

# Admissions Policy

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## Introduction

Caroline Chisholm School is an Academy and has been since 1<sup>st</sup> August 2011, it is the admissions authority for the school. The school is an all-through school and operates from Reception year through to Sixth Form for ages 4-19.

Administration of applications for admission to the school for all year groups excluding Sixth Form remains the responsibility of Northamptonshire County Council. Decisions regarding admission of students are made by not less than two persons from the school. These persons would normally include the Principal, Vice Principal, Admissions Officer and/or the Trustees.

## School's Principles Regarding Admission

The School has three main principles that underpin the approach to admissions.

- *Community Cohesion* – we believe that the school has a positive influence in fostering a sense of community and bringing together diverse groups within the community.
- *Family Cohesion* – we believe that this is helpful for families and supports good relationships between siblings when they attend the same school.
- *Continuity of Learning from primary to secondary phase* – children's learning is enhanced and they make better progress if the curriculum is co-ordinated between phases and the primary and secondary schools concerned work together to plan the transition from Year 6 to Year 7.

In order to support these principles, where an applicant's address is in doubt or requires clarification, the school will take the following action at the time of application:

Write to any or all of the addresses which records show may or may not be linked to an application requesting proof of parental responsibility of the parents for the child and proof of residence at any claimed address. The applicant must live at the claimed address at the time of application **and** the time of entry to the school for all admissions including the Co-ordinated Schemes (Reception and Year 7 entry for September).

In the case of co-ordinated scheme admissions, proof may be required to cover both these times.

Details of the documents required to prove residence and parental responsibility will be confirmed in the request letter.

For those applications where proof has been requested but not sent or it is inadequate, the school will use the most likely address according to their records. This decision of which address to use will be made based on the records held at the school and may not be the address claimed at the time of application by the parents.

The burden of proof for any claimed address is on the parents, not the school.

All applicants will be required to prove their address before admission.

An offer may be withdrawn if an address is shown to be incorrect, if an offer is withdrawn an alternative school place will need to be sought.

## Linked Area for Admissions

The school operates a linked area for admissions to the school. Children resident within this area are prioritised for admission within the schools published admissions criteria. The linked area for admission is Wootton, Wootton Fields, St George's Field, Grange Park, Quinton & Courteenhall. These areas are defined as:

Wootton, Wootton Fields and St George's Field: Bounded by A45 to the west, B526 Newport Pagnell Road to the north, Wooldale Road to the south and the extent of the Wootton Fields and St George's Field development accessed directly from Lady Hollow Drive.

Grange Park: The development to the east of Saxon Avenue, bounded by Saxon Avenue to the west, M1 to the south and Bridge Meadow Way, Little Field and Lark Lane to the north.

The village of Quinton and the hamlet of Courteenhall lie to the south east and east respectively.

## Criteria for Admission

The criteria (admission arrangements) for admission for current year groups and transition year groups are published on the school's website at [www.ccs.northants.sch.uk/admissions](http://www.ccs.northants.sch.uk/admissions).

The admissions criteria are reviewed on a regular basis. If a change to the published admission criteria is proposed, this will be consulted on in accordance with the School Admissions Code December 2014. The school's admissions criteria will be consulted on not less than every 7 years even if no change to the criteria is proposed.

In accordance with the school's all through status, students in attendance at Caroline Chisholm School at the end of Year 6 automatically transfer into Year 7 for the secondary phase without the need to re-apply. Year 6 children at the school are entitled to apply for places at other secondary schools if they wish utilising the County Council's co-ordinated scheme.

Year 11 students at the school wishing to continue into Sixth Form are required to complete the options choices form these students are subject to the same course entry requirements as external Sixth Form applicants.

The school's published admission number (PAN) is different for primary, secondary and sixth form year groups. The PAN relevant to each year group is published on the school's website within the admissions criteria applicable.

## Children of Staff

For the purposes of the Admissions Criteria for Caroline Chisholm School, staff are defined as follows:

- Full and/or part-time members of staff on a permanent employment contract who are directly employed by Caroline Chisholm School and receive their wages via the Caroline Chisholm School wages provider.
  - The employment contract can be for any number of weeks or hours.
  - This includes both teaching and non-teaching staff.
- Members of staff on a temporary/fixed term contract providing the term of their contract fits the timescales in the admissions criterion to qualify for staff status within the published criteria.
  - For members of staff who receive a permanent contract immediately following the end of a temporary/fixed term contract, their period of employment will be counted as commencing on:
    - The first day of their temporary/fixed term contract providing their service has been continuous with no breaks AND the contract was for direct employment by Caroline Chisholm School and their wages were received via the wages supplier for the school for the duration of their employment.
    - OR**
    - The first day of continuous direct employment by Caroline Chisholm School with no breaks where their wages have been received via the wages supplier for the school.

The following are NOT included in the definition of staff:

- Children or siblings of staff members.
- Caroline Chisholm School students employed on a casual basis.
- Casual staff employed on an ad-hoc basis.
- Staff who work on the Caroline Chisholm School site but are not directly employed by Caroline Chisholm School. For Example:
  - Staff employed by the PFI contract holder.
  - Staff employed by contractors or sub-contractors on behalf of Caroline Chisholm School who work on the school site.
  - Staff employed by another company who work at any time on the Caroline Chisholm School site.

## Deferred entry to Reception Classes

Under normal circumstances, children are admitted to Reception year in the September following their 4<sup>th</sup> birthday.

The Trustees of Caroline Chisholm School recognise that the parents of some children born between 1<sup>st</sup> April and 31<sup>st</sup> August (summer born children) in any one year may feel their child's admission to school would be better deferred to the academic year following their 5<sup>th</sup> birthday. Such requests can now be considered by an Admission Authority such as Caroline Chisholm School under the revision to the School Admissions Code 2014.

This guidance outlines the way in which Caroline Chisholm School (the Admission Authority) proposes to deal with such requests. It is important parents are aware of the possible consequences of any such request.

Summer born children reach compulsory school age on 31<sup>st</sup> August following their 5<sup>th</sup> birthday and must be in a school immediately following that date.

- Any parent considering deferring their child's entry to Reception year MUST in the first instance make their request to Northamptonshire County Council. Please see the guidance on their web site at [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions), parents should follow the process and deadlines shown there.
- At the same time, parents should make a request to Caroline Chisholm School to defer the child's entry to the following year, giving reasons and providing supporting evidence where possible.
- The Trustees of Caroline Chisholm School will consider the request and supporting evidence along with the Principal. Further evidence may be requested and contact may be made with the child's current education setting if that is felt to be appropriate (you will be advised if we will be contacting the child's current educational setting).
- We will take into account the parents views; information about the child's social, emotional and academic development; the views of a medical professional and the child's medical history (where relevant); if and where they have been previously educated out of their normal age group; and, if born prematurely, they would naturally have been born into a lower year group.
- Any request will be considered in the child's best interests and in consideration of their needs.
- The School will endeavour to provide parents with a response to their request at least one week before the relevant closing date for applications for Reception, with reasons if the request is refused.

## If the request is refused

- Parents have the right to either:
  - Continue with their existing application for the reception place for the year following their 4<sup>th</sup> birthday.
  - Withdraw their application for a reception place and re-apply for a year 1 place in the September following the child's 5<sup>th</sup> birthday. PLEASE NOTE, IN THIS CASE THE APPLICATION WILL BE CONSIDERED AS AN IN-YEAR APPLICATION AND A PLACE CAN ONLY BE GRANTED IF THERE IS A SPACE AVAILABLE IN YEAR 1 AT THE TIME OF THE APPLICATION **AND** THE CHILD IS AT THE TOP OF THE WAITING LIST ACCORDING TO OUR ADMISSIONS CRITERIA.

## If the request is accepted

- Parents should make a fresh application for a school place for the September following their 5<sup>th</sup> birthday in the same way as before. The application should be made using the common application form on the Northamptonshire County Council website at [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions).
- The application will be considered with ALL the other applications from ALL the other parents applying for their children who are to reach the age of 4 by the following September and the oversubscription criteria will be applied.
  - Parents should note that in this case, there is **no guarantee** a place will be offered to their child. (Siblings currently at our school may have moved onto the secondary phase of our school meaning the sibling link will no longer apply, and any application for a child currently living in the Linked Area associated with Caroline Chisholm must still be living in that area at the time of the second application. The oversubscription criteria associated with Linked Area applications is a randomiser, the child's place within the randomiser will be determined at the time the randomiser is run in conjunction with all the applications for that criteria. There is no guarantee that their placement within this random allocation will be sufficient for them to gain a place in the reception year.)
  - Parents should also note that the agreement by the Trustees of our school for deferred admission cannot be transferred to another school. Any application for an alternative school may be considered by that school as a year 1 in-year admission and not a reception admission.
- Parents should also note that their child will still qualify for transfer to Secondary school/phase at the end of the year in which their usual year group transfers (i.e. when the child reached the end of year 5 and not year 6). Parents will be required to re-make their request to any relevant secondary school at the time of that transfer.

## Appeals

- Parents have the right to appeal for a place at a school their child has been refused entry to. However, an appeal cannot be made if a parent does not agree to the year group in which their child is placed.

## Waiting Lists

The school will operate waiting lists for all year groups that are full at the time of any child's application. Children will be automatically added to the list for the term in which they apply only. Parents must complete a waiting list form in order for their child to be added to the list for any subsequent term and must have applied for a place in the relevant academic year. The waiting list will operate for the full academic year applicable to the year of application. Any child wishing to remain on the waiting list for any subsequent academic year must re-apply for a place at the school and the same procedure will apply for that academic year.

If a place becomes available at the school in any given year group, all children who have applied in that term and/or have a current, completed waiting list form returned to the school will be considered for the available place. Priority of places on the waiting list is in accordance with the schools published admissions criteria relevant to the year group concerned.

## Appeals for School Places

Any child who has applied for and been refused admission to the school is entitled to appeal for a place in accordance with the School Admissions Code 2014. Details of the school's appeals service provider, the appeals process and timescales will be maintained on the schools website.

## Visits to the School

There will be opportunities for visits to the school for transition year groups. These opportunities will be at times relevant to the various admission deadlines applicable. Parents requiring a visit for primary entry must register their interest with the Admissions Officer to gain a place on an organised tour. The school will hold an open evening for year 7 entry prior to the relevant application deadline date of 31<sup>st</sup> October in the application year.

Visits to the school for in-year applications are available once an applicant has been allocated to the school following a place being made available.

## Actions

1. School will endeavour to meet the needs of all students by following the admissions policy impartially and working with the Local Authority to plan strategically for the future development of the whole school within the local area.
2. The Admissions Officer will report regularly to the Principal and Trustees regarding admissions to the school and waiting lists.