

## **NORTH CESTRIAN SCHOOL 2021 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.

The number of places available for admission to Year 7 in September 2021 will be 130. Applications must be made on your Local Authority's Common Application Form. The national closing date for applications is 31st October 2020. Places will be offered by your Local Authority on 1st March 2021. Late applications may only be considered following 1<sup>st</sup> March 2021.

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:

### **1.0 Over Subscription Criteria**

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

- 1.1** 'Looked after' children and 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 (as defined in Section 22 (1) of the Children Act 1989). Previously 'Looked After Children' are children who were looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's guardian (or special guardians). This category includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
  
- 1.2** 5 places allocated to 'Pupil Premium' children, (see section 9) resident in the catchment area (see category 1. 5). To be considered under this criterion, you must complete the supplementary 'Pupil Premium Form' which is available on our School website at [www.northcestrian.co.uk](http://www.northcestrian.co.uk) **This form must be submitted by and no later than 6<sup>th</sup> November 2020.** Hard copies of the form are available from school upon request. 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 2021.
  
- 1.3** 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.

**1.4** 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.

**1.5** Children resident in the catchment area. The catchment area, designed to support the local community, is all WA14 and WA15 postcodes.

**1.6** Children resident outside the catchment area.

If there are more applicants than can be accommodated at the School in criteria 1.1 to 1.6, places will be offered to those children in each criteria whose place of residence is nearest to the School. Distance will be calculated as defined below in 2.0 Distance.

## **2.0 Distance**

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. In the case of a child living in a block of flats, the distance will be measured as defined in this criteria.

## **3.0 Home Address**

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

**3.1** If a successful applicant moves home between 1<sup>st</sup> March 2021 and the beginning of term in September 2021, 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.

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

**3.3** 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.

**3.4** 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.

## **4. 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.

## **5. 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.

## **6. Unsuccessful Applicants**

Unsuccessful applicants will remain on our waiting list and be considered for any places that may arise in the future. These places will be awarded in accordance with our oversubscription criteria. This waiting list will be maintained up to 31st December 2021. After which point the parents should make an In year Transfer Application (see section 10).

## **7. 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 Head Teacher 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, Head Teacher 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.

## **8. Education Health Care Plan**

An EHCP (Education Health Care Plan) made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

## **9. Pupil Premium**

'Pupil Premium' is funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. In addition to 'Looked After' children, schools receive pupil premium funding for pupils who were looked after by an English or Welsh local authority before being adopted, or who left care on a Special Guardianship Order or Child Arrangements Order.

Schools also receive funding for each child registered as eligible for free school meals at any point in the last 6 years. Schools also receive funding for Service Premium children who have a parent serving in the regular armed forces either currently or within the last 3 years; and children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces. as well as funding for children who have a parent serving in the UK armed forces.

## **10. In Year Transfer Applications (Years 7 - 11)**

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 the admission number for each individual school year according to the admissions criteria detailed above. Applicants will remain on our waiting list until the end of the Academic Year. Our closing date for In Year Transfer Applications is 31st May 2021.

## **11. 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 Transfer' 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 28th February each year.

The decision of the Appeals Panel will be final and binding to all parties. A second appeal will not be granted unless there are proven significant and material changes in circumstance. Grounds for appeal must be set out in writing. Appeal application forms will become 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 administration 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  
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