



## **CASTERTON COLLEGE RUTLAND**

### **ADMISSIONS POLICY 2023/24**

<b>Senior Team Responsibility:</b>	Principal
<b>Governors' Reviewing Committee:</b>	Performance & Standards
<b>Reviewed:</b>	January 2022
<b>Next Review Date:</b>	January 2023
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**STATUTORY**

## Admission Arrangements - CASTERTON COLLEGE RUTLAND September 2023

### 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 210 per year group and the College will admit children up to this number (except where the operational pan is noted below).

### **Year 8, 9, 10, 11 admissions - operational PAN**

An operational PAN for year groups other than Year 7 are set annually.

The operational PAN limits for student admissions into Casterton College Rutland **2023-2024 are for this academic year only:**

Year 8 - 210 students

Year 9 - 210 students

Year 10 - 210 students

Year 11 - 210 students

If Casterton College Rutland considers that it would not prejudice the efficient provision of education or educational resources, then the College may exceed the Admission Number in an individual year group.

In accordance with school admissions code of practice the college will admit a child with an Education, Health and Care Plan (EHCP) in accordance with parental preference, provided the college is named as being the appropriate school on the EHCP. The number of available places within the PAN will reduce accordingly.

The purpose of the admission arrangements are to ensure that student places at Casterton College Rutland are allocated and offered in an open and fair way. Casterton College Rutland must act in accordance with admission legislation and School Admissions Code.

The admission arrangements will operate from September 2023 and it will also apply to all admissions for the school year 2023-2024. The arrangements must be ratified annually by 28th February of the prior year. Governors will confirm either no change or, following consultation, to either retain admissions arrangements as they are or to change admission arrangements following formal consultation. We consulted on our policy before implementation in January 2020. The policy for admissions for September 2023 was determined by the Governing Body in January 2022.

**Oversubscription Criteria for entry September 2023 admissions and mid-term applications during 2023-24 academic year**

Where there are more applications for Casterton College Rutland than the following criteria, or combination of the criteria, will be used to allocate places

1st	A looked after child who is in the care of a local authority or provided with accommodation by that authority or where the child was previously in care but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). This priority is also given to those children who were previously in care outside of England and ceased to be in state care as a result of being adopted. (See note i).
2nd	Children of staff directly employed by Casterton College Rutland where either the member of staff has been employed at the College for more than two years at the time at which the application for admission to the college is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable shortage.
3rd	A sibling currently attending the college in Year 7 -10 at the time of application (See note ii)
4th	Students living in the "catchment villages" of Casterton College Rutland (See note iii)
5th	Students living nearest to the college measured in a straight line distance (home to school front gate). (See note iv)

**Notes:**

- i) *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 is a child who were looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002) or became subject of a child arrangement order or special guardianship order (under the Children Act 1989). Children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care due to adoption.*
- ii) *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 proposed admission.*
- iii) *Criterion 4 above, the child must have been resident in the catchment village at the point of application. The villages are:*

Cottesmore
Empingham
Exton
Great Casterton
Ketton
Ryhall
Barrow
Belmesthorpe
Clipsham
Essendine
Geeston
Greetham
Horn
Little Casterton
Market Overton
Pickworth
Stretton
Tickencote
Tixover
Tinwell
Thistleton
Whitwell

- iv) Distance will be measured in a straight line distance from the school to the “centre point of the property” 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).

Home residence is defined as the address of the parent or carer with whom the child spends the majority of time, as a child of a family during term-time and proof of the home address should be in the form of a utility bill. Where a child resides with parents on a 50:50 bases, e.g. three days one week and two the next, we accept both addresses in these circumstances.

Where there is equal ‘ranking’ following the application of oversubscription criteria, lots will be drawn.

### **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 for allocation of a college place in advance, pending 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.

If we are at operational PAN for a year group in which a place is requested, we will consider exceeding that operational PAN providing it does not prejudice the efficient provision of education or educational resources of the college.

### **Late Applications**

Any applications received after the closing date will be accepted but considered only after those received prior to the closing date. Parents are therefore encouraged to ensure

that applications are submitted on time. All supplementary information i.e. medical consultant letters to proof of change of address, remains the parent's responsibility to supply.

Applications for a school place received after the national closing date are classed as late. If an application is late, an appeal must be placed within 20 school days of being refused the place. An appeal will be heard up to 40 school days from the date it was lodged.

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 area, or a family returning from abroad.

### **In-Year Admissions**

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 as it is its own admissions authority. If the application for a school place is outside the normal application process, and has been refused, then an appeal must be lodged within 20 school days of being notified that the application was unsuccessful. An appeal will be heard within 30 school days of the appeal being lodged.

If we are at operation PAN for the year group in which a place is requested we will only normally consider exceeding that operational PAN if this does not prejudice the efficient provision of education or educational resources of the college.

### **Waiting List**

If Casterton College Rutland is oversubscribed for Year 7 applicants; it will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the oversubscription criteria and will be subject to a review of ranking when any new child is placed on the waiting list. The waiting list will be maintained for the first academic term in the year of admission. The waiting list may change; this means that a child's waiting list position during the year could go 'up' or 'down'. The waiting list makes no distinction between on time or late applications. It is important to note that the list does not operate on a "first come, first served" basis and that places will be offered according to the oversubscription criteria if they become available.

### **Appeals**

If a child has been refused a place at Casterton College Rutland, parent/carers retain the statutory right to appeal. Casterton College Rutland has engaged the services of the Leicestershire Local Authority to conduct its appeals. Therefore, an appeal can be submitted using the Leicestershire Local Authority's 'Notice of Appeal' procedures. Leicestershire Local Authority will arrange the appeal on behalf of the governors to be heard by an independent panel, whose decision is binding on all parties.

### **Education out of year group**

Whilst there is no statutory barrier to children being admitted to school outside of their chronological year group, there is no duty to agree to such a request. In each case it is for Casterton College Rutland to make the decision based on the circumstances of the case and what is in the best interests of the child. Parents should discuss the matter with the college prior to making such a request. Parents must provide supporting evidence alongside their application, which clearly highlights why the admission would be in the best interests of the child. It will be for the college to determine whether (subject to

places being available) to accept the child out of year group or offer a place in the chronological age group. Parents have the right of appeal against a refusal, where a place is offered in the chronological age group.

### **Exclusions**

Casterton College Rutland may refuse admission to applicants who have been permanently excluded from two or more other schools, where the date of the last exclusion was less than two years before the application for admission is made. Casterton College Rutland will coordinate its arrangements with the Rutland Fair Access Protocol.

### **Fair Access Protocol**

Casterton College Rutland will participate in full with the LA's *Fair Access Protocol* in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number of a school that is already full if it is appropriate.

### **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 by distance from the college) which effectively denied a place to another child; or where a place was offered under co-ordination by the Local Authority, through an administration error.

### **Equality Act**

The two key duties in the Equality Act are written to ensure that educational establishments do not discriminate against disabled students. The expectation is that schools:

- do not treat disabled students less favourably
- do make reasonable adjustments to avoid putting disabled students at a disadvantage.

Within the admissions policy, the Governing Body recognises its duty under the Equality Act

- To promote equality for disabled students in their admissions and exclusions, and provision of education and teaching and learning
- To treat disabled students as favourably as able-bodied students

### **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 on 01780 762168.