



# **ADMISSIONS POLICY 2020 - 2021**

The Governing Body is the Admissions Authority for the Academy.

### **Entry at Age 11**

The Governing Body plans to admit **180** students each year into Year 7 (**six** forms of **30** students). This is the admission number.

### **Applying for a Place**

Kirklees Local Authority manages the co-ordinated admissions process for the Academy and all secondary schools.

Kirklees parents wishing to apply for a place must make an application online between **1 September 2019 and 31 October 2019** at: [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions)

If the parent's home address is in another local authority, they **MUST** apply by contacting their own home local authority and follow their admissions process.

In order to be considered for a place at Castle Hall Academy parents must name the academy as one of their preferences on the application.

### **How the process is managed**

Kirklees local authority compiles lists of all parents who have recorded Castle Hall Academy as one of the three preferences. The local authority sends a list of applicants to the academy and the governing body puts the students in priority order in accordance with the oversubscription criteria listed below. When the allocation process is complete, the local authority sends out offers of places on behalf of the governing body.

### **Admissions Criteria**

Where the number of applications for admission to Castle Hall Academy exceeds the number of places available, the following criteria will be applied in order to decide which students to admit:

1. Children in public care (looked after children) and children who were looked after, but ceased to be so because they were adopted (or became subject of a residence order or a special guardianship order);
2. Students who have a brother or sister attending from the same address who will still be on roll at the Academy at the date of admission;
3. The proximity of a child's home to the Academy, defined using the Local Authority's computerised measuring system from the front door of the Academy to the home, with those living nearest being given the highest priority.

### **Notes:**

### **Special Educational Needs**

The Governors will admit children with a Statement of Special Needs or an Education, Health and Care Plan if it has been decided that Castle Hall is the best placement for the student with regards to her/his special educational needs statement and Castle Hall has been named in the Statement/EHCP as the preferred establishment.

### **Priority 1:**

Children in Priority 1 above may be admitted above the published admission number (PAN).

### **Priority 2:**

Brother and sister means: a child with at least one natural or legally adopted parent being the same person and living at the same address as an existing student.

*Please be advised, a child living in the same house as an existing student but without at least one natural or legally adopted parent being the same would not qualify under the Priority 2 criterion.*

### **Priority 3:**

- a) Distance is measured in a straight line from a child's home address to the Academy. Measurements are calculated using six-figure National Grid Co-ordinates taken from the National Land and Property Gazetteer.

This grid reference refers to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is derived from Ordnance Survey's MasterMap.

For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties, like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure.

The distance calculated is accurate to within 1 metre.

- b) 'Living' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places.

### **Tie Break**

If any of the above criteria are oversubscribed, distance from the Academy will be used as a tie break, with the places being given to those living closest to the Academy.

### **Accessibility**

180 students are admitted at age 11 without reference to ability or aptitude and we make every effort to accommodate staff, students and visitors with a disability, by making special provision within the limitations allowed by the Academy site and buildings. The Academy is built on three levels, which makes wheelchair access difficult other than to certain areas on the ground floor.

Our policies on Special Needs and Equalities are available to view at the Academy or on the Academy website.

### **Appeals**

Parents who are not offered a place for their child at Castle Hall Academy and who wish to appeal against this decision, should appeal in writing, to the Academy address. Their letter should include the reason(s) for their appeal, and should be accompanied by any supporting evidence.

An independent admissions appeals clerk co-ordinates the appeal hearings, which are scheduled during the summer term.

### **Waiting Lists**

As well as their right of appeal, unsuccessful applicants who wish their child to be added onto a waiting list must inform the academy in writing. Any places that become available will be allocated according to the published oversubscription criteria set out above with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Names will be kept on this waiting list for a period of one term so for applications to the year of entry to the academy, the waiting list would be held until the last school day in December. For in-year admissions, the waiting list would be kept for the remainder of the term for which the application for a place has been made.

In accordance with paragraph 3.27 of The Admissions Code - as soon as school places become vacant **The Governing Body** must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's right of appeal against an unsuccessful application.

It should be noted that children who are the subject of direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol (paragraph 3.28 of The Admissions Code), **must** take precedence over those on a waiting list. Where an admission authority holds a waiting list, they **must** make clear in their admission arrangements that these children will take precedence over any child already on that list. Legislation enables this to be done immediately without the need to apply to the Schools Adjudicator for a variation in determined admission arrangements.