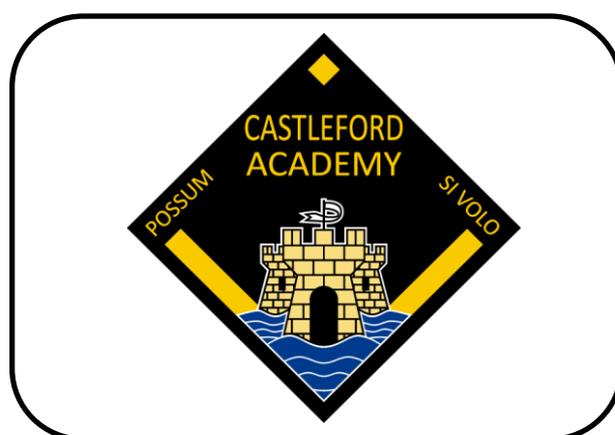




# Castleford Academy



## Admissions Policy 2021/2022

|             |                |                |
|-------------|----------------|----------------|
| Version No: | Date Ratified: | Review Date:   |
| 1.0         | 30.01.2020     | September 2020 |



## 1. Admission Arrangements

Castleford Academy is a comprehensive academy predominantly serving its locality in Castleford. It is part of the Castleford Academy Trust. The policy on admissions to Castleford Academy is determined by the academy's governing body. The administration of admissions is the responsibility of the School Admissions Team within Wakefield Council's Children and Young People Service.

## 2. Context for admissions

The published Admission Number (PAN) for Castleford Academy is 300.

## 3. Expressing a preference

- 3.1 For admission to Castleford Academy, applications from Wakefield residents should be made on Wakefield's Common Application Form which is available from the School Admissions Team, Room 42, County Hall, Wakefield, WF1 2QL.
- 3.2 Applications, at any time, from residents outside the Wakefield District should be made in accordance with the applicant's "home" Local Authority's Common Application Form.
- 3.3 Repeat applications made for entry to the same year group will not be considered unless there has been a material change in circumstances since the original application. School Admissions will determine if there has been a material change in circumstances. Examples of a material change include a change of address. Where information was known at the time of the original application, or appeal, but parents chose not to use it, this information will not be considered as additional information or a change of circumstances.

## 4. Deadline for applications

- 4.1 All applications received will be considered in the following order:
  - 4.1.1 Applications received by the closing date in the normal admissions round:
    - the closing date is **31 October 2020**, and
  - 4.1.2 For late applications received between the closing date for normal admissions round and the end of the summer term the following date will apply:
    - Applications received up to and including **23 November 2020** will be accepted as if they had been received by the closing date;
- 4.2 Applications received after these dates will be regarded as late applications and will be considered after all applications received on time.

## 5. The Admissions Oversubscription Criteria

- 5.1 If the number of preferences for Castleford Academy does not exceed the Admissions Number, all preferences will be met. If there are more preferences for admission than there are places available, preference will be given in the following order:
  - a) Children in care (looked after children), or a child who was previously in care;
 

This refers to children who are:



- Subject to a care order made by the courts under section 31 of the Children Act 1989 – for the courts to grant a care order they have to be satisfied that a child is suffering or would suffer ‘significant harm’ without one;
- Children who are accommodated by the Local Authority on a voluntary basis under Section 20 of the Children Act 1989; and
- Children who have been adopted from Local Authority care, children who are subject to a Child Arrangements Order and those with special guardianship immediately following being Looked After will be included with the higher priority for children in care (see *explanatory note 14.1*);

b) Children who live in the school’s catchment area, who have brothers or sisters attending the school at the time of admission (see *explanatory note 14.2*);

c) Other children who live in the school’s catchment area (see *explanatory note 14.4*);

d) Children who have brothers or sisters in attendance at the school;

e) Children who are attending a school within the Castleford Academy Trust or feeder primary school for Castleford Academy (see *explanatory note 14.3*);

f) Children of staff employed by Castleford Academy (see *explanatory note 14.8*);

g) Other children, with priority being given to those living nearest to the school.

5.2 In all cases “live” means the child’s permanent home address. A child is normally regarded as living with a parent or carer and the Local Authority will use the parent or carer’s address for admission purposes. An applicant cannot lodge a child with a friend or relation (eg for childcare purposes) in order to gain a place at a school (see *explanatory note 14.6*).

5.3 For admission purposes only one address can be used as a child’s permanent address. Where a child resides with more than one parent/carer, at different addresses, the Local Authority considers the home address to be the address where the child lives for the majority of the time during the school week (Monday to Friday) as the main place of residence. Where a child spends equal amounts of time at both addresses (50/50), applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Local Authority what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Local Authority (see *explanatory note 14.6*).

5.4 By submitting an application for a school place, the parent is confirming that they have parental responsibility for the child named on the form, or if parental responsibility is shared, that both parents are in agreement regarding the preferences stated on the application for a school place. In the case of parents disagreeing on the schools preferred, there is an expectation that parents will resolve these disputes themselves and make a single application which both parents are in agreement with (see *explanatory note 14.7*).

5.5 In all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, measured as the crow flies, have priority. The distance measured will be from the central (centroid) point of the applicant’s property to the central (centroid) point of the school’s ground. Measurement will be made using the Local Authority’s in-house admission system and mapping software.

5.6 Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to



the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation.

- 5.7 Where the admission of siblings from a multiple birth (eg twins, triplets) would cause the school to rise above its Planned Admission Number (PAN), all of the children from the multiple birth will be admitted.
- 5.8 Children will be placed in the appropriate category depending upon their circumstances at the closing date for receiving applications for admission to school. Changes in address will be accepted in accordance with the provisions of the Local Authority's Secondary Co-ordination Scheme. In cases where there is an anticipated change in circumstances, documentary evidence will be required.

In the event of any category being over-subscribed, places will be offered in the order of priority (a) – (f) detailed above.

## 6. Children with an Education, Health and Care Plan

- 6.1 Children with an Education, Health and Care Plan are dealt with under a different mechanism. Any child with a school named on their Education, Health and Care Plan will automatically gain a place at the school named in the Education, health and Care Plan via the statementing process. Any child with an Education, Health and Care Plan who is admitted to Castleford Academy will be counted against the school's admission number.
- 6.2 Special Educational Needs is a term used if a child has difficulty accessing the curriculum, which may mean that he/she may need to have some form of specialist provision made for them in order to learn. It may be a general learning difficulty, an emotional, behavioural, sensory or physical disability or it may be a difficulty related to communication or speech and language. Further information can be obtained from the Special Educational Needs Assessment and Review Team at Wakefield Council or the Special Educational Needs and Disability Information Advice and Support Service (SENDIASS).

## 7. The Offer of a Place at a school

- 7.1 Decisions will be posted 2<sup>nd</sup> class to parents on **1 March 2021**.
- 7.2 Parents who have applied electronically will be able to access their offer of a school place via Wakefield Local Authority's on-line website after 12.00 midnight on the offer date.

## 8. Point of Entry

Pupils will start school in the in-take year (ie Year 7) on the first day the school is open following 1 September 2021.

## 9. Waiting Lists

- 9.1 Where a pupil is refused a place they will be added to the waiting list for Castleford Academy in accordance with the provisions of the Secondary Co-ordination Scheme or In-Year Co-ordination Scheme.
- 9.2 Places will be allocated from the waiting list when the number of pupils in the relevant year group falls below the admission number for that school. Waiting lists will be kept in strict priority order against the oversubscription criteria above.
- 9.3 The waiting list will be reviewed and revised each time a child is added to or removed from the waiting list and/or when a child's changed circumstances will affect their order of priority for a school place.



- 9.4 The waiting list will be established on the offer day and will be maintained up to and including 31 August 2022. Any parent wishing to be placed on the waiting list for the subsequent academic year will have to re-apply for that academic year.

## 10. In-Year Admissions

- 10.1 All applications made outside the normal admissions round (ie in-year applications) for Castleford Academy should be made on Wakefield's Common Application Form, which is available from the School Admissions Team. Applications will be processed in accordance with the "In-Year Co-ordination Scheme". Parents can express up to 5 school preferences.
- 10.2 Where there are sufficient places, an application will normally be agreed. The admission number for a school is set for the school's in-take year. As a general rule, this admission number then remains with that year group as it moves through the school. There may be exceptions, for example, if accommodation in a school is removed, then the admission number may change for subsequent year groups.

## 11. Unsuccessful Applications

If a place is not available, a refusal letter is sent outlining the right of appeal. If the application is from a Wakefield resident then a place will be allocated at the next nearest community and voluntary controlled school with places. If the child is already attending a Wakefield school an alternative school will not be offered. The child's name will be added to the waiting list for the school in order against the over-subscription criteria in section 5.1 above. All waiting lists are re-ranked when new applicants have been added. Should a vacancy arise at the school, the place will be offered to the child at the top of the waiting list.

## 12 Fair Access Protocol

Wakefield Local Authority has agreed a Fair Access Protocol with its secondary schools. This means that, in some circumstances, pupils defined in the Protocol will have a higher priority for admission to schools and/or year groups, which are already full, than all other pupils seeking admission to the school. Full details of the Protocol can be obtained from Wakefield Local Authority.

## 13 False Information

- 13.1 Where the Local Authority has made an offer of a place at Castleford Academy on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn.
- 13.2 Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at school.
- 13.3 Where a place or an offer has been withdrawn the parent will be asked to submit a new application form. This new application form will then be considered afresh against the relevant admissions policy and co-ordination scheme.
- 13.4 It is for the parent/carer to satisfy the LA of their circumstances, as they apply to the admission criteria at the time of the application.



## 14 Explanatory Notes

### 14.1 Children in Care and Children who were previously in Care

This refers to children who are subject to care orders and interim care orders, or who are accommodated by a local authority in full time placements. Children who were previously in care includes children who have been adopted from Local Authority care, or who are subject to a Child Arrangements Order and those with special guardianship immediately following being in care.

### 14.2 Brothers and Sisters

This category includes children with brothers or sisters (including step-brothers or step-sisters residing at the same address) of statutory school age, living at the same address, in attendance at the same school, or a school on the same site, on the date of admission.

### 14.3 Castleford Academy Trust Schools and Feeder Schools for Castleford Academy

For the purpose of this admissions policy, the following primary schools are members of the Castleford Academy Trust:

Castleford Park Junior Academy and Three Lane Ends Academy.

For the purpose of this admissions policy, the following schools are “feeder” primary schools:

Ackton Pastures Primary Academy, Half Acres Primary Academy and Smawthorne Henry Moore Primary School.

### 14.4 Catchment Areas

Wakefield Local Authority believes it is important that schools should serve their local communities and so each one has its own catchment area. However, parents are required to express a preference, stating their choice of school, even if this is within their catchment area.

Whilst every effort is made to ensure that there will be a place for every child in its catchment area school, it cannot be guaranteed that this will always be the case.

### 14.5 Families Living Outside the District Boundary

Children from families living outside the Wakefield Metropolitan District boundary will be considered alongside those who live within the Wakefield Metropolitan District.

### 14.6 Address

Wakefield Local Authority will investigate any queries about addresses and, depending on what is found the offer of a school place may be withdrawn. When an offer is made, it is assumed the parental address will be the same in the following September as is held on the Local Authority’s records. If a parent plans to move or has moved house, the parent must let the Local Authority know immediately. If the house move is after the 6 January 2021, the parent must tell the Local Authority the new address. The date of the move may affect the category of the child and the Local Authority may have to offer the child a place at another school if the parent fails to tell the Local Authority that they have moved, the Local Authority



will still consider the application under the new address and the offer of a school place may be withdrawn or the Local Authority may offer a place at another school.

#### **14.7 Parental Disputes**

Parental Responsibility gives both parents important legal rights as well as responsibilities to be involved in decisions such as the choice of school. If the Local Authority receives conflicting school preferences from both parents, they will require evidence of parental consent to the application, in the form of written confirmation from both parents with parental responsibility.

In the event that parents are unable to agree on a choice of school, parents are advised to take their own legal advice with a view to making an application to the court for a Specific Issue Order to decide which parent should be responsible for securing a school place for their child. However, the Courts would encourage parents to come to an agreement and to resolve the issue between themselves. The Local Authority will require evidence of any such Order.

Until the Local Authority receives the relevant evidence, they will be unable to process the application or allocate the child a school place.

#### **14.8 Children of Members of Staff**

This refers to children of any member of staff who has been employed directly by Castleford Academy in a permanent capacity for two or more years at the time of application. This does not apply to children of any members of staff working at Castleford Academy who are employed by other organisations.