

# The Chantry School

## Policy for Admissions 2017/18

This policy outlines clearly and simply the procedures and protocols which are currently in operation around admissions into The Chantry School. As an Academy we are our own admissions authority, but we have taken the decision to carry on working closely with the Local Authority to ensure that all arrangements are both transparent and fair.

### **Admissions Process**

#### **Entry to the school at the normal time of transfer (Year 7)**

The Chantry participates in the Local Authority co-ordinated admissions scheme for entry to the school at the normal time of transfer (Year 7) and all applicants should adhere to deadlines within that scheme. Full information on this scheme and the procedure for applications is contained in the Information for Parents published by Worcestershire Local Authority. If you do not live in Worcestershire, you need to follow the procedure published by your own Local Authority.

The Local Authority will deal with the first part of the admissions process. Application for all school places must be made on the Common Application Form (CAF) provided by your home Local Authority, with the opportunity to nominate schools, ranked in order of preference. For residents living in Worcestershire, transfer information and the CAF are available on line at [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk). Once completed, the CAF, including on-line forms, must be received by your home Local Authority by their deadline.

#### **Statement of Special Educational Needs**

Children for whom a **Statement of Special Educational Needs** or an **Education Health and Care Plan** has been agreed naming The Chantry on the statement or plan: where places required by statemented students are known before the Admissions Committee meets, the number of students with statements naming the Chantry School will be deducted from the 145 places available to be offered.

#### **Applying for Places**

Applications are welcomed from all who wish their children to attend The Chantry School. Students and Parents/Carers who are considering applying are warmly invited to visit the school. The school has an Open Evening in the early autumn term which is designed to both give out information and provide an insight to what the school is like. We also encourage interested parents and carers to contact us with any individual queries they may have. The Published Admission Number for Year 7 at our school is 145. Applications will be sorted in descending order according to the Oversubscription Criteria below. With only 145 places available, this number will be reached at varying levels each year, depending on the number and nature of applications received.

The deadline for receipt of applications published by the Local Authority must be adhered to.

#### **Late Applications**

Applications made after the closing date as published in the Local Authority's co-ordinated admissions scheme will be dealt with in accordance with this Policy and will receive a lower priority than those applications received on time.

#### **Offers of Places**

The Local Authority will forward to The Chantry School, a list of applicants who could be offered a place based on our Admission Criteria. **The Local Authority will then inform parents of the outcome of their application for a place.**

The Local Authority and the Chantry School have the right to withdraw the offer of a place before the student is admitted to school where it is found that:

- the offer of a place has been made on the basis of a fraudulent or intentionally misleading application.
- where a Parent/Carer has not responded to the offer within a reasonable time of the offer being made.

It may be necessary for the school to carry out checks to confirm that information given in relation to children's home address is genuine. Parents/Carers may be asked to produce documentary evidence of the address given.

**If you withdraw your application for any reason, or wish to decline an offer of a place at The Chantry School you must inform the Headteacher and Pupil Admissions and Transfers at your home Local Authority immediately in writing.**

### **Waiting List (Normal round of Admissions)**

The Parent/Carers of students who are unsuccessful in gaining a place in the normal round of applications may write to the Headteacher at The Chantry School to request that the student's name be placed on the waiting list. If a place becomes available it will be allocated from the waiting list according to the Oversubscription Criteria listed below. This waiting list is maintained until the end of December 2017. If you wish your child's name to remain on the waiting list for Year 7 after December 2017, you must write to the Headteacher of The Chantry School at the start of each new term confirming that you wish your child's name to remain on the list.

### **In Year Admissions for Existing Year Groups.**

The procedure for in-year admissions is as follows:

1. Parent/Carer to obtain an application form (CA1 in Worcestershire), from any of the following sources: child's current school (if in Worcestershire); The Chantry School; Worcestershire Hub Centre (Te. 01905 822700); Download form from website ([www.worcestershire.gov.uk](http://www.worcestershire.gov.uk)). **If resident outside Worcestershire, a form must be obtained from your own local authority.**
2. Parent/Carer to complete the application form and ensure form is counter-signed by the current Headteacher (if already attending a Worcestershire school).
3. In the case of a first preference for an Academy, the Parent/Carer should forward the form to the individual school to be processed.
4. The Chantry School will endeavour to write to Parents/Carers, within 10 school days of the form being received, to notify of the decision. Where it is not possible to offer a place at The Chantry, Parents/Carers will be notified of the right of an appeal, and in most cases an alternative school will be offered. Parents/Carers must write to the Headteacher of the Chantry School should they wish their child's name to be placed on our waiting list.

If there are insufficient places for all applications received at a time, then priority will be decided strictly in accordance with Chantry's published Admission Policy.

### **In Year criteria for Key stage 2, 3 and 4.**

As a school we are allowed to take up to two places above the PAN if the students are in the following groups:

- a) Children who are **Looked After and previously Looked After**
- b) Children who are deemed to be at risk of permanent exclusion from another school.
- c) Children who have been admitted through the Fair Access Protocols.

Any such students take precedence over those on the waiting list.

## **Parental Responsibility**

Should more than one Parent/Carer have legal responsibility for a child, both Parents/Carers must be in agreement over the application.

## **Oversubscription Criteria**

We aim to be an inclusive school which helps and supports all children to achieve their potential. We do not discriminate on any grounds, ideally we would like the school to reflect the mix of religions, attitudes and socio-economic backgrounds found in the wider community.

Where there are more applications than places, children are admitted in the following order of priority:

1. Relevant '**Looked After**' and previously '**Looked After**' Children.
2. **Siblings** of pupils attending the school **and living** at the same **home** address, within the **catchment area** of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must be on roll and attending the school at the time of application and still be on roll and attending at the date of admission.
3. Pupils **living** within the **catchment area** of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed on the school website, or within school.
4. Pupils living outside of the catchment area but who would still have a **sibling connection** at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be on roll and attending the school at the time of application and still be on roll and attending at the time of admission.
5. Pupils who were attending a **feeder school** at the time of application.
6. **Children of staff** currently employed by The Chantry School on a permanent contract, who have at least 2 years service or who have been recruited to fill a vacant post where there is a demonstrative skill shortage.
7. Pupils who live **nearest** to the school by the shortest available walking route. The measurement will be taken from the front entrance of the pupil's **home** to the nearest school entrance, which is the access point to the school site, along a road or made up footpath. The Governing Body will use the website <https://maps.google.co.uk> to determine distance. ***(In the event of equi-distance applicants, any available place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process).***
8. In the event of a school catchment area change being approved, pupils who would still have a **sibling connection** at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the **catchment area**.

## **Definitions**

### **Relevant 'Looked After' and previously 'Looked After' Children**

'Looked After' means all those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

### **Siblings**

Applicants who have a sibling on roll at The Chantry at the time of application who would still be on roll at the time of admission may claim a **sibling connection**. Siblings are defined as brothers or sisters who share at least one birth or legally adoptive parent. They must also be living at the same **home** address.

In the event of a multiple birth where not all children from that multiple birth can be allocated a place(s), any place(s) will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process.

## **Catchment Area**

Our catchment area is defined on the map which may be viewed in school on request, or if required, copies are available from the Local Authority. You may also visit [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk) and use the online postcode catchment area checker.

## **Home**

Must be the address where the student usually lives.

## **Feeder School**

Our feeder primary schools are Abberley Parochial Primary School, Astley CE Primary School, Broadheath CE Primary School, Broadwas CE Primary School, Clifton Upon Teme Primary School, Great Witley CE Primary School, Grimley and Holt CE Primary School, Hallow CE Primary School, and Martley CE Primary School. Applicants must be on roll at one of these schools at the time of application to qualify under this criteria. There is no guarantee of a place at The Chantry for applicants attending a feeder primary school.

## **Children of Staff**

Children of staff currently employed by The Chantry School. Where the member of staff is on a permanent contract, and who 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 where there is a demonstrative skill shortage.

## **Waiting Lists**

The school retains all waiting lists for each oversubscribed year group after 1 September. Each term the waiting lists for each year group are re-compiled. **Parents/Carers must write to the Headteacher of the Chantry School at the start of each new term confirming that they wish their child's name to remain on the list.** If a place should become available, Applications currently on the waiting list will be ranked according to our **Oversubscription Criteria**, and an offer will be made to the child who ranks highest at that time.

## **Appeals**

The Parents/Carers of children who are unsuccessful in gaining a place at The Chantry School have the right to appeal to an Independent Appeals Panel. Parents/Carers wishing to do this should contact in writing the Headteacher of The Chantry School **within 14 days of receipt of notification.** The Independent Appeals Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code of Practice. Parents/Carers may attend the hearing of their appeal and make their case to the panel.

## **Withdrawal of places**

The Local Authority and the Chantry School have the right to withdraw the offer of a place before the student is admitted to school where it is found that the:

- Offer of a place has been made on the basis of a fraudulent or intentionally misleading application.
- Or where a Parent/Carer has not responded to the offer within a reasonable time of the offer being made.

## **Admission of Children outside of their normal age group**

Parents/Carers can also request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. The Chantry School will make the decision based on the circumstances of each case, after completing an education assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.