages are:

Arthingworth, Ashley, Barford, Barton Seagrave, Brampton Ash, Braybrooke, Broughton, Burton Latimer, Cranford, Cransley, Desborough, Dingley, Draughton, Faxton, Geddington, Glendon, Grafton Underwood, Hanging Houghton, Harrington, Isham, Lamport, Loddington, Maidwell, Mawsley, Newton-in-the Willows, Orton, Pipewell, Pytchley, Rothwell, Rushton, Slipton, Stoke Albany, Sutton Bassett, Thorpe Malsor, Thorpe Underwood, Twywell, Warkton, Weekley, Weston-by-Welland and Wilbarston.

- b) "Corby" means the town of Corby and the associated villages for Corby secondary schools, as defined in the Local Authority's Annual Information for Parents booklet.

The associated villages are:

Brigstock, Cottingham, East Carlton, Great Oakley, Gretton, Harringworth, Little Oakley, Little Stanion, Lyveden, Middleton, Rockingham, Stanion and Weldon.

Waiting Lists

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year Brooke Weston Academy receives more Year 7 applications for places than there are places available, a waiting list will operate until 31st December of the year of entry. This will be maintained by Brooke Weston Academy and it will be open to any parent, to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

From the 1st March until the 31st August of the offer year (the academic year preceding the academic year in which students are admitted into Year 7) children's position on the Year 7 waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated, through a fresh round of random allocation, to children on the waiting list from the stanine band that has become vacant and in accordance with the oversubscription criteria. If there is no-one on the waiting list from the stanine band that has a vacancy the place will be filled by a child from a neighbouring stanine on an even basis (i.e. if the first child is from a band

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above then the next will be from the band below). Students who did not take the ability test will only be considered if there are places remaining once empty places have been offered to all those who did.

From the 1st September until the 31st December of the Year of entry in Year 7, late applicants (and anyone else who did not sit the test) will be randomly placed into the stanines on the waiting list, distributed evenly starting from stanine 5. Where places become vacant they will be allocated, through a fresh round of random allocation, to children on the waiting list from the stanine band that has become vacant and in accordance with the oversubscription criteria. If there is no-one on the waiting list from the stanine band that has a vacancy the place will be filled by a child from a neighbouring stanine on an even basis (i.e. if the first child is from a band above then the next will be from the band below).

Arrangements for Admission to Post 16 Provision

Brooke Weston Academy will operate the following criteria for admitting external applicants to the Sixth form:

- i. The admission number for Year 12 students from outside Brooke Weston Academy will be 30.
- ii. External Applications for a place in the Academy Sixth Form can be made either by the parents or by a child who is over 16 or by both parents and child separately.
- iii. External applicants for Year 12 should apply directly to Brooke Weston using the Sixth Form application form available on request from the Academy or available from the Academy website through the Sixth Form link.
- iv. An application for Year 12 which is received by the Academy before 31st January of the offer year will be deemed as on-time, all applications received after 31st January will be deemed as late. All on-time external applicants will be offered a conditional place subject to meeting the specified academic entry criteria.
- v. The academic entry requirements for external students will be the same as for continuing students and are: a minimum of five higher grade GCSE results (grades A* to C) including GCSE English Language at grade A* to C and GCSE Mathematics at grade A* to C. In order to study individual subjects the specified GCSE entry grade criteria for each respective subject, as outlined in the most current Sixth Form prospectus needs to be met.
- vi. All external applicants who are children in public care, including children who have previously been in public care but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, who have met the academic entry criteria will be offered a place in Year 12.

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- vii. All external applicants who have made an application deemed as late will be dealt with once all "on time" applications have been processed as per this Admissions Policy. After all "on time" applications have been dealt with, if spaces remain after the publishing of GCSE Grades, places will be offered to late applicants who have met the set academic entry requirements. If there are more late applicants who have met the set academic entry requirements than places available, spare places will be offered through random allocation. The random allocation will be generated electronically and will be verified by an independent observer to guarantee fairness.

- viii. A waiting list will be held for Year 12 students until 31st December of the year of entry. A fresh round of random allocation will be used each time a student is to be offered a place from the waiting list.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful Post 16 applicants. Parents and children are able to appeal jointly or separately against a refusal of admission. If both parents and the child appeal separately then the appeals will be held together.

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APPENDIX 9 – Corby Business Academy

Oversubscription Criteria for Year 7

The planned admission number for the school for the Year 7 intake is 200.

Corby Business Academy will consider all applications for places. Where fewer than 200 applications are received, the Academy will offer places to all those who have applied. When more than 200 applications are received and after the students with statements of special educational needs or an EHC Plan where Corby Business Academy is named as the appropriate provision have been admitted, all other applicants will undertake a suitable cognitive ability test. This is used to ensure that the Academy admits an intake that is representative of the national ability range and is comprehensive in intake. *Note: students who do not sit the test will only be considered for places at Corby Business Academy once allocations have been made to all those who did.*

The following process will occur:

All applicants taking the test will be placed in one of nine bands (stanines) based on the results of the ability test. A number of places will be allocated from each band in a proportion that reflects the national ability range. All applicants to Corby Business Academy are required to take the admissions test. The following criteria will be applied to determine those children who will be offered places:

Places will be allocated to pupils who have a statement of SEN or EHC Plan that names the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

- a) Children in Care, also known as Looked after Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
- b) Children of staff who have been employed at the named school for two or more years at the time at which the application for admission to the named school is made, and/or staff recruited to fill vacant posts for which there is a demonstrable skill shortage. (*Demonstrable skill shortage will only normally apply to qualified teacher positions, where the school has continually been unable to recruit.*)
- c) Children with an older brother or sister continuing at the Academy at the time of transfer of the younger child. (**See Appendix 1 for definition of ‘sibling’**)
- d) Proximity to the Academy

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The procedure for allocating places in each band will be as follows.

- (i) The allocation of places to children who live closer to Corby Business Academy than any other school until 25% of the places in the band are allocated to these children;
- (ii) The allocation of places to children who live closer to the main site entrance of Tresham College Corby than any other school, until 25% of the places in the band are allocated to these children;
- (iii) The allocation of places to children who live in the Academy's linked villages, until 25% of the places in the band are allocated to these children;
- (iv) Other children.

Should a 'tie-breaker' be required in criteria b or c priority will be given to children whose permanent address is closest to the Academy as measured in a straight line.

Definitions

'Any other school' does not include Brooke Weston Academy.

The Academy's linked villages are the parishes of Brigstock, Gretton, Harringworth, Little Oakley, Little Stanion, Lyveden, Stanion and Weldon.

Pupils meeting criteria c(i), c(ii) and c(iii) but not allocated a place due to the 25% quotas will be regarded as 'other children' for the purposes of allocating places under criterion c(iv).

Should there be insufficient applicants to fill the quotas 25% at c(i) c(ii) or c(iii), the unfilled places will be available to 'other children', ie. criterion c(iv).

Distances are measured from the nearest entrance to the property to the nearest access point to the school grounds. It is measured on a straight line basis, using a geographical information system.

After 31st December of the year of entry for Year 7 and for all In Year applications in Years 8,9,10 and 11 if the number of In Year applications exceeds the number of places available in a Year Group, the places will be allocated through a round of random allocation, in accordance with the oversubscription criteria a, b, c, d outlined in the policy.

www.randomizer.org/form.htm is the website we will use to determine the randomization process.

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Corby Business Academy 6th Form

Admission Numbers for External Students - 25 Students

Entry requirement

It is important that students select courses appropriate to their needs in terms of ability and career plans.

Students must gather as much information as possible to ensure that they make well-informed decisions.

Students in Year 11 at Corby Business Academy will need to apply formally for a place in the Sixth Form and meet the criteria for all courses applied for. (Further information on courses available and the entry requirements are held at the school).

Academy staff will examine subject choices and offer further guidance, should the need arise. Students will receive confirmation that their application has been successful.

The Academy will admit students from outside CBA into Year 12. The maximum number of admissions for external candidates is 25. Entry requirements for courses are the same as those for internal applicants. In the event that there are more than 25 external applicants consideration will be given to the proximity of the applicant's home to the Academy main entrance point as measured in a straight line after the oversubscription criteria has been applied.

Students entering CBA's Sixth Form will be expected to read and sign a learning agreement which outlines the commitment required to be successful in Post 16 study and the support that students can expect to receive from Academy staff. In addition, Sixth Form students must recognise that they are part of a large community and have a responsibility to abide by our dress code and conduct themselves in a manner that supports the Academy ethos.

The entry requirements for external students will be the same as for continuing students. All students must complete a Corby Business Academy application form.

There are two areas within the Sixth Form for students to apply for

1. Level 3 Courses:

A minimum of 5 A*- C grades, including English and Maths, plus any other grades required for specific subjects. For AS English, Maths and all Sciences, students are expected to have achieved at least a B grade at GCSE.

Specific requirements are outlined in our Sixth Form prospectus.

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For those students who have not achieved a grade C or above in English and/or Maths we offer:

2. BTEC Level 3 qualification in Enterprise and Entrepreneurship.

Entry requirements include:

D grade in English and Maths GCSE.

Students will be expected to retake Maths, English or both as part of this course.

CBA reserve the right to remove any Sixth Form course if the interest in the course is not sustainable financially for the Academy. In such circumstances, students will be informed at the earliest opportunity and guidance given with regards to alternative options available.

Oversubscription

There are a total of 125 places available in Year 12. This is inclusive of up to a maximum of 20 places for those on the Enterprise and Entrepreneurship course. If applications exceed these numbers, oversubscription criteria will apply.

The following oversubscription criteria will be applied to determine those students that will be offered places in the Sixth Form:

- a) SEN/EHC Plan students who meet the academic criteria, where the school is named as the appropriate provision and where the school can meet need
- b) Children in public care, including children who have previously been in public care but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
- c) Children with a sibling at the Academy at the time of transfer to the Sixth Form and who meet the Sixth Form entry requirement. **(See Appendix 1 for definition of 'sibling')**
- d) Distance between permanent address* and the Academy as measured in a straight line from the child's home to the Main Entrance of the School site (Proof of residence may be requested **)

In the event of a tie-break situation (ie. two addresses are exactly the same distance from the Academy) a place will be awarded on a random allocation basis.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful Post 16 applicants.

A waiting list will be held for Year 12 students for the first academic year of admission. This waiting list will be held in line with the oversubscription criteria.

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Other information Notes on Admissions Criteria:

* Permanent Address:

The place of residence where the student sleeps the majority of the time.

** Proof of Residence:

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Academy reserves the right to seek further documentary evidence to support your claim to residence. The Academy will withdraw any place allocated if the address is found to be false.

Academy students supported in their learning by placement within the Academy's Designated Special provision may continue into the Sixth Form where the Academy is able to meet their needs.

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APPENDIX 10 – Corby Technical School

Oversubscription Criteria for Year 7

The planned admission number for the school for the Year 7 intake is 75.

Note: Brooke Weston Trust is considering applying to the Education Funding Agency to extend Corby Technical School. This will enable the capacity at Year 7 from 2016 to increase to 150 pupils. The capacity in the Years 8-11 will remain as 75. It is proposed to enable a controlled growth year by year starting with year 7. This shows support for other local schools for In Year migration.

The Corby Technical School will accordingly provide for the admission of 75 students to Year 7 if sufficient applications for entry are received. Where fewer applications than this published admission number are received, the Brooke Weston Trust will offer places at the Corby Technical School to all those who have applied.

Allocation of Places

Children who have a statement of special educational needs or EHC Plan where Corby Technical school is named as the appropriate provision and who choose Corby Technical School as their chosen school will be admitted.

The following oversubscription criterion applies to all other students:

All applicants will take a suitable cognitive ability test which will be an NFER non-verbal reasoning test. This test is used to ensure that the Corby Technical School admits an intake that is representative of the national ability range and is comprehensive in its intake. This is not a tool to give priority to more able students.

Any applicants who do not sit the cognitive ability test will only be considered for a place at Corby Technical School once allocations have been made to all those who did.

The following process will occur:

- All applicants taking the test will be placed in one of nine bands based on the results of the test. A number of places will be allocated from each band in a proportion that reflects the national ability range. This number will be determined within the testing process administered by GL Assessment and will not be decided by Corby Technical School itself.
- The following criteria will be applied in priority order to determine those children who will be offered places:

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- 1) Children in Care, also known as Looked after Children (LAC, CLA) and children who were looked after but ceased to be so by reason of adoption, a residence order or a special guardianship order
- 2) Children of staff who have been employed at the named school for two or more years at the time at which the application for admission to the named school is made, and/or staff recruited to fill vacant posts for which there is a demonstrable skill shortage. (*Demonstrable skill shortage will only normally apply to qualified teacher positions, where the school has continually been unable to recruit*)
- 3) Children who Live in Corby and the Named Linked Villages

The Corby Technical School is situated close to the centre of Corby and is intended primarily to serve the area "Corby" which means the town of Corby and the associated villages for Corby secondary schools, as defined in the Local Authority's Annual Information for Parents' booklet. The associated villages are currently: Brigstock, Cottingham, East Carlton, Great Oakley, Gretton, Harringworth, Little Oakley, Little Stanion, Lyveden, Middleton, Rockingham, Stanion and Weldon.

- 4) Sibling link

The definition of a sibling in relation to this Admissions Policy (**See Appendix 1 for definition of 'sibling'**)

- 5) Other children

Other students based on the distance between home and school measured on a straight line basis from the front door of the home to the main school gate.

If, in categories 1 – 5 above, a tie break is necessary to determine which child is admitted, the child whose permanent address is closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line.

In the event of a tie break (as outlined above), random allocation will be carried out by the school to determine who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

www.randomizer.org/form.htm is the website we will use to determine the randomization process.

The Corby Technical School has given primacy to proximity rather than sibling link within its oversubscription criteria so the school is able to offer opportunities to the maximum number of families within its catchment area.

For applications where the test has not been taken, all of the above criteria will still be applied once all those who have taken the test have been considered.

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Admissions Timetable

All applications for a place at Corby Technical School must be made through the Local Authority Common Preference Form.

If the school is oversubscribed, parents will receive a letter during the autumn term inviting their child to attend a cognitive ability testing session. The letter will give the time and location for the test. The testing process will last approximately an hour. Full details of the testing process will be made available on Corby Technical School's website in the early autumn.

Admissions information regarding students with statements of SEN/EHC Plans

Phase transfer

To enable parents, children and the receiving school to plan well in advance of transfer from primary to secondary phase, Part 4 of a student's statement of SEN or their EHC Plan must be amended no later than 15th February in the year of transfer. Parents are given their right of appeal to SENDIST at this stage, if they are not in agreement with the decision.

Waiting lists

Where Corby Technical School receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the academic year. This will be maintained by the Brooke Weston Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

In Year Admissions

In Year applications will be determined after the receipt of the application form made directly to the Local Authority. In the event of their being more applications than places available, the tie break will be the applicant living closest to the school as measured in a straight line from the main residence of the applicant to the main entrance point of the school. The main residence will be determined for measuring purposes by use of the post code

All In Year applications for all of the Brooke Weston Trust schools must be made via the Local Authority for which the applicant is resident.

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Appeals

Parents will have the right to appeal to an Independent Appeal Panel if they are dissatisfied with the admission decision of Corby Technical School. The Appeal Panel will be independent of the Corby Technical School. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. Corby Technical School will prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any queries parents may have about the process.

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APPENDIX 11 – Kettering Science Academy (Secondary Phase)

Oversubscription Criteria for Year 7

The planned admission number for the school for the Year 7 intake is 210.

Note: Brooke Weston Trust has applied to the Education Funding Agency for Kettering Science Academy to be recognised as two separate schools from September 2016. This will require pupils in Year 6 at Kettering Science Academy primary phase to apply for a place in the usual way using the Local Authority common application form. We have added a criterion to the secondary school to show we recognise this school as our prime feeder school.

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria (and order).

After the admission of pupils with statements of Special Educational Needs or EHC Plan where Kettering Science Academy is named as the appropriate provision, the criteria will be applied in the order in which they are set out below:

All children will be required to undertake a cognitive ability test. Test Takers will be divided into 9 bands based on the results of the test and places will be allocated to each band in proportion to national averages. Children who take the test will be given priority over children who do not.

Priority to the criteria will be given in the following order:

- a) Children in Care, also known as Looked after Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
- b) Children on roll at Kettering Science Academy Year 6 primary at the time of application and continuing on roll until admission into Year 7 in the September of that year.
- c) Children with an older sibling continuing at the Academy at the time of admission of the younger child (**See Appendix 1 for definition of 'sibling'**)
- d) Children who live in the villages linked to the Academy - Broughton, Cransley, Mawsley and Pytchley
- e) Children of staff who have been employed at the named school for two or more years at the time at which the application for admission to the named school is made, and/or staff recruited to fill vacant posts for which there is a demonstrable skill shortage. (*Demonstrable skill shortage will only normally apply to qualified teacher positions, where the school has continually been unable to recruit*)

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- f) Applicants who live in the defined area as described below - Within the area bordered by: Barton Road where it meets the River Ise, the A6900 London Road up to the A4300 to include Naseby Road where it borders the River Ise. This includes all roads leading from main roads directly feeding off Deeble Road. (All houses within this defined area)
- g) Other children.

Distance Tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those children who live closest to the school, as measured from the centre of their home address to the nearest pupil access point of the school. Although a Distance Tiebreaker applies, given the admissions test, this is only likely to be relevant when:

- A particular band is oversubscribed; and
- Two or more students have exactly the same admissions test score.

In such circumstances, priority will go to children that live nearest the main entrance of the school.

All applicants taking the test will be placed in one of nine bands based on the results of the ability test. A number of places will be allocated from each band in a proportion that reflects the national ability range.

Children who do not take the ability test will only be considered if there are remaining places available after allocations have been made to those who did.

Where the Kettering Science Academy receives more applications for places than there are places available, a waiting list will operate in the year of admission. This will be maintained by the Kettering Science Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

From the 1st March until the 31st August of the offer year (the academic year preceding the academic year in which students are admitted into Year 7) children's position on the Year 7 waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated, to children on the waiting list from the stanine band that has become vacant and in accordance with the oversubscription criteria. If there is no-one on the waiting list from the stanine band that has a vacancy the place will be filled by a child from a neighbouring stanine on an even basis (i.e. if the first child is from a band above then the next will be from the band below). Students who did not take the ability test will only be considered if there are places remaining once empty places have been offered to all those who did.

From the 1st September until the 31st December of the Year of entry in Year 7, all applicants including those who did not sit the ability test will be allocated, in accordance with the oversubscription criteria. If there is no-one on the waiting list from the stanine band that has a

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vacancy the place will be filled by a child from a neighbouring stanine on an even basis (i.e. if the first child is from a band above then the next will be from the band below). Students who did not take the ability test will only be considered if there are places remaining once empty places have been offered to all those who did.

In Year - After the 31st December In Year applications will be determined by using random allocation. Each applicant will be placed in alphabetical order and the list will then be placed via an electronic randomiser process to determine the order of entry. All In Year applications must be made via the Local Authority application form.

www.randomizer.org/form.htm is the website we will use to determine the randomization process.

KSA Post 16 admission criteria

The Academy Trust will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the Post 16 provision. All students (ie. transferring and new admissions) will be expected to have met the minimum academic entry requirements for the Sixth Form. (See prospectus available from school)

In addition to the Sixth Form's minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements for the courses they wish to take. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

These academic entry requirements will be published in the Academy's prospectus and on the Local Authority website for Sixth Form criteria.

When the Sixth Form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted.

The external number for entry to Sixth Form is 25. When there are more external applicants that satisfy any academic entry requirements than the number of Post 16 places available and after the admission of pupils with statements of Special Educational Needs or an EHC Plan where Kettering Science Academy is named as the appropriate provision, the criteria will be applied in the order in which they are set out below:

1. Children in Care, also known as Looked after Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
2. Children with an older or younger sibling continuing at the Academy at the time of admission of the post-16 applicant child (**See Appendix 1 for definition of 'sibling'**)
3. Children who live in the villages linked to the Academy: Broughton, Cransley, Mawsley and Pytchley

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4. Applicants who live in the defined area as described below - Within the area bordered by: Barton Road where it meets the River Ise, the A6900 London Road up to the A4300 to include Naseby Road where it borders the River Ise. . This includes all roads leading from main roads directly feeding off Deeble Road. (All houses within this defined area).
5. Other children.

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission to Post 16 studies.

The Kettering Science Academy has capacity for 250 pupils in the Sixth Form, with 125 places in Year 12. It will not admit external applicants where the capacity has been taken up with internal students unless it is undersubscribed by pupils progressing from its own Year 11 and, in such circumstances, it will apply the same academic entry requirements as it does to pupils already on roll in the Academy. If a tie break is necessary to determine who is admitted, it will apply the distance tie break of those pupils living closest to the school.

- Where possible twins/multiple births will be placed at the same school. In cases where there is one place left and the next child on the list is one of a twin, triplet or multiple births the LA School Admissions Team will contact the parents and discuss the options with them. The parents will need to decide whether to accept one place at the school or to keep the children together by accepting another school.

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Appendix 12 – Thomas Clarkson Academy

Oversubscription Criteria for Year 7

The planned admission number for the school for the Year 7 intake is 240.

Catchment area: Thomas Clarkson defines its catchment area as the area defined as serving the following primary schools: Elm, Elm Road, Friday Bridge, Gorefield, Kinderley, Leverington, Murrow, Orchards, Payne, Peckover, Ramnoth, St Peter's and Wisbech St. Mary. Details of these areas can be found with each primary school or with Cambridgeshire County Council.

Oversubscription Criteria

Children who have a statement of special educational needs or EHC Plan where the statement names Thomas Clarkson Academy as the appropriate provision and who choose Thomas Clarkson Academy as their chosen school will be admitted.

Those children with a statement of special educational needs or EHC Plan where Thomas Clarkson Academy is not named as the appropriate provision and who do not choose Thomas Clarkson Academy as their chosen school will be referred to Statutory Resources and Assessment (STAR) Team, to determine an appropriate place via Cambridgeshire County Council.

In the event of the number of applications received exceeding the PAN, priority for places will be allocated strictly against the following criteria in the order listed:

- 1) Children in Care, also known as Looked after Children (LAC, CLA) and children who were looked after but ceased to be so by reason of adoption, a residence order or a special guardianship order;
- 2) Children of staff who have been employed at the named school for two or more years at the time at which the application for admission to the named school is made, and/or staff recruited to fill vacant posts for which there is a demonstrable skill shortage. (*Demonstrable skill shortage will only normally apply to qualified teacher positions, where the school has continually been unable to recruit*)
- 3) Children who live in the catchment area and who attend primary schools within the catchment area and who have a sibling at the academy at the time of admission (**See Appendix 1 for definition of 'sibling'**);
- 4) Children who live in the catchment area with a sibling at the academy at the time of admission; (**See Appendix 1 for definition of 'sibling'**);
- 5) Children who live in the catchment area who attend the primary schools within it;
- 6) Children who live in the catchment area;

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- 7) Children who live outside the catchment area, who attend primary schools within it and who have a sibling at the college at the time of admission (**See Appendix 1 for definition of 'sibling'**);
- 8) Children who live outside the catchment area who have a sibling at the academy at the time of admission (**See Appendix 1 for definition of 'sibling'**);
- 9) Children who live outside the catchment area who attend the primary schools within the catchment area;
- 10) Other children.

Tie break

Where the Academy has more children applying than places remaining, in any of the categories above, a distance tie break will be used to determine priority. Priority will be given to children who live nearest the Academy according to the shortest straight-line distance.

In the case where multiple applications from the same shared dwelling occurs (eg. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tiebreaker.

Home address

The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. A fraudulent claim to an address may lead us to withdraw an offer of a school place.

Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of a minimum of six month tenancy agreement or exchange of contracts.

A map showing the catchment area and/or further information can be obtained from the Local Authority at the following web link:

<http://my.cambridgeshire.gov.uk/>

The distance for admissions purposes is measured using the straight line distance from the reference point of the home, as defined by the National Land and Property Gazetteer (NLPG) to the main pupil entrance of the Academy.

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Appeals

We understand that it can be disappointing for you and your child if you are not allocated a place at your preferred schools.

You have the right to appeal against the decision not to offer your child a place at any of the schools stated on your application. Before deciding to appeal, visit the County Council's website to find out what alternative schools have places available and to find further information regarding school admission appeals.

Your appeal form must be received by the school no later than the date as advertised on the school website. Your appeal will be scheduled and heard by an Independent Appeal Panel and a clerk will be available to take notes.

In Year Admissions

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions In-Year Team for an application form by contacting them on 0345 045 1370 or by email to admissions@cambridgeshire.gov.uk, or by downloading an application form from the County Council website - <http://www.cambridgeshire.gov.uk/admissions>

The application form must be returned to the LA Admissions Team who will then contact your preferred schools to determine the availability of a school place. The LA Admissions Team will then write to you to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date.

Where the Admissions Team is unable to meet any preferences expressed, a place will be offered at the next nearest alternative school with places available.

Sixth Form Criteria - Admission to Year 12

All applications for admission to Year 12 (Sixth Form) must be either sent directly to the school or via the Cambridgeshire Post 16 online system - either is acceptable. Please contact the Head of Post 16 at TCA for full course details or application forms, or for a copy of the prospectus.

Please note that the availability of places in certain curriculum subjects may determine if the oversubscription criteria detailed below are applied. *Note: undersubscription to some courses may result in these courses not being run, but every effort will be made to ensure all courses are able to run.*

Students in Year 11 at Thomas Clarkson Academy will need to apply formally for a place in the Sixth Form.

Academy staff will examine subject choices and offer further guidance, should the need arise. Students will receive written confirmation that their application has been successful.

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The Academy will admit students from outside TCA into Year 12. The maximum number of admissions for external candidates is 25. Entry requirements for courses are the same as those for internal applicants. In the event that there are more than 25 external applicants after the consideration of entry requirements have been met, a tie break will be used to identify priority for entry. A straight line measurement will be used from the applicant's home address to the main pedestrian entrance of the Academy. The closest to the school will be given priority first.

Students entering TCA's Sixth Form will be expected to read and sign a learning agreement which outlines the commitment required to be successful in Post 16 study and the support that students can expect to receive from Academy staff. In addition, Sixth Form students must recognise that they are part of a large community and have a responsibility to abide by our dress code and conduct themselves in a manner that supports the Academy ethos.

It is important that students select courses appropriate to their needs in terms of ability and career plans.

Students must gather as much information as possible to ensure that they make well-informed decisions.

There are 3 routes in the Thomas Clarkson Academy Sixth Form:-

Learner route A

- Students must achieve 5 A*-B grades at GCSE
- This must include English Language
- These are also some courses likely to require maths GCSE
- Typically, students will take 4 AS levels

Students will typically study 3 A levels in Year 13

Learner route B

- Students must have achieved 5 A*-C grade GCSE or equivalent courses (Merits in L2 BTEC qualifications)
- Students may choose 4 subjects that are a mix of AS level and vocational.

Learner route C

- Students must have achieved 5 A*-C grade GCSE or equivalent course passes
- English and Maths must be at grade D or better
- Students will start with 4 BTEC courses.

Opportunities for all:

- GCSE English and Maths (if not achieved already)

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Catchment area - Thomas Clarkson defines its catchment area as the area defined as serving the following primary schools: Elm, Elm Road, Friday Bridge, Gorefield, Kinderley, Leverington, Murrow, Orchards, Payne, Peckover, Ramnoth, St Peter's, and Wisbech St. Mary. Details of these areas can be found with each primary school or with Cambridgeshire County Council.

Those children with a statement of special educational needs or EHC Plan where Thomas Clarkson Academy is not named as the appropriate provision and who do not choose Thomas Clarkson Academy as their chosen school will be referred to Statutory Resources and Assessment (STAR) Team, to determine an appropriate place via Cambridgeshire County Council.

In the event of the number of applications received exceeding the overall Sixth Form PAN, priority for places will be allocated strictly against the following criteria in the order listed:

- 1) Children in Care, also known as Looked after Children (LAC, CLA) and children who were looked after but ceased to be so by reason of adoption, a residence order or a special guardianship order.
- 2) Children who live in the catchment area and who have a sibling at the Academy at the time of admission to Sixth Form **(See Appendix 1 for definition of 'sibling');**
- 3) Children who live in the catchment area
- 4) Children who live outside the catchment area, and who have a sibling at the Academy at the time of admission **(See Appendix 1 for definition of 'sibling');**
- 5) Children who live outside the catchment area .

In the event of a tie break situation (ie. two addresses are exactly the same distance from the Academy) a place will be awarded on a random allocation basis. How this is administered will be defined by each Local Authority and we will adhere to their policy.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful Post 16 applicants.

A waiting list will be held for Year 12 students for the first academic year of admission. This waiting list will be held in line with the over subscription criteria.

It is important to recognise that students in Years 12 and 13 have chosen to remain in full time education. As young adults they must take responsibility for certain elements of their career development.

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In Years 12 and 13 students are entitled to:

- Formal interviews with their Mentor that contribute to a personal record
- Discuss concerns with their Mentor or Sixth Form staff at other times
- Receive feedback about their academic progress
- Undertake activities that help them to review their own strengths and weaknesses, and to set targets for change
- Know what career options are available to them
- Request Career Path interviews
- Receive guidance in the production of personal statements, curriculum vitae and letters of application
- Receive guidance upon preparing for interviews
- Receive guidance in the completion of UCAS and other application forms
- Attend the Higher Education Presentation Evening
- Attend Career Conventions promoted by the Academy
- Access to the Careers and to Higher Education resources
- Know how to access to the Careers Library and to Higher Education resources