



**NORTH LEAMINGTON
SCHOOL
ADMISSIONS POLICY**

NLS –Admissions Policy (September 2019 entry)

North Leamington School became an academy on 1 November 2016 and the admission authority for North Leamington School is the academy trust - "North Leamington School". The trust is also responsible for arranging an independent appeal against refusal of a place at the school. The trust must act in accordance with admissions legislation and the School Admissions Code 2014.

Purpose of this Policy

The purpose of the Policy is to ensure that places at North Leamington School are allocated and offered in an open and fair way in accordance with the School Admissions Code 2014.

Applying for a place

A parent can apply for a place for their child at any state-funded school. Parents apply to the local authority in which they live (for North Leamington School this is usually Warwickshire County Council) for a place at North Leamington School. The annual closing date for applications to be made to the local authority is 31st October for a place the following September.

Published admission number

North Leamington School will have an admission number of 240 for entry into year 7. If North Leamington School is undersubscribed, any parent that applies will be offered a place. If oversubscribed, it will rank applications in order against its published oversubscription criteria below and return that list to the local authority.

Oversubscription criteria

Where there are more applications for North Leamington School than there are places available and, after the admission of children with Statements of Special Educational Need or EHC plans where North Leamington School is named, the following criteria (in the order listed) will be used to allocate places:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, 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 (see the definition in section 22(1) of the Children Act 1989).
2. Children who live in North Leamington School catchment area for the majority of the school week, with priority for admission given to those children who live nearest to North Leamington School as the crow flies. This catchment area is published on the Warwickshire County Council web site and further described below. A copy of the catchment area map is available from the school office.
3. Children who will have a brother or sister attending North Leamington School at the time of admission, with priority for admission given to those children who live nearest to North Leamington School as the crow flies. For these arrangements the term brother or sister includes half brother or sister or legally adopted child being regarded as the brother or sister.
4. Children of staff employed by North Leamington School where the member of staff has been employed at the school for two years or more at the time the application for admission to the

school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Other children, with priority for admission given to children who live nearest to North Leamington School as the crow flies.

Notes

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

Distance will be calculated by using a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data)'.

Where two or more children receive equal admission priority given the above criteria, random allocation will be used as a tie-break in any criterion to decide who has highest priority for admission. This process will be independently verified by a person appointed by the school.

North Leamington School may need to ask for proof of the following when applying the oversubscription criteria:

- Address
- Child's date of birth
- A copy of an adoption order, child arrangements or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

The catchment area for North Leamington School includes:

- The parishes of Cubbington, Blackdown, Eathorpe, Hunningham, Offchurch, Old Milverton and Weston-under-Wetherley, Bubbenhall.
- The town of Royal Leamington Spa bounded in the south by the River Leam from the Radford Semele parish boundary to Milverton Court and following Milverton Court (excluded) and Warwick New Road (only properties on the north side are included) to the Warwick parish boundary. The western boundary follows the Warwick parish boundary to the Old Milverton parish boundary.

Right to Appeal

Parents have the right to appeal against North Leamington School's decision to refuse admission. When North Leamington School informs a parent of a decision to refuse their child a place at the school, it will include:

The reason why admission was refused.

- Information about the right to appeal.

- The deadline for lodging an appeal.
- The contact details for making an appeal.

Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing. North Leamington School will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal North Leamington School is required to admit the child.

Withdrawing an offer or a place

North Leamington School will withdraw an offer if:

- It is established that the offer was obtained through a fraudulent or intentionally misleading application.
- A parent has not responded within a reasonable period of time to the offer of a place (20 school days). During this 20 school day period the parent will be notified that the offer may be withdrawn and given an opportunity to respond and explain.
- It has been offered in error.

North Leamington School will not withdraw a place once a child has started at North Leamington School, except where that place was fraudulently obtained.

Waiting list

If North Leamington School is oversubscribed, it will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the oversubscription criteria and will be subject to re-ranking when new applicants are added to the list. The waiting list will be maintained for the first academic term in the year of admission.

In year applications

North Leamington School is responsible for administering in-year applications. A parent requesting a place at the school should request an application form from the school office. On receipt of an in-year application the school will:

- Allocate a place if one is available.
- If a place is not available, inform parents of that fact and the reasons why and inform parents of their right to appeal against the refusal of a place.
- Notify the local authority of both the application, and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

In Year Fair Access Protocol

As required by the School Admissions Code 2014, North Leamington School will participate in the Fair Access Protocol arrangements.

Children out of normal age group

The vast majority of children are educated in the year group determined by their date of birth. Paragraph 2.17 of the School Admissions Code does, however, allow parents to request that their child is educated outside of their normal age group; for example, if their child is gifted or talented or has experienced problems such as ill health. If a parent / carer wishes to request that their child is taught out of year group they should submit their request to North Leamington School along with their reasons. Parents are encouraged to do this ahead of the relevant closing date for applications.

Parents may also wish to submit other information in support of their request; for example from professionals who have worked with their child. Each request for a child to be taught out of year group will be looked at on an individual basis with all available information considered. Any decision taken will be on the basis of what is in the child's best interests. Decisions as to whether or not a child is educated out of year group will be taken by the admission authority.

Parents will be notified once a decision is reached along with the reasons for the decision. Parents will also be notified of the potential risks of a child being taught out of year group.

Separated Parents

Where individuals or parties with parental responsibility cannot agree on either the home address or the school preferences to name on an application, the Admissions Service will then consider the application using the address which is held by the child's GP surgery (if the address cannot be agreed) and they consider the school preferences named by the parent who lives at that same address. Any other applications will be disregarded.

Should they fail to do so by the published closing date the Council has the right to nominate the address that it considers appropriate.

In the case of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make a single application which both parents are in agreement with. North Leamington School will not become involved in disputes between parents. Where more than one application is received in respect of a single child and the parents cannot reach agreement over the content of the application, North Leamington School reserves the right not to process either application until an agreement between the parents is reached.

Twins, Triplets or other multiple-births

Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, place(s) will normally be offered to the other multiple-birth child(ren) where North Leamington School agree - even if this means going above the school's Published Admission Number.

Sixth Form

North Leamington School sixth form is a local community school and will consider all applications from parents/carers who wish to send their children to this school.

North Leamington School will continue to operate an open access policy, however the sixth form specialises in advanced level course provision. We will endeavour to offer the best advice and guidance to prospective students regarding the suitability of courses to meet their needs and to ensure their success in the sixth form.

The Admissions criteria are:

1. GCSE performance

The criteria for entry to the Academy Sixth Form will be a minimum of 5 GCSE qualifications at grade 5 or above in English and Maths and grade C or above in at least three other GCSE subjects. Furthermore, students will need to meet the specified entry requirements for each individual subject/course as specified in the sixth form prospectus. The entry criteria apply equally to internal and external applications.

2. An appropriate course is on offer

We cannot offer all subject combinations. By 'appropriate course' we mean that we are both able to offer the combination of subjects the student wishes to study and the student has met the subject specific entry requirements as specified in the sixth form prospectus.

Internal Students

All internal students who meet the above criteria will be offered a place in the sixth form.

External Students

The school admits students who are studying elsewhere in Year 11. The Published Admission Number will depend upon the number of internal students who apply and take up a place in the sixth form. However the school will admit a minimum of 5 external applicants.

If the number of external applicants does not exceed the Published Admission Number, all external applicants who meet the admission criteria will be admitted.

If the number of applicants exceeds the Published Admission Number, then the oversubscription criteria for external students will be applied. External applicants to the School will need to complete a supplementary form and provide the following evidence:

- Proof of date of birth
- Proof of address

Oversubscription Criteria: (for external students only)

The criteria for oversubscription will be applied in the following order until all places have been allocated and the Admission Number is reached. All students must meet the entry criteria:

- a. Students who are in the care of the Local Authority (looked after children) or previously looked after children.
- b. Other students.

Tiebreaker – Distance to the door

If the sixth form receives more applicants than there are places, priority will be given to those living nearest to the school.

The distance that determines how close the child lives to the school is the shortest straight-line distance, as the crow flies, between the entrance to the child's permanent address and the entrance door to the school main building. The distance is measured in kilometres to four decimal places, using dataMAP SMART Education GISD software or equivalent. In the event of two or more distances being the same, random allocation will be used to decide the priority given to each application.

The student's permanent address is where he or she normally lives and sleeps and goes to school from on the majority of school nights (Sunday – Thursday). Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the sixth form, the offer of a place will be withdrawn and the application cancelled.

Applicants not offered a place are sent details of how to appeal and can ask to be placed on the School's Waiting List. Applicants are offered a place from the waiting list in order of their ranking on the list up until the end of the summer term preceding Year 12 entry.

All students interested in a place in the Sixth Form should apply by the 15 December 2017. Applications received after 15 December 2017 will be deemed as late. All late applications will be dealt with once all the 'on time' applications have been processed.

Progression into Year 13

The criteria for continuing onto Year 13 study is based on any AS exams, Year 12 progression exams and/or internal report/assessment data.

1. Students must achieve at least Grade D in the three subjects they wish to pursue to Year 13. The exception to this is Maths; Further Maths; Biology; Chemistry and Physics where they must achieve a Grade C to pursue to Year 13 and at least a D in their other chosen subjects. In addition, where necessary, students must have completed their GCSE Maths and/or English to at least grade C level by the end of Year 12 to continue on to any Year 13 course.
2. Students will enrol onto A level courses where, in the main, formal assessment is at the end of two years. Suitability to progress will be determined by using internal data, progression exams and results of any modular exams sat. Remember: Content for A Levels is progressive and Year 13 content is more demanding than Year 12, therefore it is unrealistic for anyone to imagine they will cope with the tougher material if they have not met the required level/standard during their first year of study.
3. Students will start/enrol onto three A level subjects (in rare exceptions at the school's discretion a student may be allowed to start with four.) Where teacher assessments and internal data suggest a student will fail a subject the school reserve the right at any time during the Year 12 or Year 13 academic year to remove them from this subject in order to enable more support to be given in ensuring the subjects they remain on are a success.
4. In addition to all the above progression onto Year 13 is dependent upon a good attitude to learning, attendance (above 95%) and punctuality. Students who have attendance that is below 95% for Year 12 will not be allowed to continue onto any Year 13 courses.
5. Where students are following Level 3 BTEC qualifications, enrolment into Year 13 is dependent upon a satisfactory report and good attendance record (above 95%), as well as achievement over the year being in line with expected targets and all Year 12 assignments having been completed.

6. Students are not allowed to repeat Year 12 courses. Year 12 and Year 13 courses run concurrently over a two year period only. Therefore, an additional third year in the sixth form is not an option.
7. In exceptional circumstances the Head of Sixth Form will look at individual cases if the progression criteria above is not met. In these cases continuation will be at the discretion of the school.

Approval and Review

Effective from: September 2019

Approved by: Full Governing Body

Review Leader: Joy Mitchell