



The Castle Partnership Trust

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Admissions Policy

September 2018

Executive Headteacher: Sarah Watson
Headteacher at Court Fields School: Rachael Bennett
Headteacher at Wellesley Park School: Jo Dentith
Head of School at The Castle School: Fran Gormley

Lead Person: Executive Headteacher

Due for review: Autumn term 2019

Starting School at 4+ and Transferring School at 11+

A programme of open mornings and/or an open evening will be offered in order to provide an opportunity for prospective students and their parents to visit the 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 to each school's published Admissions Arrangements. The Local Authority (LA) is responsible for co-ordinating all school place applications for children starting school or transferring schools 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 (14 school days for Wellesley Park), 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/class.

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, Form Tutor or Class Teacher. The Head of House/Form Tutor/Class Teacher 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. Waiting lists are maintained for six months after the date of application.

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. The PAN for Wellesley Park School has been set at 56 for each year group.

APPENDIX 1

Oversubscription Criteria 2018/19 Academic Year

At The Castle School and Court Fields School

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.

At Wellesley Park School

1. Looked After Children – children who are in the care of a Local Authority or have previously been and are now formally adopted.
2. Children without a statement of Special Educational Needs, identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the school as the nearest accessible school.
3. Children living in the catchment area with an older sibling at the school at the time of admission and who live at the same address.
4. Children living in the catchment area.
5. Children living outside the catchment area with an older sibling at the school at the time of admission and who live at the same address.
6. a) Children of permanent staff employed at the school for at least two years prior to

the application closing date.

b) Children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. Children not satisfying a higher criterion.

APPENDIX 2

The Admissions Timeline

Year 7 September 2019/20 Admissions:

- 31st October 2018 Closing date for school place applications.
- 3rd December 2018 Closing date for exceptional circumstance applications and all supplementary information.
- 1st March 2019 Second Admission outcomes e-mails will be sent to those who applied on-line. Outcome letters will be sent out by second class post to those who applied using a paper form.
- 29th March 2019 Closing date for receipt of appeal applications, from parents who were notified of their outcome on 1st March 2019.

Reception September 2019/20 Admissions:

- 15th January 2019 Closing date for school place applications.
- 8th February 2019 Closing date for exceptional circumstance applications and all supplementary information.
- 16th April 2019 Primary Admission outcome emails will be sent to those who applied on-line and outcome letters will be sent out by second class post to those who applied using a paper form.
- 21st May 2019 Closing date for receipt of appeal applications from parents who were notified of their outcome on 16th April 2109.