



# The Castle Partnership Trust

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## Admissions Policy

**Date: September 2017**

**Executive Headteacher: Sarah Watson**

**Headteacher of Court Fields School: Rachael Bennett**

**Lead Person: Executive Headteacher**

## **Transferring School at 11+**

A programme of open mornings and an open evening will be offered in order to provide an opportunity for prospective students and their parents to visit the secondary schools within the Trust.

The Governing Body is the Admissions Authority for the Trust and all admission decisions are taken by an Admissions Committee consisting of at least three governors, adhering each school's published Admissions Arrangements. The Local Authority (LA) is responsible for co-ordinating all school place applications for transfer at 11+ throughout Somerset via the LA's coordinated admission scheme.

## **Admissions to the school at other times**

Decisions about admissions to each school will be made by the Governors' Admissions Panel (as agreed by the Board of Directors) in accordance with the published Admission Arrangements. An in-year application form must be completed. This is available from the schools' websites or from the school offices. Applicants will receive a response within 10 school days of the Trust receiving the application form. If a place is offered, it will be held open for 10 school days, during which time applicants will need to confirm acceptance of the offer and the student must have started attending the relevant school. Applications submitted during holiday periods will not be considered until the schools are back in session.

When the decision to admit a student has been taken by the Admissions Panel, a member of the relevant School Leadership Team will meet with the student and his/her parent(s) or carer(s) prior to admission. This meeting will be used both to identify information which will guide curriculum design for the student and to offer an opportunity for the parent(s)/carer(s) and student to gain knowledge about the school (including through the issue of literature such as the parent/student handbook.) The parent(s)/carer(s) will complete an admission form following the meeting and the home/school agreement will be agreed and signed.

Contact will be made with the student's previous school(s) in order to identify key issues relating to educational background. A curriculum will then be planned for the student in the light of this information.

The student will be admitted to the school following completion of the planning of her/his curriculum. The SLT member responsible for the admission will allocate the student to a House/tutor group.

On her/his first morning the student will be asked to report to reception where she/he will be met by her/his Head of House or Form Tutor. The Head of House or Form Tutor will provide support to the student, including identification of another student who will act as buddy/mentor, during the induction period. Support will then be given on an ongoing basis through the school's normal procedures.

### **Unsuccessful Applications to the School**

If the Governors' Admissions Panel refuses an application to a school, parents/carers will be made aware that their son/daughter can be placed on a "real time" waiting list. If and when a place becomes available in the relevant year group at the relevant school, the over-subscription criteria (appendix 1) will be applied to the waiting list and a place offered to the person at the top of the list.

### **Published Admission Number**

Governors have set the Published Admission Number (PAN) for The Castle School at 240 for Year 7 and the admission limit for each year group in Years 8-11 at 237. The PAN has been set for Court Fields School as 172 in each year group for Years 7-11.

## APPENDIX 1

### **Oversubscription Criteria 2017/18 Academic Year**

Following the admission of any student with a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) naming The Castle School/Court Fields School\*, the Governors will consider all other admission applications. If the number of applications exceeds the Published Admission Number (PAN) or admission limit for the year group concerned, the Governors will consider all applications received against the oversubscription criteria. This will enable the Governors to rank children according to priority and identify those children who could be allocated a place.

1. Looked After Children and previously Looked After Children who are now formally adopted.
2. Children living in the designated catchment area with a sibling attending the Castle School/Court Fields School\* at the time of application.
3. Children of staff employed at The Castle School/Court Fields School\*.
4. Children living in the designated catchment area at the time of application.
5. Children living outside the designated catchment area with a sibling attending The Castle School/Court Fields School\* at the time of application.
6. Children not satisfying a higher criterion.

\*Depending on the school applied for.

## APPENDIX 2

### The Admissions Timeline for Year 7 September 2018/19 Admissions:

- |                               |  |
|-------------------------------|--|
| 31 <sup>st</sup> October 2017 | Submission deadline for a school place application (completed application forms must be submitted electronically or on paper directly to the Local Authority and be received by 23.59 hours on 31 <sup>st</sup> October 2016)                      |
| 1 <sup>st</sup> December 2017 | Closing date for exceptional circumstance applications and all supplementary information   |
| 1 <sup>st</sup> March 2018    | National offer day for secondary school places. (Decision letters in connection with all on time applications will be sent out by the Local Authority on behalf of the Governing Body on 1 <sup>st</sup> March 2018 by email or second class post. |
| 12 <sup>th</sup> April 2018   | Closing date for receipt of appeal applications, from parents who were notified of their outcome on 1 <sup>st</sup> March 2018.  |