

<b>Title</b>	<b>Admissions (2018)</b>
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>• Equal Opportunities</li> <li>• Accessibility Plan</li> </ul>

REVIEWED: SEPTEMBER 2016

NEXT REVIEW: SEPTEMBER 2017

## 1. Policy Statement

- 1.1 The Brooke Weston Trust is the admission authority for all its academies. This policy sets out the admission arrangements for all its academies.
- 1.2 The Brooke Weston Trust will consider all applications for places at each of its Academies in line with this policy. Where fewer applications are received than the published admission number, the individual named Academy will offer places to all those who have applied.

## 2. Who does this policy apply to?

- 2.1 All persons applying to one of the Brooke Weston Trust Academies.
- 2.2 Those persons with delegated authority to make decisions on admissions in line with this policy.

## 3. Who is responsible for carrying out this policy?

- 3.1 Brooke Weston Trust is responsible for the operation of this policy.

## 4. What are the principles behind this policy?

- 4.1 The Brooke Weston Trust is committed to ensuring that its intake across all of its schools is representative of the national ability range and is comprehensive in intake. (For primary phases it ensures each Academy services its local area).
- 4.2 The admission arrangements determined by the Brooke Weston Trust are in accordance with the statutory framework currently set out in the School Standards and Framework Act 1998 (and regulations made thereunder) and the School Admissions Code (currently December 2014 version).

## 5. Procedures - The Admission of Pupils to Brooke Weston Trust Academies

### General

- 5.1 The Trust will adhere to each Local Authority's co-ordinated scheme which can be found on the relevant authority's website.
- 5.2 The Brooke Weston Trust will act in accordance with, and will ensure that each of the Independent Appeal Panels is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education ("the Codes") as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to "admission authorities" shall be deemed to be references to the governing body of the Brooke Weston Trust.
- 5.3 Notwithstanding the generality of paragraph 1 the Brooke Weston Trust will participate in the co-ordinated admission arrangements operated by the LA (Local Authority) for the specified area and the local in-year fair access protocol.

### Procedure for Admitting Pupils

- 5.4 The Brooke Weston Trust has agreed admission numbers for each of its Academies for each of the years for admissions. The published admission number for each academy are set out in the appendices.
  - 5.4.1 **Nursery (if applicable)**

- Where the Brooke Weston Trust operates nursery provision, they will specify the number of places available in that nursery per session e.g. each morning and each afternoon.
- Places per session will be offered as either full or part time.
- All places will be 'free places' i.e. free for one session (3hrs is one session).
- Children are admitted from the September of the school year when they will become three.
- NB: Attendance at the Nursery does not guarantee admission to the Primary Phase of the particular Academy.

#### 5.4.2 Reception Class

- A separate application must be made for admission to the Reception.
- Reception Class is defined in the Schools Admissions Code as "a class in which education is provided which is suitable for children aged 5 and any children who are under or over 5 whom it is expedient to educate with pupils of that age."
- Admissions to Reception classes at each of the relevant primary Academies are made in the September following the child's fourth birthday. A child must start the term after they are five.
- Applications for a Reception place must be done in accordance with the co-ordinated scheme, but applicants (e.g. parents of Summer born children) in receipt of an offer may defer entry until later in that school year but not beyond the point the child reaches compulsory school age or the beginning of the final school term in the school year in which the request was made.
- The Academy shall, where applicable, consider applications from children from multiple births, whilst taking into account the responsibility to teach in groups of 30 or fewer per teacher in infant classes.
- Where possible twins/multiple births will be placed at the same school. In cases where there is one place left and the next child on the list is one of a twin, triplet or multiple birth, the local LA School Admissions Team will contact the parents and discuss the options with them where this is known at the time of application. The parents will need to decide whether to accept one place at the school or to keep the children together by accepting another school. (Consideration will not guarantee entry)

#### 5.4.3 Years 7-11

Each of the Academies has stated their published admissions number in the following appendices. Their oversubscription criteria directly relate to the named Academy.

#### 5.4.4 Post 16 (if applicable)

- Most of the secondary Academies have capacity to accept pupils in the Sixth Form (see Appendices). Each Academy has a published admission number which represents the external number of candidates that it will admit. In such circumstances, each Academy will apply the same academic entry requirements as it does to pupils already on roll in the Academy.

- In any specific year, the Brooke Weston Trust may determine that in respect of any of its academies it is able to admit pupils above the published admission number for that academy. Where such a determination is made, the Brooke Weston Trust will notify the relevant local authority.

## Process of Application

- 5.5 Arrangements for applications for places at any of the Brooke Weston Academies will be made in accordance with the local LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant Local Authority.
- 5.6 The Brooke Weston Trust will use the relevant LA's timetable for applications to the individual Academies each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within the LA.

## Consideration of Applications

- 5.7 The Brooke Weston Trust will consider all applications for places at the named Academy. Where the number of applications does not exceed the published admission number for the individual academy, the Trust will offer places to all those who have applied during the normal admissions round.
- 5.8 Although most children will be admitted to the Academy within their own age group, Brooke Weston Trust will consider requests from parents for their child(ren) to be educated outside of their normal age group. Parents are advised to contact the Trust to discuss such a request and submit any relevant evidence with their formal application. The decision whether to offer a place out of year group rests with the Trust and decisions will be taken in line with the School Admissions Code. Parents will have a right of appeal if a place is refused at the academy. Parents do not have a right of appeal if a place is offered in a year group other than the year group for which they applied.

## Common terms/definitions

- 5.9 The Brooke Weston Trust has adopted a number of key definitions that apply across the oversubscription criteria in its academies. In order to assist understanding of the admission arrangements, the key terms are set out below:

### 5.9.1 **Looked After Children and all 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 (see section 22(1) Children Act 1989) at the time of making an application to a school.
- A previously Looked After Child is a child who was looked after but ceased to be so because the child was adopted (under the Adoption Act 1976 or Adoption and Children Act 2002) or become the subject of a child arrangements order (section 8 Children Act 1989) or a special guardianship order (section 14A Children Act 1989).

Evidence from the relevant social services department may be requested to determine eligibility under this criterion.

### 5.9.2 **Home address**

Where a child lives or their "home address" will be determined at the time of application. The child's home address is defined as the address at which the child normally resides with their parent/carer.

If a child lives with their separated parents for different parts of the week, the Trust will treat their home address as the place the child sleeps for the majority of the school week. If the child

spends equal periods at the two addresses, the parents must agree to nominate one address to be taken as the home address.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Trust reserves the right to seek further documentary evidence to support your claim to residence. The Trust will withdraw any place allocated if the address is found to be false.

### 5.9.3 **Sibling link**

A sibling link will arise where one of the conditions in each of A and B are satisfied.

#### **Condition A**

- A brother or sister living at the same address, who shares the same parents;
- A half-brother or half-sister living at the same address, where two children share one common parent;
- A step brother or step sister living at the same address, where two children are related by a parent's marriage;
- Adopted or fostered children living in the same household.

#### **Condition B**

For the sibling link to apply, one of the siblings must be a registered pupil at the named Academy at the time of application and is expected to remain on roll at the point of admission.

#### **Additional Sibling Link Information**

Although the definition of "Sibling" does not specify whether the Sibling should be younger or older, it should be noted that for admissions to the primary or secondary phases of education, the sibling link will only be valid where the older sibling is on roll at the academy at the time of application and is expected to be still on roll at the time of admission. For post-16 applicants only, the sibling link can arise where there is an older or younger sibling at the named Academy at the point of application and expected to be on roll at the point of admission.

## **Brooke Weston Trust – admission processes**

### **5.10 Waiting List**

5.10.1 The Brooke Weston Trust will operate waiting lists for each of its academies. These lists will be maintained until 31 December in the normal year of entry for the individual academy. The waiting list will be administered by each individual academy and it will be open for any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.

5.10.2 Given the banding arrangements operated at a number of Brooke Weston Trust academies, further details will be provided in respect of waiting lists within the appendices for those academies.

### **5.11 In Year Admissions**

5.11.1 For admissions outside of the normal admissions round or for year groups which are not the normal points of entry, parents may apply for a place at any of the Brooke Weston Trust academies.

5.11.2 Parents must contact the relevant local authority directly and complete a Common Preference Form. The application will be considered in accordance with the admission policy and the parent

and local authority notified of the outcome. If a place is not offered, the parent may exercise their right of appeal.

## 5.12 Admission Appeals

5.12.1 In the event of a place not being allocated, there is a right of appeal to an Independent Appeal Panel. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admissions Code and the School Admission Appeals Code published by the Department for Education (DfE). The determination of the Appeal Panel will be binding on all parties.

5.12.2 The Academy will prepare guidance for appellants about how the appeals process will work and will provide appellants with a named contact who can answer any enquiries appellants may have about the process. Before deciding to appeal, visit the LA's website to find out if a satisfactory alternative school may be available and read the information regarding appeals.

## Procedures Where the Named Academy is Oversubscribed

### 5.13 Oversubscription Criteria (if applicable)

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out in the appendices attached for each of the Trust schools. After the admission of pupils with statements of Special Educational Needs or an EHC Plan where the individual Academy is named as the appropriate provision, the criteria will be applied in the order in which they are set out within those appendices.

## 6. Policy Review

6.1 This policy will be monitored as part of the Academy's annual internal review and reviewed on an annual cycle or as required by legislature changes.

## Appendices

### Primary Schools

Beanfield Academy	Appendix 1
Gretton Academy	Appendix 2
Compass Primary Academy	Appendix 3
Oakley Vale Academy	Appendix 4
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### Secondary Schools

Brooke Weston Academy	Appendix 6
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## APPENDIX 1 – Beanfield Academy

### Oversubscription Criteria

*The published admission number for the school for each reception intake from September is 90.*

Places will be allocated to pupils who have a statement of SEN or an EHC Plan that names the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.9.1 for definition of 'Looked After Children'**).
- b) Children with a sibling link (**see paragraph 5.9.3 for definition of 'sibling'**)
- c) Children of staff where that member of staff has been employed at the school for two or more years at the time at which 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 in the area.
- d) Children within the area defined as Beanfield. This area encompasses all houses within the bordering area of A6003, A427, Jubilee Road and Gainsborough Road; including all roads leading from Tower Hill.
- e) Other children.

### Distance Tiebreaker

If the admission number is exceeded within any criteria, priority will be given to those closest to the school. Measurements are carried out in a straight line basis from the child's home address to the address point of the school.

In the case where multiple applications for the same shared dwelling occurs (eg. Flats), a randomiser (will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tie. The random allocation process will be subject to independent verification.

## APPENDIX 2 – Gretton Academy

### Oversubscription Criteria

*The published admission number for the school for each reception intake from September is 22.*

Places will be allocated to pupils who have a statement of SEN or EHC Plan that names the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

In the event of the number of applications received exceeding the Published Admission Number (PAN), priority for places will be allocated against the following criteria in the order listed:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.9.1 for definition of ‘Looked After Children’**).
- b) Children who live in the villages of Gretton and Harringworth with a sibling link (**see paragraph 5.9.3 for definition of ‘sibling’**).
- c) Children who live in Gretton or Harringworth.
- d) Children with a sibling link (**See paragraph 5.9.3 for definition of sibling**).
- e) Children of staff where that member of staff has been employed at the school for two or more years at the time at which 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 in the area.
- f) Other children.

### Distance Tiebreaker

If the admission number is exceeded in any of the criterion, priority will be given to those who live closest to the school. Measurements are carried out in a straight line based on a straight line basis from the child’s home to the address point of the school.

In the case where multiple applications for the same shared dwelling occurs (e.g. Flats); a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tie. Independent verification of the random allocation process will be obtained.

**APPENDIX 3 – Compass Primary Academy***(the school formerly known as Kettering Science Academy Primary)*

*The published admission number for the school for each reception intake from September is 60.*

**Oversubscription Criteria**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of children with statements of Special Educational Needs or an EHC Plan where Kettering Science Academy is named as the appropriate provision, the criteria will be applied in the order in which they are set out below:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.9.1 for definition of ‘Looked After Children’**).
- b) Children with a sibling link (**see paragraph 5.9.3 for definition of ‘sibling’**).
- c) Children of staff where that member of staff has been employed at the school for two or more years at the time at which 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 in the area.
- d) Children who live in the defined area as described here: within the area bordered by Barton Road where it meets the River Ise, the A6900 London Road up to the A4300, to include Naseby Road where it borders the River Ise. This includes all roads leading from main roads directly feeding off Deeble Road. (All houses within this defined area).
- e) Other children.

**Distance Tiebreaker**

If the admission number is exceeded within any criterion, priority will be given to those children who live nearest to the school. Measurements are carried out in a straight line basis on a straight line basis from the child’s home to the address point of the school.

In the case where multiple applications for the same shared dwelling occurs (e.g. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tiebreaker. Independent verification of the random allocation process will be obtained.

## APPENDIX 4 – Oakley Vale Primary School

*The published admission number for the school for each reception intake from September is 60.*

### Oversubscription Criteria

Following the allocation of places to children who have a statement of Special Educational Needs or EHC Plan which names the school as the appropriate provision, when there are more applications for places than there are places available, priority will be given in the following order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.9.1 for definition of 'Looked After Children'**).
- b) Children who live in the linked area\* and who have a sibling link (**see paragraph 5.9.3 for definition of 'sibling'**).
- c) Other children who live in the linked area\*.
- d) Children of staff where that member of staff has been employed at the school for two or more years at the time at which 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 in the area.
- e) Other children who do not live in the linked area\* and who have a sibling link (**See paragraph 5.9.3 for definition of 'sibling'**).
- f) Other children.

**\* The linked area comprises the Oakley Vale Estate. A map is available from the school upon request.**

### Distance Tiebreaker

Where there are more applications in any one category, applications will be prioritised on the distance from the child's home to the main entrance of the school. (This will be determined by the Local Authority using their standard method as described in the published information to parents). Measurements are carried out in a straight line based on a straight line basis from the child's home to the address point of the school.

In the case where multiple applications for the same shared dwelling occurs (e.g. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tiebreaker. Independent verification of random allocation will be obtained.

## APPENDIX 5 – Peckover Academy

*The published admission number for the school for each reception intake from September is 60.*

### Oversubscription Criteria

Following the allocation of places to pupils who have a statement of Special Educational Needs or EHC Plan which names the school as the appropriate provision, when there are more applications for places than there are places available, priority will be given in the following order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.9.1 for definition of ‘Looked After Children’**).
- b) Children living in the catchment area with a sibling link (**see paragraph 5.9.3 for definition of ‘sibling’**).
- c) Children of staff where that member of staff has been employed at the school for two or more years at the time at which 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 in the area.
- d) Children living in the catchment area.
- e) Children living outside the catchment area who have a sibling link (**See paragraph 5.9.3 for definition of ‘sibling’**).
- f) Other children.

Catchment Area: The area of Wisbech enclosed by River Nene in the east; by Mile Tree Lane in the south; by Barton Road, Gadds Lane and Leverington Road in the west (but not including either Barton Road from Panswell Lane to Gadds Lane or Gadds Lane north of the old Borough boundary of Leverington Common west of the Rising Sun, or Dowgate Road from east of the Rising Sun to the junction of Little Dowgate), Dowgate Road up to and including Little Dowgate, and Sutton Road up to and south of a line drawn from the junction of Parson Drove Lane to River Nene in the north.

Details of the catchment area can be found at the following web link: <http://my.cambridgeshire.gov.uk/>

### Distance Tiebreaker

Where the Academy has more children applying than places remaining in any of the categories above, a distance tie break will be used to determine priority. Priority will be given to children who live nearest the Academy according to the shortest straight line distance. For further information, please refer to the glossary of terms in the County Council guide for Parents, “First Steps Admission to primary school: a guide for parents” available from the Cambridgeshire County Council website: <http://www.cambridgeshire.gov.uk/admissions>

In the case where multiple applications for the same shared dwelling occurs (e.g. Flats); a randomiser will be used to decide the priority in which the pupils within the shared dwelling, are selected in the event of a tiebreaker. Independent verification of the random allocation process will be obtained.

The distance for admissions purposes is measured using the straight line distance from the reference point of the home, as defined by the National Land and Property Gazetteer (NLPG) to the reference point of the Academy.

## APPENDIX 6 – Brooke Weston Academy

*The published admission number for the school for the Year 7 intake is 180.*

### Oversubscription Criteria for Year 7

When the Academy receives more applications for places than the planned admission number, all applicants (including those with a Statement of Special Educational Needs or EHC Plan) will undertake a suitable cognitive ability test. This is used to ensure that the Academy admits an intake that is representative of the national ability range and is comprehensive in its intake.

All applicants will be placed in one of nine 'stanines' based on the results of the ability test. Places will be allocated in a proportion that reflects the national ability range.

After the admission of children with a Statement of Educational Needs or EHC Plan where Brooke Weston Academy is named as the appropriate provision, the following criteria will be applied to determine those children that will be offered places within each stanine:

The criteria are listed in priority order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.9.1 for definition of 'Looked After Children'**).
- b) Children of staff where that member of staff has been employed at the school for two or more years at the time at which 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 in the area.
- c) Children who have a sibling link (**See paragraph 5.9.3 for definition of 'sibling'**).
- d) Children living in Corby and Kettering (see (i-ii) below).
- e) Other children based on the distance between the home address and school. Measurements will be carried out on a straight line basis from the child's home to the address point of the school.

If the Admission Number is exceeded within criterion (b), (c) or (d) all places within that year group will be allocated at random in the priority order listed above. The random allocation will ensure that the correct proportions are allocated from each stanine. 50% of the places will be allocated to students from Corby and 50% to students from Kettering. The random allocation will be generated electronically and will be verified by an independent observer to guarantee fairness.

Where there is a large proportion of siblings in an individual stanine, it may not always be possible to admit all siblings within that stanine. It may also not be possible to ensure an exact 50% intake from Corby and 50% intake from Kettering. In this case the remaining places in a stanine will be allocated at random in order to get as close as possible to the 50% intake from Corby and 50% from Kettering.

**Students who did not take the ability test will only be considered if there are places remaining once allocations have been made to all those who did.**

- i. "Kettering" means the town of Kettering and the associated towns and villages for Kettering secondary schools and Montsaye Academy, as defined in the Local Authority's Annual Information for Parents booklet.

The associated towns and villages are:

Arthingworth, Ashley, Barford, Barton Seagrave, Brampton Ash, Braybrooke, Broughton, Burton Latimer, Cranford, Cransley, Desborough, Dingley, Draughton, Faxton, Geddington, Glendon, Grafton Underwood, Hanging Houghton, Harrington, Isham, Lamport, Loddington, Maidwell, Mawsley, Newton-in-the Willows, Orton, Pipewell, Pytchley, Rothwell, Rushton, Slipton, Stoke Albany, Sutton Bassett, Thorpe Malsor, Thorpe Underwood, Twywell, Warkton, Weekley, Weston-by-Welland and Wilbarston.

- ii. "Corby" means the town of Corby and the associated villages for Corby secondary schools, as defined in the Local Authority's Annual Information for Parents booklet.

The associated villages are:

Brigstock, Cottingham, East Carlton, Great Oakley, Gretton, Harringworth, Little Oakley, Little Stanion, Lyveden, Middleton, Rockingham, Stanion and Weldon.

## Waiting Lists

In addition to paragraph 7.1 of the admission policy, the following arrangements apply to Brooke Weston Academy.

From the 1st March until the 31st August of the offer year (the academic year before the academic year in which students are admitted into Year 7) children's position on the Year 7 waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated, through a fresh round of random allocation, to children on the waiting list from the stanine that has become vacant and in accordance with the oversubscription criteria. If there is no-one on the waiting list from the stanine that has a vacancy the place will be filled by a child from a neighbouring stanine on an even basis (i.e. if the first child is from a stanine above then the next will be from the stanine below). **Students who did not take the ability test will only be considered if there are places remaining once empty places have been offered to all those who did take the test.**

From the 1st September until the 31st December of the Year of entry in Year 7, late applicants (those who did not apply before the Local Authority's closing date) and anyone else who did not sit the test will be randomly placed into the stanines on the waiting list, distributed evenly starting from stanine 5. Where places become vacant they will be allocated, through a fresh round of random allocation, to children on the waiting list from the stanine that has become vacant and in accordance with the oversubscription criteria. If there is no-one on the waiting list from the stanine that has a vacancy the place will be filled by a child from a neighbouring stanine on an even basis (i.e. if the first child is from a band above then the next will be from the band below).

## Arrangements for Admission to Post 16 Provision

Brooke Weston Academy will operate the following criteria for admitting external applicants to the Sixth form:

- i. The published admission number for Year 12 students from outside Brooke Weston Academy will be 30.
- ii. External Applications for a place in the Academy Sixth Form can be made either by the parents or by a child who is over 16 or by both parents and child separately.
- iii. External applicants for Year 12 should apply directly to Brooke Weston using the Sixth Form application form available on request from the Academy or available from the Academy website through the Sixth Form link.
- iv. An application for Year 12 which is received by the Academy before 31st March of the offer year will be deemed as on-time, all applications received after 31st March will be deemed as late. All on-time external applicants will be offered a conditional place subject to meeting the specified academic entry criteria and the availability of sufficient external places.
- v. The academic entry requirements for external students will be the same as for continuing students and are: a minimum of 310 points from the best 8 GCSEs, including GCSE English Language or GCSE English Literature at a level 5 or above. To access the full range of subjects, 350 points is required and In order to study individual subjects the specified GCSE entry grade criteria for each respective subject, as outlined in the most current Sixth Form course description packs, needs to be met.
- vi. All external applicants who are Looked After Children or all previously Looked After Children who have met the academic entry criteria will be offered a place in Year 12.
- vii. All external applicants who have made an application deemed as late will be dealt with once all "on time" applications have been processed as per this Admissions Policy. After all "on time" applications have been dealt with, if spaces remain after the publishing of GCSE Grades, places will be offered to late applicants who have met the set academic entry requirements. If there are more late applicants who have met the set academic entry requirements than places available, spare places will be offered through random allocation. The random allocation will be generated electronically and will be verified by an independent observer to guarantee fairness.
- viii. A waiting list will be held for Year 12 students until 31st December of the year of entry. A fresh round of random allocation will be used each time a student is to be offered a place from the waiting list.

## APPENDIX 7 – Corby Business Academy

*The published admission number for the school for the Year 7 intake is 200.*

### Oversubscription Criteria for Year 7

The Brooke Weston Trust will consider all applications for places. Where fewer than 200 applications are received, the Trust will offer places to all those who have applied. When more than 200 applications are received and after the students with statements of special educational needs or an EHC Plan where Corby Business Academy is named as the appropriate provision have been admitted, all other applicants will undertake a suitable cognitive ability test. This is used to ensure that the Academy admits an intake that is representative of the national ability range and is comprehensive in intake. Note: students who do not sit the test will only be considered for places at Corby Business Academy once allocations have been made to all those who did.

The following process will occur:

All applicants taking the test will be placed in one of nine bands (stanines) based on the results of the ability test. A number of places will be allocated from each band in a proportion that reflects the national ability range. All applicants to Corby Business Academy are required to take the admissions test. The following criteria will be applied to determine those children who will be offered places:

Places will be allocated to pupils who have a statement of SEN or EHC Plan that names the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

- a) Looked After Children and all previously Looked After Children.
- b) Children of staff who have been employed at the named school for two or more years at the time at which the application for admission to the named school is made, and/or staff recruited to fill vacant posts for which there is a demonstrable skill shortage. (Demonstrable skill shortage will only normally apply to qualified teacher positions, where the school has continually been unable to recruit).
- c) Children with a sibling link (See paragraph 5.9.3 for definition of 'sibling').
- d) Proximity to the Academy.

The procedure for allocating places in each band will be as follows.

- (i) The allocation of places to children who live closer to Corby Business Academy than any other school until 25% of the places in the band are allocated to these children.
- (ii) The allocation of places to children who live closer to the main site entrance of Tresham College Corby than any other school, until 25% of the places in the band are allocated to these children.
- (iii) The allocation of places to children who live in the Academy's linked villages, until 25% of the places in the band are allocated to these children.
- (iv) Other children.

Should a 'tie-breaker' be required in criteria b or c priority will be given to children whose home address is closest to

the Academy as measured in a straight line.

## Definitions

‘Any other school’ does not include Brooke Weston Academy.

The Academy’s linked villages are the parishes of Brigstock, Gretton, Harringworth, Little Oakley, Little Stanion, Lyveden, Stanion and Weldon.

Pupils meeting criteria c(i), c(ii) and c(iii) but not allocated a place due to the 25% quotas will be regarded as ‘other children’ for the purposes of allocating places under criterion c(iv).

Should there be insufficient applicants to fill the quotas 25% at c(i) c(ii) or c(iii), the unfilled places will be available to ‘other children’, i.e. criterion c(iv).

Distances are measured from the nearest entrance to the home address to the nearest access point to the school grounds. It is measured on a straight line basis, using a geographical information system.

After 31st December of the year of entry for Year 7 and for all In Year applications in Years 8,9,10 and 11 if the number of In Year applications exceeds the number of places available in a Year Group, the places will be allocated through a round of random allocation, in accordance with the oversubscription criteria a, b, c, d outlined in the policy.

[www.randomizer.org/form.htm](http://www.randomizer.org/form.htm) is the website we will use to determine the randomization process. This will be subject to independent verification.

## Arrangements for Admission to Post 16 Provision

Admission Numbers for External Students - 25 Students

### Entry requirement

It is important that students select courses appropriate to their needs in terms of ability and career plans.

Students must gather as much information as possible to ensure that they make well-informed decisions.

Academy staff will examine subject choices and offer further guidance, should the need arise. Students will receive confirmation that their application has been successful.

The Academy will admit students from outside CBA into Year 12. The maximum number of admissions for external candidates is 25. Entry requirements for courses are the same as those for internal applicants. In the event that there are more than 25 external applicants eligible for entry, the oversubscription criteria will be applied (see below).

Students entering CBA's Sixth Form will be expected to read and sign a learning agreement which outlines the commitment required to be successful in Post 16 study and the support that students can expect to receive from Academy staff. In addition, Sixth Form students must recognise that they are part of a large community and have a responsibility to abide by our dress code and conduct themselves in a manner that supports the Academy ethos.

The entry requirements for external students will be the same as for continuing students. All students must complete a Corby Business Academy application form.

There are two areas within the 6<sup>th</sup> form for students to apply for:

#### **1. Level 3 Pathway Courses**

A minimum of 5 GCSEs at level 4 including English and Maths, plus any other levels required for specific subjects.

Course entry requirements are outlined in our Sixth Form prospectus.

For those students who have not achieved a level 4 or above in English and/or Maths we offer:

#### **2. Level 3 Gateway Course**

A minimum of 3 GCSEs at level 4 plus English Literature or English Language and Maths at level 3 or above, plus any other levels required for specific subjects.

Course entry requirements are outlined in our Sixth Form prospectus.

Students will be expected to retake Maths, English or both as part of this course.

CBA reserve the right to remove any Sixth Form course if the interest in the course is not sustainable financially for the Academy. In such circumstances, students will be informed at the earliest opportunity and guidance given with regards to alternative options available.

### **Oversubscription**

Following the admission of children/young people with SEN statements or EHC plans that name the Academy and if external applications exceed the PAN, oversubscription criteria will apply.

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.9.1 for definition of 'Looked After Children'**).
- b) Children with a sibling link (**See paragraph 5.9.3 for definition of 'sibling'**).

- c) Distance between home address and the Academy as measured in a straight line from the child's home to the Main Entrance of the School site.

In the event of a tie (i.e. two addresses are exactly the same distance from the Academy) a place will be awarded on a random allocation basis. This will be subject to independent verification.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful Post 16 applicants. A waiting list will be held for Year 12 students for the first academic year of admission. This waiting list will be held in line with the oversubscription criteria.

**Other information      Notes on Admissions Criteria:**

Academy students supported in their learning by placement within the Unit provision may continue into the Sixth Form where the Academy is able to meet their needs.

## APPENDIX 8 – Corby Technical School

*The published admission number for the school for the Year 7 intake is 150.*

### Oversubscription Criteria for Year 7

The Corby Technical School will accordingly provide for the admission of 150 students to Year 7 if sufficient applications for entry are received. Where fewer applications than this published admission number are received, the Brooke Weston Trust will offer places at the Corby Technical School to all those who have applied.

### Allocation of Places

Children who have a statement of special educational needs or EHC Plan where Corby Technical School is named as the appropriate provision will be admitted.

The following oversubscription criterion applies to all other students:

All applicants will take a suitable cognitive ability test which will be an NFER non-verbal reasoning test. This test is used to ensure that the Corby Technical School admits an intake that is representative of the national ability range and is comprehensive in its intake. This is not a tool to give priority to more able students.

Any applicants who do not sit the cognitive ability test will only be considered for a place at Corby Technical School once allocations have been made to all those who did take the test. The following process will occur:

- All applicants taking the test will be placed in one of nine stanines based on the results of the test. A number of places will be allocated from each stanine in a proportion that reflects the national ability range. This number will be determined within the testing process administered by GL Assessment and will not be decided by Corby Technical School itself.
- The following criteria will be applied in priority order to determine those children who will be offered places:
  - a) Looked After Children and all previously Looked After Children (**see paragraph 5.9.1 for definition of ‘Looked After Children’**).
  - b) Children of staff who have been employed at the named school for two or more years at the time at which the application for admission to the named school is made, and/or staff recruited to fill vacant posts for which there is a demonstrable skill shortage. (Demonstrable skill shortage will only normally apply to qualified teacher positions, where the school has continually been unable to recruit).
  - c) Children who Live in Corby and the Named Linked Villages  
*The Corby Technical School is situated close to the centre of Corby and is intended primarily to serve the area "Corby" which means the town of Corby and the associated villages for Corby secondary schools, as defined in the Local Authority’s Annual Information for Parents’ booklet. The associated villages are currently: Brigstock, Cottingham, East Carlton, Great Oakley, Gretton, Harringworth, Little Oakley, Little Stanion, Lyveden, Middleton, Rockingham, Stanion and Weldon.*
  - d) Children with a sibling link (**See paragraph 5.9.3 for definition of ‘sibling’**).
  - e) Other children

Other children based on the distance between home and school measured on a straight line basis from the front door of the home to the main school gate.

### **Distance Tiebreaker**

If, in categories 1 – 5 above, a tie break is necessary to determine which child is admitted, the child whose permanent address is closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line.

In the event of a tie break (as outlined above), if the distance between a child's home and the school is equidistant in any two or more cases, random allocation will be carried out by the school to determine who has highest priority for admission.

[www.randomizer.org/form.htm](http://www.randomizer.org/form.htm) is the website we will use to determine the randomization process. Independent verification of that process will be obtained.

**Students who did not take the ability test will only be considered if there are places remaining once empty places have been offered to all those who did.**

### **Admissions Timetable**

All applications for a place at Corby Technical School must be made through the Local Authority Common Preference Form.

If the school is oversubscribed, parents will receive a letter during the autumn term inviting their child to attend a cognitive ability testing session. The letter will give the time and location for the test. The testing process will last approximately an hour. Full details of the testing process will be made available on Corby Technical School's website in the early autumn.

## Arrangements for Admission to Post 16 Provision

There are a total of 50 places available in Year 12. This is inclusive of a Published Admission Number of 10 for external students. If external applications exceed the published admission number, the oversubscription criteria below will apply.

- It is important that students select courses appropriate to their needs in terms of ability and career plans.
- Students must gather as much information as possible to ensure that they make well-informed decisions.
- School staff will examine subject choices and offer further guidance, should the need arise.
- All students will be offered independent Careers Information, Advice and Guidance (CIAG).
- Entry requirements for courses are the same for external students as those for internal applicants.

### Entry requirements

There are two routes of application for students to apply for:

#### Route 1: Entry onto A levels/AS levels

- The school entry requirements for all applicants will be the same and are: a minimum of five higher grade GCSE results (grades A\* to C/grades 9 to 5) including GCSE English Language at grade A\* to C/9 to 5 and GCSE Mathematics at grade A\* to C/9 to 5.
- In order to study individual subjects the specified GCSE entry grade criteria for each respective subject, as outlined in the most current Sixth Form prospectus needs to be met.

#### Route 2: Combination route – Vocational plus A/AS levels

- The school entry requirements for all applicants, external or internal, will be the same and are: a minimum of four higher grade GCSE results (grades A\* to C/grades 9 to 5) including at least one of GCSE English Language at grade A\* to C/9 to 5 or GCSE Mathematics at grade A\* to C/9 to 5. Students will be expected to retake the lower of the Maths or English GCSE as part of this offer.
- In order to study individual subjects the specified GCSE entry grade criteria for each respective subject, as outlined in the most current Sixth Form prospectus needs to be met.

### Oversubscription criteria

All students must meet the entry requirements as outlined above. If after admitting students with SEN statements or EHC plans that name Corby Technical School, there are more external applicants than places, the following oversubscription criteria will apply:

1. Looked After Children and all previously looked after children (see paragraph 5.9.1)
2. Children with a sibling link (see paragraph 5.9.3 for the sibling definition)
3. Distance between permanent address and the School as measured in a straight line from the child's home to the Main Entrance of the School site.

If, in criteria 1 – 3 above, a tie break is necessary to determine which child is admitted, the child whose permanent address is closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line.

In the event of a tie (as outlined above), if the distance between a child's home and the school is equidistant in any two or more cases, random allocation will be carried out by the school to determine who has highest priority for admission.

[www.randomizer.org/form.htm](http://www.randomizer.org/form.htm) is the website we will use to determine the randomization process. This will be subject to independent verification.

A waiting list will be held for Year 12 students for the first academic year of admission. This waiting list will be held in line with the oversubscription criteria. Further details on the waiting list are set out in the main body of the Trust's admission policy.

## APPENDIX 9 – Kettering Science Academy

*The published admission number for the school for the Year 7 intake is 210.*

### Oversubscription Criteria for Year 7

Where the number of applications for admission is greater than the published admission number, places will be offered in the following order of priority:

After the admission of pupils with statements of Special Educational Needs or EHC Plan where Kettering Science Academy is named as the appropriate provision, the criteria will be applied in the order in which they are set out below:

All children will be required to undertake a cognitive ability test. Children who take the test will be divided into 9 stanines based on the results of the test and places will be allocated to each stanines in proportion to national averages. Children who take the test will be given priority over children who do not.

Priority to the criteria will be given in the following order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.9.1 for definition of 'Looked After Children'**).
- b) Children with a sibling link (**See paragraph 5.9.3 for definition of 'sibling'**).
- c) Children who live in the villages linked to the Academy - Broughton, Cransley, Mawsley and Pytchley.
- d) Children of staff who have been employed at the named school for two or more years at the time at which the application for admission to the named school is made, and/or staff recruited to fill vacant posts for which there is a demonstrable skill shortage. (Demonstrable skill shortage will only normally apply to qualified teacher positions, where the school has continually been unable to recruit).
- e) Children who live in the defined area as described below - Within the area bordered by: Barton Road where it meets the River Ise, the A6900 London Road up to the A4300 to include Naseby Road where it borders the River Ise. This includes all roads leading from main roads directly feeding off Deeble Road. (All houses within this defined area).
- f) Other children.

### Distance Tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those children who live closest to the school, as measured from the centre of their home address to the nearest pupil access point of the school.

Although a Distance Tiebreaker applies, given the admissions test, this is only likely to be relevant when:

- A particular band is oversubscribed; and
- Two or more students have exactly the same admissions test score. In such circumstances, priority will go to children that live nearest the main entrance of the school. All applicants taking the test will be placed in one of nine bands based on the results of the ability test. A number of places will be allocated from each band in a proportion that reflects the national ability range.

Children who do not take the ability test will only be considered if there are remaining places available after allocations have been made to those who did.

## Waiting List

In addition to the Trust's position on waiting lists (7.1), the following provisions apply to admission to Kettering Science Academy.

From the 1st March until the 31st August of the offer year (the academic year preceding the academic year in which students are admitted into Year 7) children's position on the Year 7 waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated, to children on the waiting list from the stanine band that has become vacant and in accordance with the oversubscription criteria. If there is no-one on the waiting list from the stanine band that has a vacancy the place will be filled by a child from a neighbouring stanine on an even basis (i.e. if the first child is from a band above then the next will be from the band below). Students who did not take the ability test will only be considered if there are places remaining once empty places have been offered to all those who did.

From the 1st September until the 31st December of the Year of entry in Year 7, all applicants including those who did not sit the ability test will be allocated, in accordance with the oversubscription criteria. If there is no-one on the waiting list from the stanine band that has a vacancy the place will be filled by a child from a neighbouring stanine on an even basis (i.e. if the first child is from a band above then the next will be from the band below). Students who did not take the ability test will only be considered if there are places remaining once empty places have been offered to all those who did.

## In Year Applications

After the 31st December In Year applications will be determined by using random allocation. Each applicant will be placed in alphabetical order and the list will then be placed via an electronic randomiser process to determine who will be allocated a place. All In Year applications must be made via the Local Authority application form.

[www.randomizer.org/form.htm](http://www.randomizer.org/form.htm) is the website we will use to determine the randomization process. This process will be subject to independent verification.

## Arrangements for Admission to Post 16 Provision

There are a total of 100 places available in Year 12. This is inclusive of a Published Admission Number of 25 for external students.

### Entry Requirements

The Academy Trust will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the Post 16 provision. All students (i.e. transferring and new admissions) will be expected to have met the minimum academic entry requirements for the Sixth Form – this is a minimum of 5 qualifications at level 4 including English and mathematics (see prospectus for further information).

In addition to the Sixth Form's minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements for the courses they wish to take. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

These academic entry requirements will be published in the Academy's prospectus and on the Local Authority website for Sixth Form criteria.

When the Sixth Form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants that satisfy any academic entry requirements than the number of Post 16 places available and after the admission of pupils with statements of Special Educational Needs or an EHC Plan where Kettering Science Academy is named as the appropriate provision, the criteria will be applied in the order in which they are set out below:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.9.1 for definition of 'Looked After Children'**).
- b) Children with a sibling link (**See paragraph 5.9.3 for definition of 'sibling'**).
- c) Children who live in the villages linked to the Academy: Broughton, Cransley, Mawsley and Pytchley.
- d) Children who live in the defined area as described below - Within the area bordered by: Barton Road where it meets the River Ise, the A6900 London Road up to the A4300 to include Naseby Road where it borders the River Ise. This includes all roads leading from main roads directly feeding off Deeble Road. (All houses within this defined area). A map is available from the Academy upon request.
- e) Other children.

In the event of a tie break, the distance from the child's home address and the academy will be measured and those living closest to the academy will be given priority. Where it is impossible to separate children on this basis random allocation will be used to determine admission.

[www.randomizer.org/form.htm](http://www.randomizer.org/form.htm) is the website used and this process will be independently verified.

There will be a right of appeal to an Independent Appeals Panel for external applicants refused admission to Post 16 studies.

## Appendix 10 – Thomas Clarkson Academy

*The published admission number for the school for the Year 7 intake is 240.*

### Oversubscription Criteria

Children who have a statement of special educational needs or EHC Plan where the statement names Thomas Clarkson Academy as the appropriate provision will be admitted.

In the event of the number of applications received exceeding the PAN, priority for places will be allocated against the following criteria in the order listed:

- a) **Looked after Children (LAC)** and all previously Looked after Children (**see paragraph 5.9.1 for definition of 'Looked After Children'**).
- b) **Sibling link** – children who will have an older sibling attending the Academy at the time of admission in years 7 to 13 or had a sibling in year 13 on National Secondary Allocation Day.
- c) Other children based on the **distance between home and school**. Priority will be given to children who live nearest the Academy according to the shortest straight-line distance. In the case where multiple applications from the same shared dwelling occurs (e.g. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tiebreaker. The Trust will use [www.randomizer.org](http://www.randomizer.org) to undertake the random allocation process which will be independently verified.

The distance for admissions purposes is measured using the straight line distance from the reference point of the home, as defined by the National Land and Property Gazetteer (NLPG) to the main pupil entrance of the Academy.

### Late Applications

Late applications will be processed after all on-time applications have been processed. Where possible, late applications received before Secondary National Allocation Day, will be processed so that all applicants receive notification of the outcome of their application on Secondary National Allocation Day.

### Waiting List

Where more applications exceed the number of places available, a waiting list will be operated by Thomas Clarkson Academy. The list will be kept in strict order according to the oversubscription admissions criteria. If a place becomes available and there is no one on the waiting list, the place will go to the student with the highest priority according to the over-subscription criteria. The waiting list will be open to any parent/carer to ask for his/her child's name to be placed on the waiting list, following an unsuccessful application to the Academy and to parents/carers who have not previously applied for a place during the academic year.

### Appeals

Parents/carers have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The arrangements for the appeal will be in line with the Code of Practice on School Admissions Appeals as published by the Department for Education. The determination of the appeal panel will be binding on all parties. Guidance for parents on how the appeals process works will be provided on request to parents/carers, and published on the Academy website.

### Withdrawal of Places

The offer of a place at the Academy will be withdrawn if:

- It has been offered in error.

- It is established that the offer was obtained through a fraudulent or intentionally misleading application.
- The parent/carer has not responded to the offer by the 1st July 2018 nor responded to two written communications from the Academy.

## In-Year Admissions

The In-Year application process is for parents applying for a school place during the academic year rather than at the usual transfer point of September entry into Year 7. The co-ordination of places is organised through the Local Pupil Placement Agreement between schools. Applications are made on the In-Year Cambridgeshire Application Form and should be filled in online with the paper copies returned directly to the Academy.

## In-Year Waiting List

In-Year places which become available are filled from the In-Year Waiting List using the same process as for new intake Year 7 admissions i.e. in accordance with the oversubscription criteria. Parents/carers whose In-Year application is unsuccessful are entitled to appeal to the Independent Appeals Panel if they are dissatisfied with the admission decision of the Academy. Although most children will be admitted to the Academy within their own age group, Thomas Clarkson Academy will make decisions on the year group of entry based upon the individual circumstances of each child.

## Arrangements for Admission to Post 16 Provision

The Academy will admit students from outside TCA into Year 12. The maximum number of admissions for external candidates is 25. Entry requirements for courses are the same as those for internal applicants.

It is important that students select courses appropriate to their needs in terms of ability and career plans. Students must gather as much information as possible to ensure that they make well-informed decisions. Students in Year 11 at both Thomas Clarkson Academy and external applicants will need to apply formally for a place in the Sixth Form and meet the criteria for all courses applied for.

Academy staff will examine subject choices and offer further guidance, should the need arise. Students will receive confirmation that their application has been successful. The Academy will admit students from outside Thomas Clarkson Academy into Year 12. Entry requirements for courses are the same for both internal and external applicants.

Students entering Thomas Clarkson Academy Sixth Form will be expected to read and sign a learning agreement which outlines the commitment required to be successful in Post 16 study and the support that students can expect to receive from Academy staff. In addition, Sixth Form students must recognise that they are part of a large community and have a responsibility to abide by our dress code and conduct themselves in a manner that supports the Academy ethos.

*All students must complete a Thomas Clarkson Academy application form which can be obtained via the website or from the Academy.*

### Entry Requirements:

- Level 3 Courses: A minimum of 5 A\*- C grades. For AS English, Maths and all Sciences, students are expected to have achieved at least a B grade at GCSE. For those students who have not achieved a grade C or above in English and/or Maths students will be expected to retake a level 2 qualification in this subject during year 12.
- Students obtaining 5-7 A\*-C GCSE Grades are permitted to select 3 A level subjects.
- Students obtaining 8 or more A\*-C GCSE Grades are permitted to select 3 or 4 A level subjects.

Thomas Clarkson Academy reserve the right to remove any Sixth Form course if the interest in the course is not sustainable financially for the Academy. In such circumstances, students will be informed at the earliest opportunity and guidance given with regards to alternative options available.

### Oversubscription Criteria

In the event of the number of external applications received exceeding the overall Sixth Form PAN and following the admission of pupils with a statement of special educational needs statement or EHC plan which names the Academy, priority for places will be allocated against the following criteria in the order listed:

1. Looked after Children (LAC) and all previously Looked after Children.
2. **Sibling link** – children who will have an older sibling attending the Academy at the time of admission in years 7 to 13 or had a sibling in year 13 on National Secondary Allocation Day.
3. Other children based on the **distance between home and school**. Priority will be given to children who live nearest the Academy according to the shortest straight-line distance. In the case where multiple applications from the same shared dwelling occurs (e.g. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tiebreaker. The Trust will use [www.randomizer.org](http://www.randomizer.org) to undertake the random allocation process which will be independently verified.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful Post 16 applicants. A waiting list will be held for Year 12 students for the first academic year of admission. This waiting list will be held in line with the over subscription criteria.