

Although parents have the right to express a preference for the school that they wish their child to attend, there is no guarantee of a place being offered.

It is the Academy's policy to try and meet parents' wishes where possible, however in some cases there may be more applications than there are places available.

Oversubscription Criteria

If the total number of preferences for admission to the Academy exceeds the Published Admission Number (PAN) of 224, the following order of priority is used to allocate the available places. (N.B., after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school then they will be offered a place at the school ranked highest on their application.)

- 1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order) including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2) Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of applicants either on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the Academy rather than any other school.

Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. It should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend the Academy rather than any other school.

and

Test 2: the child would suffer hardship if they were unable to attend the Academy.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school.

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Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

- 3) Children who have an elder sibling in attendance at the Academy and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- 4) Children living within the catchment area.
- 5) Children who attend our major contributory schools, Cheslyn Hay, Glenthorne, St John's, Featherstone and Havergal.
- 6) Other children arranged in order of priority according to how near their home addresses are to the main gate of the Academy, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Academy will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at an Academy, children who are resident within the catchment area will be arranged in order of priority according to distance i.e. category (6).

Additional Notes

Copies of school catchment area maps are available from the Local Authority or individual schools.

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names the Academy as being the most appropriate to meet the child's needs must be admitted. This will reduce the amount of places available to other applicants.

Children in care means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976

(see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangements 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.

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

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Academy will not seek to obtain this information on behalf of the applicant.

The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

If a child's home address changes during the admissions process it is the responsibility of the parent/carers to inform the Academy/Local Authority immediately. Where there is a proposed house move taking place during the admissions process the Local Authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 24 January 2024. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Waiting lists

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

Waiting lists will be kept until 31st December 2024. No other waiting lists will be maintained. Staffordshire County Council will operate this waiting list on behalf of the school.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject to a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Late Applications

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

Repeat Applications

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Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the local authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

Admission Outside of the Normal Age Group

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Academy who will take into account the circumstances of the case and views of the headteacher. Parents do not have the right to insist that their child is admitted to a particular year group.

Sixth Form Admissions Policy 2024/25

The joint collegiate sixth form between Cheslyn Hay Academy and Great Wyrley Academy is known as the Aspire Sixth Form.

It is our aim, when considering applications, to accept students onto a curriculum which will suit their learning style and encourage them to flourish academically. Judgements and offers will be made on an appropriate level of prior academic achievement and a positive attitude/aptitude for learning.

The Student Admission Number (PAN) for Year 12 commencing 1st September 2024 will be 150 in total across both sites. If spaces remain available on some courses, this number may be increased.

All admissions will be administered by the following criteria-

Method of Application:

Prospectuses and application forms will be published during the Autumn Term each year. All current Cheslyn Hay Academy students will be invited to an Open Evening and the event will be marketed locally and on the school website. Prospectuses and application forms will be specifically issued to:

- All current Year 11 Cheslyn Hay Academy and Great Wyrley Academy students
- Students visiting from other education establishments
- Those making specific requests by contacting the school

Information, advice and guidance meetings are set up for every prospective sixth form student, with their parents, to provide expert professional support at a critical time of decision.

Applications for Aspire Sixth Form should be made directly to Aspire Sixth Form by visiting our website <https://www.aspiresixth.org.uk/>

Entry Criteria:

All students should have a positive, self-motivated approach and are expected to demonstrate their suitability for the courses they have chosen and must meet standard entry requirements as outlined below:

- Students need to evidence a minimum of 5 GCSEs at grade 9 – 4 (or equivalent grades) including English and Maths.
- Individual courses may have subject-specific GCSE or equivalent qualification requirements for entry - these are outlined fully in the prospectus each year and available on the Aspire Website.

Students who do not meet the entry criteria can discuss the courses that they want to follow with the Head of Aspire Sixth Form and may be given permission to join in exceptional circumstances (subject to additional reasonable conditions to be agreed during a discussion).

Applications from students not currently studying in Year 11 at: Cheslyn Hay Academy

Each year a number of students can join Aspire Sixth Form from other schools. Applications are welcomed from such students who wish to continue their studies at Aspire Sixth Form. The application process and entry requirements will be identical for both internal and external applicants.

Our admission number for external applications is a minimum of twenty.

All schools must admit any child with an Education and Healthcare Plan (EHCP) that names the school directly.

Where over-subscribed we will give priority to applicants as follows:

1. "Looked after children – children in public care", as required by the Education (Admission of Looked after Children) (England) Regulations 2006. First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order (*See note below)

2. Where a child has a brother/sister, half brother/sister (where the children share one common parent), step brother/sister or fostered/adopted sibling living at the same home address (i.e. the genuine principle place of residence where they normally and regularly live) and who will be attending Aspire Sixth Form in September 2024. (** See note below)

3. Proximity of the child's home to the school, measured in a straight line from the front door of the home (or main entrance to flats) to the main gate of the Academy, with those living nearest accorded the higher priority. (***)See note below)

*An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live with under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians). Including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**Where parents have a shared responsibility for a child and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week (i.e. three out of the five days). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

*** In all cases the 'proximity' criterion (the last named priority) is to be used as a tie breaker should the school be oversubscribed with applicants under criteria with a higher priority. For example, if the school were to be oversubscribed with siblings only (second priority), the proximity criterion would dictate who would gain admission. Parents or guardians might be asked to submit evidence in support of their application; fraudulent information used at that time can lead to the withdrawal of a place and further children might be affected. In the event that we are unable to distinguish between applicants for the final available place, such as in the case of children who live in the same block of flats, then the final place will be randomly selected by drawing lots. The 'home' address to be used will be the current one at the time places are allocated and the one that parents either own or rent.

All of the above applicants must meet the Entry Criteria. In the event of the school being oversubscribed in any of the above criteria, places will be offered to those living nearest the school as measured in a direct line distance from the home to the school.

Applicants refused admission to Aspire Sixth Form are entitled to appeal to an independent appeals panel.