

# NORTH CESTRIAN SCHOOL

## 2019 ADMISSION POLICY: 11-16

**Our Mission:** to provide high standards and broad academic and extra-curricular opportunities in a community where each pupil can thrive and go on to lead a rich and fulfilling life. The School's core values are hard work, honesty and fairness.

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 2019 will be 125. Applications must be made on your Local Authority's Common Application Form. The national closing date for applications is 31<sup>st</sup> October 2018. Places will be offered by your Local Authority on 1<sup>st</sup> March 2019.

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. 5 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 2018.
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 employed by 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.

The child's place of residence means the address where the child normally and permanently lives on a full time basis, not a temporary address or the address of a carer or relative.

### **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 2018. This will be checked in the week commencing 6<sup>th</sup> November 2018. 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 2019.

### **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.

### **Flats**

In the case of a child living in a block of flats, the distance will be measured as defined in criterion 6 above.

### **Home Address**

If a successful applicant moves home between the date of allocation and the beginning of term in September 2019, the offer of a place will be reviewed. As a result of this review, the offer may be withdrawn if as a result of the successful applicant's house move, another applicant who was originally unsuccessful is then promoted to a higher priority on the School's admissions criteria.

For all tenancy agreements a minimum of 12 months tenancy agreement is required with legally supporting documentation and also documentation pertaining to the disposal of the previous home.

Any applicant who moves address must provide evidence and legal documentation to the effect they have purchased and exchanged contracts on a property and documentation relating to proof of disposal to the previous home.

### **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. For avoidance of doubt this date shall be 31<sup>st</sup> December 2019

## **Late Applications**

Applications made after 31<sup>st</sup> October 2018 (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.

## **2. APPLICATION FOR IN YEAR TRANSFERS (Yrs 7 – 11) ie outside the normal admissions round**

Should you wish to be considered for a place that may become available, please complete our online In Year Transfer Application Form which can be found on our school website, [www.northcestrian.co.uk](http://www.northcestrian.co.uk). 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. Applicants will be kept on a waiting list until the end of the Academic Year. Closing date for In Year Applications is Friday 24<sup>th</sup> May 2019.

## **3. APPEALS**

Any applicant refused admission has the right to appeal to an Independent Appeals Panel against the decision by the Admission Authority under the Terms of the Education Act 1998.

- The Admission Authority will establish arrangements for appeals against non-admission.
- 'In Year' admission appeals will be heard within 30 school days of the appeal being lodged.
- Appeals within the normal admission round will be heard within 40 school days of the deadline for lodging appeals. An appeals timetable will be available on the School website by 28<sup>th</sup> February each year.
- The decision of the Appeals Panel will be final and binding to all parties. A second appeal will not be accepted unless there are proven significant and material changes in circumstance.
- Grounds for appeal must be set out in writing. Appeal application forms will be available following the allocation of places in March.
- For appellants who fail to attend a scheduled hearing, the appeal will be heard in absentia.

Appellants considering making a complaint regarding admission of an appeal should contact:

ESFA complaints  
Chief Executive's Office  
53-55 Butts Road  
Earlsdon Park  
Coventry  
CV1 3BH

Any person or body who considers that arrangements are unlawful, or not in compliance with the School Admission's Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator .

Website: [www.gov.uk/government/organisations/office-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator)  
Email: [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk)  
Tel: 01325 340 402  
Office of the Schools Adjudicator  
Bishopsgate House  
Feethams  
Darlington  
DL1 5QE

**APPEALS INFORMATION AND APPEALS TIMETABLE CAN BE FOUND ON OUR WEBSITE**  
**[www.northcestrian.co.uk](http://www.northcestrian.co.uk)**



## 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 |
|----------------------------------|-------------------|-------------------|
| <b>Last Name</b>                 |                   |                   |
| <b>First Name</b>                |                   |                   |
| <b>Date of Birth</b>             |                   |                   |
| <b>National Insurance Number</b> |                   |                   |
| <b>Daytime Telephone Number</b>  |                   |                   |
| <b>Mobile Number</b>             |                   |                   |
| <b>Address</b>                   |                   |                   |
|                                  | <b>Postcode:</b>  | <b>Postcode:</b>  |

### 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 Department, Hamblin Education Trust, Marlborough Road, Bowdon, Altrincham, Cheshire, WA14 2RS.**