

# Admissions policy 2023-2024

Author:	
Approval:	Trust board
Date approved:	06/12/2023
Review date:	21/02/24
Review timescale:	Annual
Keywords:	Admissions

# Contents

1	Introduction .....	3
2	Legislation and Statutory Requirements.....	3
3	School’s Principles Regarding Admission.....	3
4	Definitions .....	3
5	How to apply for a place .....	6
6	Criteria for Admission .....	6
7	Requests for admission outside the normal age group.....	7
7.1	If the request is refused .....	8
7.2	If the request is accepted .....	8
8	Appeals .....	8
9	Waiting Lists.....	9
10	Fraudulent or Misleading Applications .....	9
11	Visits to the School .....	9
12	Actions .....	9

# 1 Introduction

Caroline Chisholm School is an Academy and has been since 1 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 in-year and sixth form applicants is the responsibility of the school. The administration of applications in the co-ordinated admissions round remains the responsibility of West Northamptonshire 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 Manager and/or the Trustees. This Policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## 2 Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an Academy the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#)

## 3 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.

## 4 Definitions

**Child's home address (where they live)** means the permanent residence of the child when the place is offered. The address **must** be the child's only or main residence that is either:

- Owned by the child's parent, parents or guardian.
- Leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement of not less than six months duration. The property leased should be that in which the family lives and which is suitable for the family's needs.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive)

We may require written proof of ownership or a rental agreement and proof of actual permanent residence at the property. We reserve the right to seek further written proof to support your claim to residence.

**Children of Staff** means:

- staff (both teaching and non-teaching, full-time and part-time) who have been directly employed by Caroline Chisholm School for two or more years at the time at which the application for admission to the school is made; and/or employed to fill a vacant post at the school for which there is a demonstrable skill shortage.
- Members of staff on a temporary/fixed term contract providing the term of their contract fits the timescales above to qualify for staff status.

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 wage's 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.

For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or stepson/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school.

For the avoidance of doubt, the following are NOT included in the definition of staff.

- 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

**Co-ordinated admissions round** means the period during which parents can apply for state-funded school places at the school's normal point of entry (Reception and Year 7) using the common application form provided by their home local authority.

**In-Year admissions** means applications for a school place made during the school year or an application for admissions to a school made at the start of the school year for any other year group other than the co-ordinated admissions round.

**Linked area for admissions** means 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 southeast and east respectively.

**Looked after children** means children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

**Published Admissions Number (PAN)** means the admission number for Reception, Year 7 and Year 12 (Sixth Form). The school's PAN is different for primary, secondary and sixth form year groups as follows:

- Reception – 60 places
- Year 7 – 219 places (the capacity for Year 7 is 279 which includes the 60 children transferring from Year 6)
- Year 12 - 30 external places

Children who are already in Year 6 at Caroline Chisholm School at the time the allocation is made and continuing at the school until the end of the academic year automatically transition to Year 7 and do not need to apply.

Students who are already in Year 11 at Caroline Chisholm School will be offered a place in Year 12, but these students are subject to the same entry criteria relevant to their subject choices to be able to take a place in Year 12.

**Siblings mean:**

- Brothers or sisters sharing the same parents.
- Half-brothers or half-sisters, where two or more children share one common parent.
- Step-brothers or step sisters, where two or more children are related by a parent's marriage or partnership. (Partners must have lived together in a permanent exclusive relationship - as though they were husband or wife or civil partners, for at least two years.)
- Children adopted to parents with other children.
- For the sibling link to apply, a brother or sister must live at the same address when the application is made. If siblings live between two addresses, applicants must provide proof to show that the main address is the same for both children.
- A pupil in the school will only count to provide a priority to a sibling if he or she is attending the school in Year Reception to Year 12 at the time the allocations are made and is still expected to be on the school's roll at the time of the proposed admission.

## 5 How to apply for a place

For the **co-ordinated admissions round** parents/carers can apply for state-funded school place using the Common Application Form (CAF) provided by their home local authority.

Parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in). This form is used to express a preference for a minimum of 3 state-funded schools, in rank order.

Parents/carers will receive an offer for a school place directly from their local authority on National Offer Day (1 March or the next working day)

Parents/carers living in West Northamptonshire Council should visit the [WNC School Admissions website](#).

For **in-year admissions**, applications should be made online via the school website: [Caroline Chisholm School - Admissions \(ccs.northants.sch.uk\)](#) or a paper copy of the application form can be provided. Please email [admissions@ccs.northants.sch.uk](mailto:admissions@ccs.northants.sch.uk) or call the school to arrange this.

If the school's published admission number has been reached in a child's year group, we will not be able to offer a place at the school. Parents/carers can ask for their child's name to be added to the waiting lists (see below for more information).

For **Sixth Form applications**, please contact the school's admissions team on [admissions@ccs.northants.sch.uk](mailto:admissions@ccs.northants.sch.uk).

## 6 Criteria for Admission

Places will be allocated to pupils who have an Education Health and Care Plan (EHC) that names the school as appropriate provision.

If the number of applications exceeds the number of places remaining, priority will be given to children in the following order:

1. Looked after children and all previously looked after children.
2. Children of staff.
3. Pupils with a sibling continuing at the school at the time of the admission of the child.
4. Pupils who live in the linked areas of Grange Park, Wootton, Wootton Fields, St George's Fields, Courteenhall and Quinton associated with the school.
5. For applications to secondary phase as part of the co-ordinated round, pupils attending the designated contributory primary schools (i.e. Preston Hedges Primary School, Woodland View Primary School and Wootton Primary School) and continuing in attendance until the final offer of places is made for admission to secondary phase.
6. Other pupils.

### Distance Tiebreaker:

If the admission number is exceeded in any criterion, priority will be given to those who live closest to the school. Distances are measured, using a geographical information system, on a straight-line basis from the address point of the home address to the address point of the school. Should two distances be the same, a process of random allocation will be used.

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 September 2021. 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 transition 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 local authority's co-ordinated scheme.

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

## 7 Requests for admission outside the normal age group

Parents/carers may defer their child's entry to the allocated school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made when the place will cease to be available for the child. Please discuss this with the school directly once a place has been offered.

Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Please discuss this with the school directly once you have received an offer of a school place.

The Trustees of Caroline Chisholm School recognise that the parents of some children born between 1st April and 31st August (summer born children) in any one year may feel their child's admission to school would be better delayed to the academic year following their 5th birthday. If parents wish to choose to delay their child's start to Reception to the academic year following their 5<sup>th</sup> birthday, they must then put in a request to the admissions authority be able to apply for Reception in the following academic year.

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 31st August following their 5th birthday and must be receiving full-time education immediately following that date.

- Any parent considering delaying their child's entry to Reception year should in the first instance still make an application to West Northamptonshire Council for their child's normal Reception year group. Please see the guidance on their web site at [School Admissions | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk). Parents should follow the process and make the application **before** the deadline of 15 January shown there.
- Parents should make a request to the admission authority to delay their child's entry to Reception the following year, giving reasons and providing supporting evidence where possible. This should be made in sufficient time for a decision to be made by the admission authority prior to National Offer Day and to enable an application to be withdrawn if the admission authority agrees for them to delay their application.
- The Trustees of Caroline Chisholm School will consider the request and supporting evidence, along with the Principal. 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).
- The Trustees and Principal 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; the views of the Principal of the school concerned.

- Any request will be considered, and a decision made on the basis of the circumstances of each case and in the child's best interests, in consideration of their needs.
- The school will endeavour to provide parents with a written response to their request as soon as is reasonably practicable and at least one week before National Offer Day, with reasons if the request is refused.

### 7.1 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 4th birthday.
- Withdraw their application for a reception place and re-apply for a year 1 place in the September following the child's 5th 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.
- Parents/carers do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

### 7.2 If the request is accepted

- Parents should make a fresh application for a school place for the September following their 5th birthday in the same way as before. The application should be made using the common application form on the admissions page of their home local authority.
- 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.
  - Parents should also note that the agreement by the Trustees of our school for delayed 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
- Children who are being educated out of their normal age group do not transfer automatically with their adopted year group. Parents will need to make requests to their preferred secondary schools when their child is in Year 5 (and the age of the Year 6 children), asking to be able to delay their Year 7 application.

## 8 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.

For more information and to submit an appeal, parents and carers should visit the school's Appeals page at [Caroline Chisholm School - Admissions appeals \(ccs.northants.sch.uk\)](https://ccs.northants.sch.uk) and follow the procedures set out therein.



## 9 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 remainder of the academic year. Parents must have applied for a place in the relevant academic year via our school website first.

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 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, as set out in 6 above.

## 10 Fraudulent or Misleading Applications

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

## 11 Visits to the School

There will be opportunities for visits to the school for transition year groups (Reception, Year 7 and Year 12). These opportunities will be at times relevant to the various admission deadlines applicable.

Parents requiring a visit for primary entry will be given the opportunity to register their interest with the Admissions Manager and offered a place on an organised tour. The school will hold an open evening for Year 7 and Year 12 entry prior to the relevant application deadline 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

## 12 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 Manager will report regularly to the Principal and Trustees regarding admissions to the school and waiting lists