

NORTH CESTRIAN SCHOOL 2016 ADMISSION POLICY: 11-16

Our Mission: to provide high standards and broad academic and extra-curricular opportunities in a community where each pupil can be recognised as an individual. The School aims to prove that everyone can excel in some area, given opportunity and encouragement, and to develop responsibility, initiative, self-confidence, self-respect, leadership and concern for others so that the pupils grow into young adults who are happy in daily life, confident in relationships with others and self-motivated in their work.

North Cestrian School is a publicly funded, co-educational, secondary school. Pupils will be admitted without reference to ability or aptitude.

Published Admission Number (PAN)

The number of places available for admission to Year 7 in September 2016 will be 125. Applications must be made on your Local Authority's Common Application Form. Places will be offered by your Local Authority on 1st March 2016.

When the free school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. OVER SUBSCRIPTION CRITERIA

Where applications for admission exceed the Published Admission Number the following oversubscription criteria will apply:

1. 'Looked after' children including previously looked after children. 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). A previously looked after child is a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement orders or special guardianship order.
2. 20 places allocated to children resident in the catchment area (see category 5) who are in receipt of free school meals at the time of application. If you want to be considered under this criterion, you will need to complete the supplementary form, attached at the end of this policy. You may also contact school or the school's website for a copy. This needs to be returned to the School by 31st October 2015.
3. All children who will have a sibling attending the School up to and including Year 13 at the time of the applicant's proposed admission. This includes half/step or adopted brothers or sisters, who are living at the same permanent home address as part of the same family unit except where the older sibling obtained a place **solely** because he or she was in possession of an Education Health Care Plan (EHCP) that named North Cestrian School. Proof of sibling relationship will be required
4. Children of staff at North Cestrian School who have at least 2 year's continuous service at the time of application or where North Cestrian School reasonably considers that the member of staff has been appointed to a position for which there is a demonstrable skill shortage.

5. Children resident in the catchment area. The catchment area, designed to support the local community, is all WA14 and WA15 postcodes.
6. Children whose place of residence is nearest to the School, defined as: calculated in a direct straight line from the child's permanent place of residence to the school, using property co-ordinates provided through a combination of the home local authority's Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information.

Flats

In the case of a child living in a block of flats, the distance will be measured from the main front door of the block and then as defined in criterion 7 above

Free School Meals

Applicants wishing to be considered on the basis of being in receipt of free school meals must complete and return the Supplementary Information Form to the School by 31st October 2015. This will be checked in the week commencing 9th November 2015. Those applicants found to be in receipt of free school meals in this check, will be considered under Category 2 as relevant. If an applicant becomes eligible under Category 2 after this date, that eligibility will only be considered in the review process which takes place after the initial allocation of places on 1st March 2016.

Tie Break

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by officers from the Local Authority.

Shared child-care

Where parents are separated and child-care arrangements are shared between two addresses, we will use the address at which the child is registered with their GP.

False/Incorrect Information

North Cestrian School reserves the right to withdraw a place at a later date if it is discovered that false or incorrect information has been used in order to secure a place.

Unsuccessful Applicants

Unsuccessful applicants may ask to be placed on a waiting list and considered for any places that may arise in the future. These places will be awarded in accordance with the criteria listed above. This waiting list will be maintained to the end of the first term of the school year.

Appeals

Unsuccessful applicants in the normal admissions round have the right to appeal to an Independent Appeal Panel in accordance with the Education Act 1998. Parents wishing to exercise this right should state their intention in writing within 14 days of receipt of the refusal letter. See further information on the appeals process in our Appeals Information and Appeals Timetable below.

Late Applications

Applications made after 31st October 2015 (late applications) will be considered after all on time applications have been considered. Applications for FSM criteria will have eligibility checked in last two weeks of March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than the normal age group
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

If you need advice or assistance with any aspect of the application process or with your application, please do not hesitate to contact the School on 0161 928 1856 or e-mail to admissions@ncs.co.uk

2. APPLICATION FOR PLACES IN YEARS 7 – 11 (IN YEAR APPLICATIONS)

In-Year applications must be made in writing to the School. However, applications made via Trafford admissions will also be processed. Places will be allocated taking account of the admission number for each individual school year according to the admissions criteria 1,3,4,5 and 6 detailed above.

APPEALS INFORMATION AND APPEALS TIMETABLE

To appeal against the decision not to allocate your child a place:

- a. Lodge your intention to appeal directly to Mrs Roby at NCS
- b. Please provide the following:
 - i. Child's name
 - ii. Child's date of birth
 - iii. Child's current school
 - iv. Parent's name
 - v. Postal address and contact number
- c. The timeline for appeals is shown below:

Date (2016)	Details
-------------	---------

1 st March	Offers of place go out
15 th March	Deadline for parents to have responded to offer via the local authority
22 nd March	Deadline to have lodged an appeal with NCS in order to be heard during week beginning 9 th May 2016
Week beginning 9 th May 2016	Individual appeal hearings during which each parent/guardian presents their case to the independent panel (for those lodged before 22 nd March 2016)
June / July	Appeal hearings for anyone who lodged an appeal after 22 nd March 2016