Admissions Policy 2027/2028

Castleford Academy

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1. Admission arrangements

Castleford Academy is a comprehensive academy predominantly serving its locality in Castleford. It is part of the Castleford Trust. The academies within the Trust hold shared vison and values for the education of pupils within the Trust. All academies within the Trust work closely together to ensure alignment of the curriculum.

Staff work across the trust getting to know our pupils so that there are no lapses in outcomes. Pastoral care, interventions and safeguarding are also aligned across the trust to provide a continuation of support for all pupils who attend one of our academy trust schools. It is of upmost importance to the trust that this continuity is achieved across both primary and secondary transition phases. This enables all pupils to make the best possible progress throughout their time with us.

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 for a place in Year 7 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 oversubscribed 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 2027, and

4.1.2. Applications received up to and including 20 November 2027 will be accepted as if they had been received by the closing date.

4.1.3. Any WCAF received from 21 November 2027 onwards will be classed as a late application:

- Late applications received between 21 November 2027 and 06 January 2028 will be considered prior to National Offer Day.
- Late applications received between 07 January 2028 and 29 February 2028 will be considered after National Offer Day and before casual admissions.
- Late Secondary Applications received between 01 March 2028 and 31 August 2028 will be dealt with as casual admissions and will be processed in date order and in accordance with the provisions of the LA's secondary Co-ordination scheme.

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:

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. Where an address is given which is either not the address of the child's parent or carer or is not the child's true home address, that address will not be treated as the home address for the purposes of the application. Where the Local Authority becomes aware that a child is living temporarily with someone other than his/her parent or carer and has moved there for the sole purpose of gaining a place at a particular school, and the address of that person has been given as the home address in the application, the application will be treated as intentionally misleading or fraudulent and the school place offered may be withdrawn (see explanatory note 14.6).

5.3. Only one address can be used on the application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the Local Authority will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor (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 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).

5.6. 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 school

7.1. Decisions will be posted 2nd class to parents who made a paper application on 1 March 2028.

7.2. Parents who made an online application 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. The LA will also send confirmation email to the registered email address on the same day.

8. Point of Entry

Pupils will start school in the in-take year (i.e. Year 7) on the first day the school is open following 1 September 2027.

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 the 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 the end of the summer term in July 2028. 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 (i.e. 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 and/or there is no change of address since the previous application 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 Local Authority of their circumstances, as they apply to the admission criteria at the time of the application.

14. Explanatory Notes

14.1. Looked after Children and 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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A 'previously looked after child' includes children who were adopted (from Local Authority care) under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Children who were previously looked after 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.

Child Arrangement Orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one of more individuals to be a child's special guardian (or special guardians).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society (see section 23ZZA (8) of the Children Act 1989 (inserted by section 4 of the Children and Social Work Act 2017).

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 Trust Primary Feeder Schools

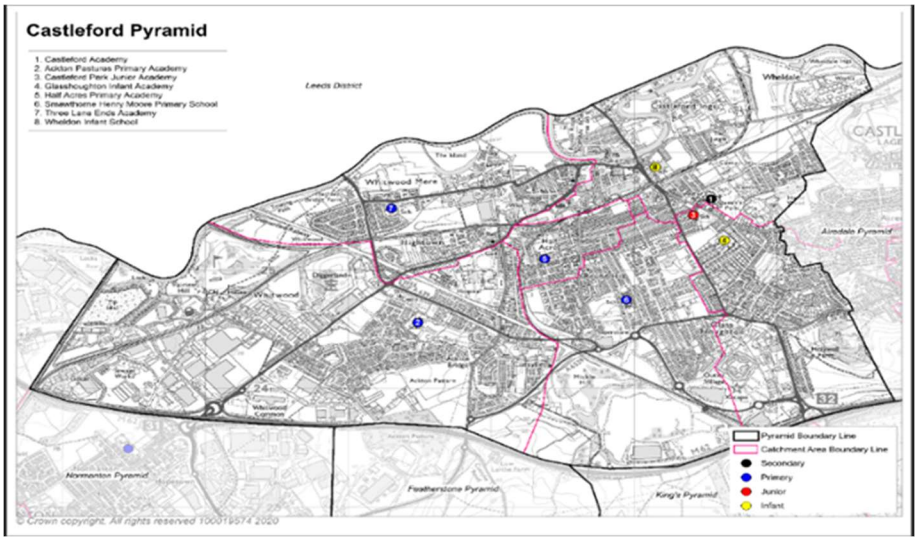
Castleford Trust hold a shared vison and values for the pupils who are educated within the Trust. Academies within the Trust work to an agreed set on principles across a range of areas including curriculum, assessment, safeguarding and SEN. For the purpose of this admissions policy, the following primary schools are members of the Castleford Trust:

Castleford Park Junior Academy and Three Lane Ends Academy.

14.4. Catchment Areas (see catchment area map below)

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. Castleford Academy Feeder Primary Schools

For the purpose of this policy, the following schools are 'feeder' primary schools.

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

Where the number of pupils exceeds admissions number, priority will be given to those living nearest to the school by using a straight line from the centre of the property to the centre of the school.

14.6. Children of Staff employed by Castleford Academy

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.

14.7. Families Living Outside of 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.

14.8. Address

Wakefield Local Authority investigates all queries about addresses and an offer may be withdrawn where the Local Authority concludes that the parent/carer have made a fraudulent or deliberately misleading application.

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 us know immediately as the date of the move could affect the address which is considered to be the home address for the purposes of the application.

For secondary places, any change of address received after 06 January 2028 will be used for correspondence purposes only and will not be administered until after the secondary National Offer Day. Until then the application will continue to be processed from the last known address.

Where a parent fails to notify the LA of a change of address, this may lead to the application being treated as a fraudulent or misleading application. This in turn may lead to the place, or offer of a place, being withdrawn. Where the place is withdrawn, the LA will offer a place at the next nearest school to the new home address which has a place available.

14.9. 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. The Local Authority can only process one application per child which has been made by a person who has parental responsibility for that child.

Where the Local Authority receives two conflicting applications both made by persons who have parental responsibility, the Local Authority cannot process either application and the parents must decide between them which application will be withdrawn. Evidence of parental responsibility must be provided to the Local Authority.

If an agreement is reached after the respective National Offer Day the agreed preferences will be processed as a late application.

Where an application has been made by a parent who has parental responsibility, and the other parent advises the Local Authority that he/she disagrees with the preference for Castleford Academy, the Local Authority will continue to process the original application unless the parent who disagrees with the school preference provides evidence that the applicant does not have parental responsibility for the child, or is otherwise prevented from determining which school the child should attend. Such evidence would be a copy of an existing Court Order or a Specific Issues Order.

14.10. Temporary Sites

If our Academy is based on a temporary site for any reason we will base our distance measurements on our Academy's permanent site

15. Admissions Out Of Chronological Age

- You can ask for your child to be admitted outside of their normal age group, for example has extenuating circumstances which must be validated through a professional. Professionals can include social care, educational psychologists or those working with children due to complex medical issues.
- You still need to apply for a place in their normal age group, in case you don't get permission. You must apply by any deadline date and we recommend you send the request to the academy.
- To apply, you must send to us a written request that explains:
  - why admission out of normal year group is being requested; and
  - the year group you wish your child to be allocated a place.
  - if you have it, you can also attach any available evidence that supports your request.
- The academy will consider each application individually and make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.
- This request is separate to any decision about offering a place at our Academy. There is no right of appeal against a decision relating to admission out of chronological age.