

## **NORTH CESTRIAN SCHOOL 2017 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 2017 will be 125. Applications must be made on your Local Authority's Common Application Form. Places will be offered by your Local Authority on 1<sup>st</sup> March 2017.

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. 10 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 31<sup>st</sup> October 2016.
3. All children who will have a sibling attending the School 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 years 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 as defined in criterion 6 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 31<sup>st</sup> October 2016. This will be checked in the week commencing 6<sup>th</sup> November 2016. 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 1<sup>st</sup> March 2017.

### **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 the average of the distances of the two addresses from the school will be used to determine priority of admission. Where one of the addresses is outside the catchment area the applicant will be regarded as living outside the catchment area.

### **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 31<sup>st</sup> October 2016 (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@northcestrian.co.uk](mailto:admissions@northcestrian.co.uk)

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

In Year Applications should be made via Trafford admissions. 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 North Cestrian.
- 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



## NORTH CESTRIAN SCHOOL - SCHOOL MEALS AND PUPIL PREMIUM

We need information about you and your child, so that we can provide them with the best education and support by making sure that their school receives all the government funding to which it is entitled. Please complete this form and return to your child's school by **October 31<sup>st</sup>**.

### ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth	Name of School

### PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Last Name		
First Name		
Date of Birth		
National Insurance Number		
Daytime Telephone Number		
Mobile Number		
Address		
	Postcode:	Postcode:

### FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box).

Yes  No

If you have ticked yes, you do not need to complete the next section and can go straight to the declaration at the end of the form.

If you ticked no, please place an X in this box if you<sup>1</sup> are in receipt of any of the benefits listed below:

- Income Support
- Income-based Jobseekers Allowance

<sup>1</sup> This includes those who have parental rights for the child/children named on this form.

- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit.

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for free school meals:

**POST-LOOKED AFTER CHILDREN**

Has your child previous been looked after by an English or Welsh local authority before being adopted?

YES  NO

*(If YES, please enclose a copy of the Adoption Order)*

Has your child left local authority care on a special guardianship order or child arrangements order (previously known as a residence order)?

YES  NO

**SERVICE CHILD**

Do you currently serve in HM Armed Forces?

YES  NO

**DECLARATION**

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family’s financial circumstances as set out in this form.

Signature of parent/guardian: .....

Date:.....

**PLEASE RETURN TO: Admissions, North Cestrian School, Dunham Road, Altrincham, WA14 4AJ**