

<b>School Policy for:</b>	Admissions Policy 2023-24		
<b>Date:</b>	January 2022		
<b>Policy Lead(s):</b>	David Phillips		
<b>Approved by (X):</b>	<i>Full Governing Body</i>	<input type="checkbox"/>	<i>Business Management Committee</i> x
	<i>Pay Committee</i>	<input type="checkbox"/>	<i>Pupil and Resources Committee</i>
	<i>Curriculum and Students' Progress Committee</i>		<input type="checkbox"/>
<b>Approval signature and/or date:</b>	19/01/2022 Chair of Governors (revised 20/5/2022)	<i>Michael Wise</i>	
<b>Next review date:</b>	n/a		



# CHILWELL SCHOOL

## Admissions Arrangements for September 2023

## Chilwell school admissions arrangements for September 2023

Chilwell School is an 11-18 mixed comprehensive school. Chilwell School has strong links within the Chilwell family of schools with whom we collaborate at all levels. Our admissions policy reflects commitment to this collaboration. We are an aspiring positive learning community with a belief in equipping students with the skills and knowledge to achieve their personal best.

We are an inclusive school and welcome all applications. Chilwell School cannot guarantee school places but we will endeavour to provide places for all children, whether or not they have attended one of the Chilwell Family of Schools, provided they can be accommodated within the admission limits.

Admissions to Chilwell School into year 7 are managed by Nottinghamshire County Council. To apply for a place at Chilwell School or for more information on Nottinghamshire County Council's school admissions procedures, available at:

<https://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place>

Pupils will be admitted at the age of 11+ without reference to ability or aptitude.

The published admission number for **Year 7 in September 2023 is 180**.

In accordance with the School Admissions Code 2023 children with an Education Health Care Plan (EHCP) that names Chilwell School will be automatically admitted.

If the school is oversubscribed, the following criteria will be used to determine the allocation of places. In the event of over subscription within any particular category, within each of the criteria, priority will be given to the child who lives closest to the school. Distance is measured from the child's home to the entrance of the school (reception) in a straight line (as the crow flies) calculated using 'Google Maps Distance Calculator'. For an explanation of how a child's home will be determined refer to the Notes section below.

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).'

*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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.*

*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). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.*

*A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).*

*Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements 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 special guardian (or special guardians).*

2. Children of members of staff who are employed by Chilwell School. This constitutes any adult employed on a permanent full or part time basis by the governing body of Chilwell School for two or more years at the time the application for admission is made OR a member of staff who has been recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children who attend the Chilwell family of Schools (The Lanes primary school, John Clifford primary school and Rylands junior school) who were on the roll at the time of application and who were still on roll on the closing date for applications. Within this category first priority will be given to those who will have a brother or sister attending Chilwell School at the time of admission. Where applications are received in respect of twins, triplets or children of other multiple births from the Chilwell family we will endeavour to offer the relevant number of places admitting above the planned admission number where appropriate.
4. Children not attending the Chilwell family of schools who will have a sibling attending Chilwell School at the time of admission. Where applications are received in respect of twins, triplets or children of other multiple births we will endeavour to offer the relevant number of places admitting above the planned admission number where appropriate.
5. Remaining places will be allocated to the child who lives closest to the school. Distance is measured from the child's home to the entrance of the school (reception) in a straight line (as the crow flies) calculated using 'Google Maps Distance Calculator'. For an explanation of how a child's home will be determined refer to the Notes section below. In the event of two distances being exactly equal resulting in the PAN being exceeded then random allocation by lot will be conducted by a body independent of Chilwell School.

### **Special circumstances**

Special consideration will be given to children with an exceptional level of need with regard to a physical or medical disability, provided written evidence from a registered health professional such as a doctor, is received at the time of application. We are a pathways school and have good access for students with physical disabilities.

Requests from Nottinghamshire County Council for 'hard to place children' under the Fair Access Protocol will be given special consideration.

Children of nomadic travellers will be allocated a place at the school in line with the admission criteria stated above.

The governors of the school will consider each application on its merits. Cases agreed under 'special circumstances' will take precedence over all of the numbered criteria.

### **Sixth Form Admissions**

The admission number for year 12 entry into the sixth form for external pupils is 40.

Admissions into the sixth form will be allocated to those who have applied by the closing date taking regard to the following factors set out in order of priority:

1. Students in public care who are 'looked after' or adopted at the time an application for admission is made and who the local authority confirm will still be 'looked after' or adopted at the time of admission to school.
2. Pupils transferring from other schools who meet the school's minimum entry requirements (At least 40 places will be available for pupils transferring from other schools.).

In the event of there being more applicants than places available in 3 above, the deciding factors will be, in order of priority:

- (i) Whether there is a sibling on roll at Chilwell School at the time of entry to the sixth form. Where applications are received in respect of twins, triplets or children of other multiple births we will endeavour to offer the relevant number of places admitting above the planned admission number where appropriate.
- (ii) Priority will be given to children who live nearest to the school as the crow flies (by straight line). Distance is measured from the applicant's home to the entrance of the school (reception) in a straight line (as the crow flies) calculated using 'Google Maps Distance Calculator'. In the event of two distances being exactly equal resulting in the PAN being exceeded then random allocation by lot will be conducted by a body independent of Chilwell School.

### **Waiting List**

In the event of over subscription, the school will operate a waiting list. A child's place on the waiting list will be determined by the above criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received, each added child to the school's waiting list will require the list to be ranked again in line with the published oversubscription criteria. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list. The governors of the school will maintain waiting lists in partnership with Nottinghamshire County Council until 31 December 2023. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the governors of the school. The waiting list will be maintained until the end of the autumn term of the year of admission.

### **Late Applications - normal admission rounds only**

Applications from parents/carers received after the closing date may be considered by Nottinghamshire County Council as on-time, with the agreement of the relevant admission authority (Chilwell School), in the following circumstances:

- relocation into the area of Nottinghamshire County Council from another local authority
- relocation within Nottinghamshire
- exceptional reasons for missing the closing date, e.g. family bereavement, hospitalisation or family trauma

Information outlining why the application was received late together with evidence of relocation must be provided.

Information outlining why the application was late, together with evidence of relocation, must be provided by:

- 30 November 2022 for children transferring from primary phase to secondary education and atypical schools.

Any applications received after 1 September 2023 will be processed as in-year applications.

For further information see <https://www.nottinghamshire.gov.uk/education/school-admissions>

### **In Year Admissions**

In-year application refers to pupils who are new to the area, changing schools or without a school. An in-year application should be made directly to the school.

All applications made outside of the normal year of entry should be made directly to the school and will be administered according to the above criteria. If a place is available in the appropriate year group, then that will be offered. If no places are available the application will be refused, right of appeal offered and the child's name placed on the waiting list. The position on the waiting list is determined by the school's over subscription criteria. In the event of a place becoming available during the course of a year an offer of a place will be made from the waiting list.

In the event that a tie-break is necessary to determine which child is admitted due to over subscription within any particular category, within each of the criteria, the child living closest to the school, will be given priority for admission. Distance is measured from the child's home to the entrance of the school (reception) in a straight line (as the crow flies) calculated using 'Google Maps Distance Calculator'. For an explanation of how a child's home will be determined refer to the Notes section below.

Otherwise all applications for year 7 places must be made through the home Local Authority admissions scheme.

Where mid-term applications are received from children for whom Chilwell School is the named school in an (EHCP) education health and care plan or from children 'looked after' by the local authority, the school will admit regardless of whether or not a place is available in that year group.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group if, for example, the child is gifted and talented or has experienced problems such as ill health. This also applies to parents of summer born children (1 April to 31 August). When applying for a place parents need to make it clear that they are seeking a place outside of the child's normal age group and they should clearly state why. Parents should supply any relevant supporting information such as the child's academic, social and emotional development, the child's medical history and the views of a medical professional, and whether the child has previously been educated out of their normal age group. You will be informed in writing of the governors' decision with clear reasons for this decision. Parents have a right to appeal if their request is refused but not if a place is offered at the school but it is not the parents preferred age group.

### **Withdrawing an Offer of a Place**

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would indicate fraudulent application, intentionally misleading applications, a false claim to residence leading to entry to one of the schools in the family of schools, and the failure of a parent to respond to an offer of a place within a reasonable amount of time. When a place is withdrawn, parents have the right of appeal.

### **Appeals**

When an application for a school is refused, the parent has a right to appeal to an independent appeal panel. Parents are informed of this when they receive their outcome and to lodge an appeal for community and voluntary controlled schools, parents should contact Nottinghamshire County Council. Further information is available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

Repeat applications will not be considered for the same school in the same school year unless there has been a significant and material change in the circumstances of the application or those of the school.

A significant and material change in circumstances is something that alters the decision already made. A house move may not necessarily be considered a substantial change and will not give a further right of appeal.

### **Fair Access Protocol**

Every school is obliged to take part in local fair access protocols. Fair access protocols exist for children who have no school place and who are at risk from missing education due to several factors. Fair access protocols work by a group of schools discussing who can best meet the needs of pupils who fall into this category. The fair access protocol procedure takes precedence over the waiting list.

Hard to place children who fall under the Derbyshire and Nottinghamshire Fair Access Protocol include:

- Children from the criminal justice system or Pupil Referral Units who need to be reinstated or reintegrated into mainstream education.
- Children who have been out of education for two months or more;
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- Children who are homeless;
- Children with unsupportive family backgrounds for whom a place has not been sought;
- Children who are carers;
- Children with special educational needs, disabilities, or medical conditions (but without an Educational Health Care Plan).

Nottinghamshire County Council maintains its own fair access protocol, available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

### **Notes and Definition of Terms**

#### **Home address**

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that the

child's place of residence is permanent may also be sought and this should prove that the child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration. For families of service personnel with a confirmed posting, or crown servants returning from overseas, the school will allocate a place in advance of the family arriving in the area (as long as one is available), and provided the application is accompanied by an official letter that declares a relocation date. Nottinghamshire County Council will accept a Unit postal address or quartering area address for a service child.

### **Siblings**

The Governors define siblings as being those children who share at least one parent as defined in these terms. This includes step-siblings, legally adopted siblings, foster siblings or other children living permanently at the same address as the sibling.

### **Parent**

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has care of a child or a young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

### **An adoption order**

This is an order under section 46 of the adoption and children act 2002. This includes children who were adopted under the adoption act 1976 (see section 12 of adoption orders) and children who were adopted under the adoption and children's act 2002 (see section 46 adoption orders). 'Child arrangement orders' are defined in section 8 of the children act 1989 as amended by section 12 of the children and families act 2014. 'Child arrangements orders' replace 'residence orders' and any residence order in force prior to 22 April 2014 is now deemed to be a 'child arrangement 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 special guardian (or special guardians).

### **UK service personnel and other crown servants**

Applications from families of UK service personnel and other crown servants will be processed in line with the governors' admissions criteria. The governors will accept an official MOD, FOC or GCHQ letter declaring a relocation date as proof of residence and the child or children will be offered a place if places are available or placed on the waiting list and be subject to move up and down the list as described above.

### **Measuring Distance 'As the Crow Flies'**

The Governors of the school will use the distance from the entrance of school (reception) to the child's home (see Home Address of Notes section) in a straight line (as the crow flies) calculated using 'Google Maps Distance Calculator'.

**Appendix 1:**

**Chilwell School In-Year Application Form**

<https://forms.gle/4iyB1WgD94Ean5qw5>



