

**CASTERTON COLLEGE RUTLAND**

**ADMISSIONS POLICY 2020/21**

<b>Senior Team Responsibility:</b>	Principal
<b>Governors' Reviewing Committee:</b>	Performance & Standards
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# CASTERTON COLLEGE, RUTLAND - ADMISSIONS POLICY

## 1.0 Introduction

The college is its own admissions authority and as such is responsible for setting the criteria for admission and their interpretation; at all times however it will act in accordance with the Schools Admissions Code published by the Department for Education.

All parents wishing to apply for a place at the college should do so via their 'home' authority (i.e. the authority where they live). Parents have a right to express a preference for the school they want for their child. Application forms can be obtained from the College and the home authority. Application forms must be returned to the home authority by the specified date, which is published annually.

The planned Admission Number (PAN) for the college is **180 per year group** and the College will admit children up to this number.

A child with an Educational Health Care Plan which names the College in section I will be admitted. The number of available places within the PAN will reduce accordingly.

## 2.0 Late Applications

Except where otherwise agreed within the coordinated scheme, late applications will be considered where circumstances have prevented an application at the appropriate time. Circumstances that may be considered under this heading would include, but not be confined to a lone parents' illness during the application period, a family moving into the catchment area, or a family returning from abroad. Applications made after the time for offering places will be considered within the Appeal phase.

## 4.0 Priority and Oversubscription

In the event that more people apply for places than the College has room to admit, this order will be the priority order for giving a place. Places are allotted in the following order:

- **Looked after children or Previously Looked after children**

**A 'looked after' child** is defined as a child in the care of the Local Authority or who is being provided with accommodation by a Local Authority in the exercise of their social services functions at the time of making an application to the school.

**A 'previously looked after' child** is a child who was looked after but were then immediately adopted, became subject to a Child Arrangements Order or a Special Guardianship Order. After prioritising 'looked after' and 'previously looked after' children, all other applicants must then be considered according to the oversubscription criteria.

- **Students living in the catchment areas of the following primary schools:**

Cottesmore Academy  
Cottesmore St Nicholas C of E Primary School  
Great Casterton C of E Primary School  
Empingham C of E Primary School

Exton & Greetham C of E Primary School  
Ketton C of E Primary School  
Ryhall C of E Academy

Students should be living in the catchment area at the time the place is offered. A child is considered to be resident at the address of the parent or carer with whom the child spends the majority of time as a child of the family during term times. Free transport to school will not be provided for children living outside this area or moving outside.

The College will endeavour to admit students who arrive in the catchment area after places have been allocated within the constraints of the efficient use of educational resources.

The College makes no distinction between students within its catchment area.

- **A sibling currently attending the college in Year 7 -10 at the time of application.**

A sibling is defined as a child of the family sharing a parent by birth or adoption and living at the same address at the time of application.

- **Students who live nearest to the college by distance.**

Distance will be measured by the shortest walking route on a recognised public right of way from the front door of the child's home address (including flats) to the main entrance of the college (with those living closest to the college receiving the highest priority).

- **OTHER CIRCUMSTANCES**

Children of UK Services personnel and other Crown Services can be assured that their needs are taken into account and they will be considered allocation of a college place in advance, if a move to the area once proof of the posting is provided [eg an official government letter from MOD, FCO or GCHQ]. This should include a relocation date and an intended address. The Unit postal address or quartering area address will be used for consideration against the oversubscription criteria.

## **5.0 Right to appeal**

Where admission is refused there is a right to appeal to an Independent Appeals Committee appointed by the Governors of the College. The Committee's decision is binding on both parents and governors. The Committee is bound both by the Schools Admission Code and all relevant legislation.

## **6.0 Waiting List**

For admissions into Year 7 the College will maintain a waiting list until the end of term one. All those refused admission will be offered the opportunity to be placed on the waiting list. Priority will not be based on the date the application was received. Places will be offered according to the oversubscription criteria if they become available. Children who are subject to a Direction by the Local Authority in accordance with a Fair Access Protocol will take precedence.

## **7.0 Withdrawing Offers**

Once an offer of a school place has been made it is only reasonable for an admission authority to withdraw that offer in very limited circumstances. These may include when a parent has failed to respond to an offer within a reasonable time or the admission authority offer the place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence in a catchment area) which effectively denied a place to another child; or where a place was offered under co-ordination by the Local Authority, in error.

## **8.0 In-Year Admissions for 2020-2021**

Parents who wish to apply for a place outside the normal admissions round should do so by contacting the College directly. The College is responsible for handling in-year applications.

On receipt of an in-year application, the college will notify Rutland Local Authority of both the application, and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

## **9.0 Point of Contact**

Admission arrangements at Casterton College, Rutland, are carried out in accordance with the Schools Admission Code ([www.education.gov.uk](http://www.education.gov.uk)) For information or interpretation of this policy please contact the College Admissions Officer.

## **10.0 Compliance with legislations**

The College as the Admissions Authority adheres to and is bound by all relevant legislation including Sex Discrimination Act 1975, Race Relations Act 1976 and 2000, Disability Discrimination Act 1995 and 2005, Equality Act 2006 and Human Rights Act 1998