

# IMPORTANT

**YOUR APPLICATION FOR A PLACE AT SECONDARY SCHOOL MUST BE COMPLETED  
AND RETURNED TO THE LOCAL AUTHORITY BY 31 OCTOBER 2023**



## Starting Secondary School in September 2024

The process for Rutland residents



**Apply online:**  
[www.rutland.gov.uk/admissions](http://www.rutland.gov.uk/admissions)



**Rutland**  
County Council

# Apply Online

by visiting our  
**Admissions Portal at**  
**[www.rutland.gov.uk/admissions](http://www.rutland.gov.uk/admissions)**

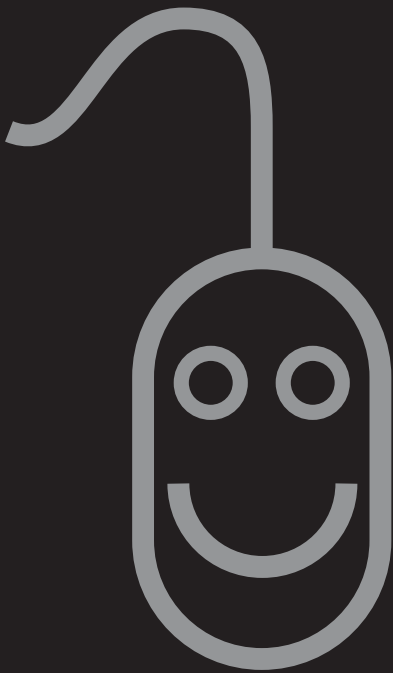
Go to the the 'Starting Secondary School in September 2024' page of our website and follow the instructions to access the Admissions Portal.

The benefits to applying online include:

- You will receive an email to confirm that your application has been received.
- You can view your application at any time and make changes to it up until the closing date.
- The system has a series of security procedures which will prevent anyone seeing information they are not entitled to see.
- The system is available 24 hours a day, 7 days a week until the closing date, although there may be a requirement for temporary loss of service due to the essential maintenance of the system.
- From 00:01 on the morning of offer day you can log in to the Admissions Portal to view your offer and submit your response.
- An email will also be sent to you at 8.00am on offer day confirming the outcome of your application.

Please note that you can only make an application online up to the closing date. If you are submitting a late application, after the closing date, you will need to complete the secondary school application form.

If you have any questions about the online admissions process or require help completing your application, please contact us on 01572 722577 or email [admissions@rutland.gov.uk](mailto:admissions@rutland.gov.uk)



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# Welcome to your guide to Secondary School Admissions in September 2024



Dear Parent/Carer

A child's transition to secondary school is an important time in their life and we understand that you, as a parent/carers, require as much information as possible to make an informed decision about the best school for your child.

As a result, we have developed this booklet to guide you through the secondary school admissions process.

Over the next few pages you will find detailed information about the secondary school admissions process for September 2024 and the schools that are available to your child in Rutland.

I am very proud of the education opportunities we provide for children in Rutland.

Our schools are led by inspirational leaders, supported by teaching at the highest standard, in nurturing environments. All of our schools support their children to achieve highly and prepare them for their future, whatever that might be.

I hope you find the information contained within this booklet helpful and I wish you and your child every success as they continue their educational journey.

Dawn Godfrey  
Strategic Director Children and Families

# Glossary of Terms

When reading through the information in this brochure, you may come across a word or phrase that is unclear. Please find below a list of words and phrases, used within the brochure, along with an explanation of their meaning. If you require clarification on any of the information contained within the brochure, please call the Admissions Service on **01572 722577** or email [admissions@rutland.gov.uk](mailto:admissions@rutland.gov.uk)

<b>Academy</b>	A school that is directly funded by central government and is independent of the local authority.
<b>Admission Arrangements or Admissions Policy</b>	The overall procedure, practices and oversubscription criteria used in deciding the allocation of places at a particular school.
<b>Admission Authority</b>	The body responsible for admissions to a school and for setting admission arrangements for a school.
<b>Catchment Area</b>	A designated area around a school. Some admission authorities give priority to children who live within a catchment area.
<b>Local Authority (LA)</b>	A council which has responsibility for providing efficient primary and secondary school education to pupils of school age in its area and ensuring that there are enough primary and secondary school places, with adequate facilities, to meet the needs of the pupils.
<b>Ofsted</b>	An official body which regularly inspects all schools in England which are mainly or wholly state funded. Ofsted inspectors produce education reports which are meant to improve standards of achievement and quality of education.
<b>Oversubscription criteria</b>	A list of rules applied by admission authorities when a school has more applications than places. They must by law be fair and objective and in accordance with the School Admissions Code.
<b>Planned Admission Number (PAN)</b>	The number of places available in the year group which is the normal year of entry – for secondary schools this is Year 7.
<b>School Admissions Code</b>	Guidance set by the Department for Education that must be followed by local authorities, schools and admission authorities when carrying out duties relating to school admissions.

# Secondary School Admissions 2024

## 1. Who is responsible for coordinating school admissions?

As required by the Department for Education's (DfE) School Admissions Code, each Local Authority (LA) must coordinate the secondary school admissions process for children resident within their LA area. This means that parents/carers of children resident in Rutland, who wish to apply for a secondary school place for their child to start in September 2024, will submit an application to Rutland County Council, regardless of in which county the preferred school is located. There is a common application form, which is available online or as a paper copy, and a timetable to ensure that offers of places are sent out on the same day to all parents within the LA area.

Parents who live outside of the Rutland area, who wish to apply for a place at a Rutland secondary school, must submit their application to the LA where they live.

Parents who wish to apply for a place at a private or independent school should not use the LA application form but should instead contact the preferred school direct.

## 2. Who is responsible for the allocation of places at a school?

The admission authority for a school is responsible for setting its admission arrangements, also known as an admissions policy, which will determine the allocation of places to the school. All 3 of Rutland's secondary schools are academies. This means that within these schools the academy trust is the admission authority. A summary of the admission arrangements for each of these schools is available in the schools' section of this brochure.

## 3. Can I choose the school I want my child to attend?

You have the right to express a preference for the school that you wish your child to attend. In Rutland we will do everything we can to meet that preference, but schools have a limit on the number of children they can accept (see section 15).

The application form allows you to express up to 3 preferences in priority order. Whilst every attempt will be made to meet your first preference, your preferred school may be oversubscribed and you may not receive an offer of a place. It is not possible to predict if a school will be oversubscribed. However, information about the number of preferences received for each school last year, for admission in September 2023, along with the number of places offered, is available within the Key Information table for each school within the schools' section of this brochure. You are encouraged to consider and indicate what your second and third preferences would be in order that they may be considered. Including a second and third preference school will in no way reduce your chances of receiving an offer at your first preference school.

## 4. How can I find out about the schools in the area?

Details of each Rutland school are available in the schools' section of this brochure. Other schools are available in neighbouring counties and the Councils within which these schools are located will be able to provide details about these schools. For contact details of neighbouring authorities, see page 12 of this brochure. Furthermore, every school is required to produce a prospectus and make it available to parents free of charge. The prospectus should include details of the school's curriculum, its examination results, out of school activities and other important information.



## **5. How can I find out about Rutland secondary school catchment areas and feeder schools?**

Not all secondary schools in Rutland have a catchment area or have primary schools that feed into the secondary school. It is the responsibility of each Rutland secondary school to decide if they want to include a catchment area or feeder primary schools within their admission arrangements (policy). We therefore strongly recommend that you read the admissions arrangements for your preferred school before submitting your application to ensure that you are aware of how your application for the school will be ranked. A summary of these admission arrangements is available in the schools' section of this brochure and copies of the full admission arrangements are available on each individual school's website.

## **6. What if my child has an Education, Health and Care Plan (EHC Plan)?**

If your child has an EHC Plan, it is likely that you will already have discussed secondary school admission at your child's year 6 annual review. The outcome of the review is that your child's Plan will be amended to indicate the name of the agreed secondary school placement. There is, therefore, no requirement for you to complete the secondary school application form. You have the right to request a particular school, college or other institution to be named in your child's EHC Plan. This request will be considered by the LA if it is compatible with the provision of efficient education and is suitable for your child's needs. Further information can be found within the SEND Local Offer which is available on the Rutland Information Service website at [www.rutland.gov.uk/rutland-information-service/send-local-offer](http://www.rutland.gov.uk/rutland-information-service/send-local-offer). If you have any concerns, please contact the Council's SEND Service on 01572 758280 or email [SEND@rutland.gov.uk](mailto:SEND@rutland.gov.uk)

## **7. What if my child does not have an EHC Plan but has additional needs?**

These additional needs could be educational, medical, family or environmental factors that have an impact on your child's learning. If you are concerned that your child may have additional needs, this should be discussed with the school's Special Educational Needs Coordinator (SENCo) to consider what additional support may be required. If considered appropriate, the school can apply for an EHC needs assessment. Parents may also apply and the request forms are available on the Local Offer. You must include supporting evidence from a recognised professional alongside your application.

## **8. How do I submit an application for secondary school?**

This application process applies to Rutland residents only. If you live in another local authority area and wish to apply for a place at a Rutland secondary school, please contact the local authority where you live. Contact details for neighbouring local authorities can be found on page 12 of this brochure. If you live in Rutland, you can apply for a place in one of two ways: -

- **Online** – by 23:59 on 31 October 2023. You can access the admissions online portal by visiting our website at [www.rutland.gov.uk/admissions](http://www.rutland.gov.uk/admissions) and following the instructions on the 'Starting Secondary School in September 2024' page. For further information about applying online see the inside front cover of this brochure.
- **Paper application form** – by 4.00pm on 31 October 2023 to the Council Offices at Catmose, Oakham. An application form can be printed out from the 'Starting Secondary School in September 2024' page of our website at [www.rutland.gov.uk/admissions](http://www.rutland.gov.uk/admissions) or you can contact the Admissions Service and ask for a copy to be posted out to you. The Admissions Service can be contacted on 01572 722577 or you can email [admissions@rutland.gov.uk](mailto:admissions@rutland.gov.uk)

## **9. When do I need to apply for a place?**

You must apply for a place either online by 23:59 on 31 October 2023 or by submitting the paper application form by 4.00pm on 31 October 2023. The paper application form must be received by 4.00pm at the Council Offices at Catmose, Oakham.

No priority is given to applications based on how soon they are received – all applications received by the closing date will be treated equally. You are therefore encouraged to take the time to visit schools and ensure that you are entirely happy with your preferences before submitting your application. Once you have submitted your preferences, the LA will not allow them to be changed without a genuine reason for doing so, for example, if you have moved address since your application was submitted.

## **10. How will I know if my application has been received successfully?**

The LA will contact you to confirm receipt of your application. If you submit your application online, confirmation will be sent by email within 24 hours of the application being submitted. If you submit the paper application form and provide an email address, confirmation of receipt will be sent to you by email within 10 working days. If you do not provide an email address, confirmation of receipt will be posted out to you in writing. In either case, if you do not receive this confirmation, you should call 01572 722577 or email [admissions@rutland.gov.uk](mailto:admissions@rutland.gov.uk) as soon as possible to check that we have received your application.

## **11. What if I don't live in Rutland but want to apply for a Rutland school?**

If you don't live in Rutland, you need to apply through your own LA. They will provide you with details of how to submit an application and on that application, you can express a preference to attend any school, including Rutland schools. Your own LA will then pass your application details on to Rutland County Council who will arrange for your application to be considered. The result will be sent back to your own LA who will advise you, on offer day, of the school offered to your child.

## **12. Will the information I provide be checked?**

Details provided on your application can affect the outcome. The home address given, as well as details of siblings, can be particularly important. Definitions of what a school means by 'home address' and 'sibling' can be found within the school's admission arrangements. The information you provide may be checked by the school and an offer of a place withdrawn if it is found to be incorrect, misleading, or fraudulent.

## **13. What if my application is submitted late?**

The LA will do everything it can to advise parents of the need to apply for a secondary school place, including writing directly to parents of children who live in Rutland. In the event of an application being received after the closing date, it will be processed according to the late applications guidance within the relevant school's admission arrangements. If the school is oversubscribed, this could result in your child not receiving an offer at their preferred school, even if the preferred school is their catchment and/or nearest school. It is therefore essential that your application is submitted by the closing date. Please note that it is not possible to apply online after the closing date. If you do need to submit a late application, you must use the paper application form.



#### **14. Can places be reserved if I have not yet moved into the area?**

If you are due to move into the Rutland area but have not yet moved, you should submit an application to the Council where you currently live. This application will then be forwarded to Rutland County Council for processing. If you have evidence of your move to the Rutland area, you are advised to submit a copy of this alongside your application. Such evidence could be written proof of exchange of contracts on a house purchase or a page of a tenancy agreement showing your name and the address of the property to be rented. If such evidence is not received alongside the application, your application will be processed using your current address. Further details can be found within your preferred school's admission arrangements.

#### **15. How many children can a school admit?**

The number of children that can be admitted to the year of entry to a school is called the Planned Admission Number. The admission numbers that apply to each secondary school in Rutland are included in each school's admission arrangements and are listed against each school in the Key Information table in the schools' section of this brochure.

#### **16. What happens if there are more applications than places available at the school?**

If the number of applications received, expressing a preference for a particular school, is higher than the planned admission number for the school, the admission authority for the school must rank the preferences to determine who can be offered a place. The preferences will be ranked against the oversubscription criteria for the school. These criteria are listed within each school's admission arrangements. Rutland has three secondary schools, all of which are academies. The academy trust is the admission authority and will use the oversubscription criteria listed within their school's admission arrangements to rank the preferences received. A summary of each school's admission arrangements, including the oversubscription criteria, is available in the schools' section of this brochure.

#### **17. When will I find out the result of my application?**

**The national offer day will be 1 March 2024.** If you are a Rutland resident and you submitted your application online, you can log in to the online admissions portal from 00.01am on 1 March to see which secondary school has been allocated to your child. In addition, an email will be sent to you at 8.00am on 1 March confirming the outcome of your application. If you submitted your application on paper, a letter will be posted out to you, first class, on 1 March confirming the secondary school where your child has been offered a place. It should be noted, therefore, that parents who submit their application online are likely to receive their offer of a place before those parents who submit their application on paper.

#### **18. What do I need to do once I have received an offer of a place?**

All Rutland residents must respond to their offer of a secondary school place within 14 days of offer day. Failure to do this could result in your offer being withdrawn. To submit your response:

- If you submitted your application online, you must log in to the online admissions portal and follow the instructions for responding to your offer.
- If you submitted your application on the paper application form, you must either return the response slip which is enclosed alongside your offer letter or send an email. Instructions for doing this will be included in your offer letter.

If a parent does not respond to the offer of a place within 14 days, the LA will send a reminder letter advising of the need to respond within a further 7 days. If the LA does not receive a response within the 7 days, the offer may be withdrawn in accordance with the school's admission arrangements and, if the school in question is oversubscribed, the place will be offered to the next child on the waiting list. Residents of a neighbouring local authority area who are offered a place at a Rutland secondary school must follow their own LA instructions for responding to their offer.

## **19. Can an offer of a place be withdrawn once I have received it?**

Once offered, an admission authority can withdraw an offer in certain circumstances. For example,

- Where a parent has not responded to the offer by the deadline given.
- Where the place was offered based on a fraudulent or intentionally misleading application from a parent, e.g., false claim to residency in a school's catchment area.
- When a place was offered under coordination by the local authority, not the admission authority, in error.

For more detailed information please refer to the admission arrangements for each school.

## **20. What happens if I am refused a place at my preferred school?**

If your application for a place at your preferred school is refused and you have expressed a second or third preference, then a place will be offered at the second preference, or, if this is also over-subscribed and your application is unsuccessful, an offer will be made at the third preference school. In the unlikely event that a place cannot be offered at any of your preferred schools, an alternative offer will be made to Rutland residents at the nearest Rutland school to the child's home address that has a place available, after all other preferences have been processed. If one or more of your preferences is refused, you will be offered the right to appeal against the refusal of the place(s).

## **21. How do I appeal?**

If your child is refused a place at a school, you have a right to appeal to an independent appeal panel. None of the members of the appeal panel will work for the LA nor have any connection with the school concerned. Appeals for all secondary schools in Rutland are the responsibility of the academy trust and you are advised to contact the school direct for information on how and when to submit an appeal. For information on how to appeal against a place being declined at a school in another LA area, please contact the LA concerned. Contact details for neighbouring LAs can be found on page 12 of this brochure. Admission authorities must have a deadline for parents to lodge an appeal which allows them at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. The appeal must then be heard within 40 school days of the deadline for lodging an appeal.

Support is available to parents who wish to submit an appeal. The Advisory Centre for Education (ACE) is an independent national advice centre and is available to offer information to parents about admission appeals. Full details are available on their website at [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

An appeal panel's decision can only be overturned by the courts where the parent or admission authority is successful in applying for Judicial Review of the decision. If you have a complaint regarding maladministration on the part of a panel hearing appeals for a school, you must write to the Local Government Ombudsman who can investigate written complaints. This is not a right of appeal. The Ombudsman is not able to overturn an appeal panel's decision, but he may make recommendations for a suitable remedy. For details on how to make a complaint you can visit the LGO website at [www.lgo.org.uk](http://www.lgo.org.uk)

## **22. Is there a waiting list for places?**

Any parent who has had a place declined at one or more of their preferred schools will be given the opportunity to place their child's name on a waiting list for their preferred school(s). Each admission authority must maintain a waiting list until at least 31 December of each year of admission. Information on how a school's waiting list is maintained is available within the school's admission arrangements. Waiting lists must be clear, fair and objective and must not be operated on a 'first-come-first-served' basis but held in oversubscription criteria order. Being placed on a waiting list does not remove an applicant's right to appeal and, likewise, taking up your right to appeal does not mean that you cannot be placed on the waiting list. In the case where a place becomes available before appeals are heard, the admission authority will allocate a place from the waiting list. Should the place be allocated to a child whose parents are in the process of going to appeal then the parent may accept the place and withdraw their appeal.

## **23. What happens if I move house before my child starts school?**

If after completing your application form you move address and the move takes place before places are offered, you must inform the LA as soon as possible. Failure to do so may result in an offer being withdrawn. Once a place is offered, moving address will not result in that offer being withdrawn unless the move took place before offer day and the LA was not informed or, if the original application is found to have been intentionally misleading. However, please note that the right to transport may be affected by such a move.

## **24. What if I move into the area after offer day?**

Where applications are received after offer day and places are available, they will be allocated as quickly as possible. If there are no places available at your preferred school, an alternative offer will be made. In this case you will be offered the opportunity to put your child's name onto the waiting list for your preferred school and you will be offered the right to appeal.

## **25. Will my child receive free home to school transport?**

Transport is awarded in line with the Council's Home to School Transport Policy. The full policy can be viewed on the Council website at [www.rutland.gov.uk](http://www.rutland.gov.uk). A summary of the policy criteria is as follows:

- Students of secondary school age and living more than 3 miles from their qualifying school (ie, the nearest or catchment school) will be entitled to free home to school transport. This will be arranged by the local authority.
- If the school your child attends is not the qualifying school because you opted for a place elsewhere, there is no entitlement to transport, and you must make your own arrangements.
- If a pupil is unable to attend their qualifying school because the school is full, transport may be provided if the child attends the next nearest school that has a place available. The age and distance criteria quoted above will also be applied.

Please note that not all Rutland schools have a catchment area. Where a school does not have a catchment area, transport will be assessed on 'nearest school'. Children aged between 11 and 16 from low-income families attending one of their 3 nearest qualifying schools, more than 2 miles but less than 6 miles from their home, may be entitled to free transport. (Low income is defined where households have an annual gross income of no more than £16,190). Further details can be found within the Home to School Transport Policy. For non-entitled pupils,

spare places on school transport may be available and you may apply for your child to use one of these places. A charge is made in these circumstances and the costs can be found in the 'Home to School Transport Guide' or by calling 01572 722577. Under the Education and Inspections Act, LAs have a general duty to promote the use of sustainable travel and transport for school journeys. This general duty encompasses:

- An assessment of pupils' journey needs.
- An audit of the sustainable travel and transport infrastructure that may be used when travelling to and from, or between schools/institutions.
- Development of a school travel strategy aimed at improving accessibility to schools and ensuring the travel and transport needs of children and young people are better catered for.

A summary version and a full version of the Sustainable Modes of Transport Strategy can be viewed on the Rutland County Council website at [www.rutland.gov.uk](http://www.rutland.gov.uk), by accessing Environment and Transport / Bus times and travel. For further information, please call 01572 722577.

## **26. How do I find out about term dates for Rutland secondary schools?**

Rutland's 3 secondary schools are all academies and are therefore responsible for setting their own term dates. Please visit each individual school's website for further information.

## Who can I contact for further information and advice?

- If you require further information or advice about the process of submitting a secondary school application, please contact the Admissions Service by telephone on 01572 722577 or by email to [admissions@rutland.gov.uk](mailto:admissions@rutland.gov.uk)
- If you require further information or advice about the allocation process and oversubscription criteria for each school, please contact the relevant school direct. Contact details for each Rutland school are available in the schools' section of this brochure.

Further information can be found as follows:

- The admissions pages of the Council website at [www.rutland.gov.uk/admissions](http://www.rutland.gov.uk/admissions)
- School Inspection Reports - these can be obtained from the school in question or from [www.reports.ofsted.gov.uk](http://www.reports.ofsted.gov.uk)
- Secondary School Performance Tables - these can be obtained from the GOV.UK website at [www.gov.uk/school-performance-tables](http://www.gov.uk/school-performance-tables)

## Contact details for neighbouring Local Authorities

### **Leicestershire County Council - LA number 855**

School Admissions

County Hall

Glenfield

LEICESTER

LE3 8RF

**Tel:** 0116 305 6684

**Email:** [admissions@leics.gov.uk](mailto:admissions@leics.gov.uk)

### **North Northamptonshire Council – LA number 940**

School Admissions

Tithe Barn Office Block

Tithe Barn Road

WELLINGBOROUGH

NN8 1BN

**Tel:** 0300 126 3000

**Email:** [admissions.ncc@northnorthants.gov.uk](mailto:admissions.ncc@northnorthants.gov.uk)

### **Leicester City Council - LA number 856**

School Admissions

City Hall

115 Charles Street

LEICESTER

LE1 1FZ

**Tel:** 0116 454 1009 (option 1)

**Email:** [admissions.online@leicester.gov.uk](mailto:admissions.online@leicester.gov.uk)

### **West Northamptonshire Council – LA number 941**

School Admissions

One Angel Square

Angel Street

NORTHAMPTON

NN1 1ED

**Tel:** 0300 126 7000

**Email:** [admissions@westnorthants.gov.uk](mailto:admissions@westnorthants.gov.uk)

### **Lincolnshire County Council – LA number 925**

School Admissions

County Offices

Newland

LINCOLN

LN1 1YL

**Tel:** 01522 782030

**Email:** [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)

### **Peterborough City Council – LA number 874**

School Admissions

Sand Martin House

Bittern Way

Fletton Quays

PETERBOROUGH

PE2 8TY

**Tel:** 01733 864007

**Email:** [admissions@peterborough.gov.uk](mailto:admissions@peterborough.gov.uk)

# Casterton College Rutland

Casterton College Rutland was joint best State Secondary School of the Year at the National Teaching Awards in 2021 and has been consistently the highest performing secondary school in Rutland as measured by Progress 8. It was also placed in the highest possible category of performance for student progress by the Department for Education (DfE) in 2023 with an outstanding progress score of 0.63. In 2017 it was described as having 'the best Maths department in England' at the National Teaching Awards and maths progress at the school is one of the best in the country. In 2021, the Principal, Carl Smith, was shortlisted for secondary headteacher of the year.

The college has a pupil admission number of 180, and demand for places is high. The school ethos is 'ability is not fixed' and it has a strong reading culture which has led to it being made a National Champion School. Therefore, progress scores in reading and comprehension are extremely high.

Casterton operates an unusually long 29-hour teaching week, 4 hours longer than most English secondary schools. Its extended day allows the chance to offer an exceptionally rich curriculum that is strong in both the arts and sports. It has recently won national awards for its Duke of Edinburgh and National Citizenship Programmes and enjoys a long and proud tradition of artistic and sporting success, boasting several national and international champions. There are over 60 extra-curricular clubs and societies. The school also offers a wide variety of trips and visits to places such as Italy, Belgium, Spain and Germany and hosts visits from major public figures, entrepreneurs, and authors. The school is accredited as an anti-bullying school by the UK anti-bullying alliance and has a dedicated mental health lead and team of counsellors. It also follows a DfE approved programme for social and emotional wellbeing called Thrive. Casterton admits children from four counties, 70% of whom are from outside Rutland. Parents are welcome to tour the school with the principal at any time and the school holds two open evenings a year, either side of the summer holidays. An online talk by the principal, entitled 'Year 4 and 5 Information' can be found on the 'Admissions' page of the college website.

In December 2022 it was announced that the school was one of only 250 on the government's School Rebuilding Programme.





# Casterton College Rutland

## Key Information for Casterton College Rutland:

Type of School:	Secondary Academy
School DfE number (Dept for Education):	857 5405
Admission Authority:	Board of Academy Directors
Age range:	11 – 16
Address:	Ryhall Road, Great Casterton, Stamford, Lincs PE9 4AT
Telephone:	01780 762168
Email:	<a href="mailto:cs@castertoncollege.com">cs@castertoncollege.com</a>
Website:	<a href="http://www.castertoncollege.com">www.castertoncollege.com</a>
Principal:	Mr Carl Smith MA
Contact for admissions:	Helen Cook
Planned admission number - Sept 2024:	180
Expected number on roll September 2023:	967
Number of preferences received for admission in September 2023:	1 <sup>st</sup> preference – 195 2 <sup>nd</sup> preference – 134 3 <sup>rd</sup> preference – 56
Number of places offered on offer day 2023:	203

**The college open evening is scheduled to take place on:  
Wednesday 13 September 2023 from 6.00pm to 8.00pm**

**Please visit the college website for up-to-date information.**

# Casterton College Rutland

## Summary of Admissions Policy 2024

### Planned Admission Number

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

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 2024-2025 are published on our website by 31 August 2024.

### Oversubscription criteria for entry September 2024 admissions and mid-term applications during 2024-25 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:

1 <sup>st</sup>	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).
2 <sup>nd</sup>	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.
3 <sup>rd</sup>	A sibling currently attending the college in Year 7-10 at the time of application (see note ii).
4 <sup>th</sup>	Students living in the “catchment villages” of Casterton College Rutland (see note iii).
5 <sup>th</sup>	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 was 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).
- 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 and Whitwell.
- iv. Distance will be measured in a straight line 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 basis, 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.

### **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 parent's illness during the application period, a family moving into the area or a family returning from abroad.

### **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.

### **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.

### **Point of Contract**

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.

***To view a full copy of the Admissions Policy 2024 for Casterton College Rutland please visit their website at [www.castertoncollege.com](http://www.castertoncollege.com)***

# Catmose College, Oakham

Catmose College is an oversubscribed, popular and successful Academy, with a warm and friendly atmosphere. Our students are supported to develop to their full potential, not only academically but personally and socially.

We are one of the highest performing schools in Leicestershire and Rutland, ensuring our students are well placed to choose between the best of the post-16 providers. Catmose College is lead sponsor and a feeder College for Harington School, a free school which opened on Catmose Campus in September 2015. Harington School also provides outstanding academic post-16 education in Rutland.

Our students consistently achieve excellent examination results but we are about so much more; we want all of our students to have the academic qualifications, personal skills and confidence to take full advantage of the opportunities that await them upon leaving the College. We value each individual student, nurturing their skills and talents, whilst continually providing them with new experiences and challenges. Students at Catmose College enjoy a great variety of trips and visits, and have many opportunities to get involved with drama, sport, music and the Duke of Edinburgh award.

Our hugely popular electives programme on Wednesday afternoons has continued to grow; this year there will be over 100 different courses, ranging from Youth Speaks to rock climbing. These courses give students the opportunity to develop a wider set of interests that will make their own CV considerably more attractive to potential employers or post-16 providers.



Music, Sport and Academic Scholarships are awarded annually to students who can demonstrate excellent ability in their chosen area. The scholarships are designed to recognise exceptional talent and to provide the facilities, resources and staffing to allow high-ability students to achieve their potential. This year, our Academic Scholars have enjoyed a programme of cultural and intellectual enrichment, having visited exhibitions, theatres, universities and much more. Our Music Scholars benefit from heavily subsidised instrumental lessons and this year enjoyed a workshop with the Royal Philharmonic Orchestra.

The College boasts a strong sporting heritage, having yet again become proud winners of the Rutland & Melton Varsity Cup competition. The Sport Scholarship programme has continued to go from strength to strength with a number of students now competing at a national level.

# Catmose College, Oakham

We have high expectations of our students. Catmose College students are asked to work hard, take responsibility for their own learning and make the most of every opportunity that our highly skilled staff are able to offer. This occurs within our calm and supportive environment, based on mutual respect and an expectation of considerate behaviour towards others.

Our Royal Institute of British Architecture (RIBA) award-winning new building is equipped with wonderful facilities, designed to support the College ethos. Our students have access to a state of the art information technology network which includes a wireless connection for laptops and iPads which are encouraged in the College. Our facilities, including the library and IT, are available for student use from 8.00am each day; no rooms are locked nor access to restricted, this is to enable all students to fully engage with everything on offer.

## Key Information for Catmose College:

<b>Type of School:</b>	Secondary Academy
<b>School DfE number (Dept for Education):</b>	857 5406
<b>Admission Authority:</b>	Board of Academy Directors
<b>Age range:</b>	11 – 16
<b>Address:</b>	Huntsmans Drive, Oakham, Rutland LE15 6RP
<b>Telephone:</b>	01572 770066
<b>Email:</b>	<a href="mailto:office@catmosecollege.com">office@catmosecollege.com</a>
<b>Website:</b>	<a href="http://www.catmosecollege.com">www.catmosecollege.com</a>
<b>Principal:</b>	Mr Stuart Williams
<b>Contact for admissions:</b>	Mrs Valda Austin
<b>Planned admission number - Sept 2024</b>	210
<b>Expected number on roll September 2023:</b>	1109
<b>Number of preferences received for admission in September 2023:</b>	1 <sup>st</sup> preference – 262 2 <sup>nd</sup> preference – 87 3 <sup>rd</sup> preference – 33
<b>Number of places offered on offer day 2023:</b>	240 (inc additional 30 places for Sept 2023)

**The college open evening is scheduled to take place on:  
Wednesday 4 October 2023 from 5.30pm to 7.30pm**

**Please visit the college website for up to date information.**

# Catmose College

## Summary of Admissions Policy 2024

The Published Admission Number (PAN) for the College is 210 per year group and the College will admit children up to this number.

A child with an Education Health Care Plan (EHCP), or statement of educational need, which names the School as part of that Plan will be admitted. The number of places within the PAN will reduce accordingly.

### **Oversubscription Criteria**

Where the number of applications for places exceeds the number of places available, as specified by the Planned Admission Number, the following criteria, in priority order, will be applied to determine those children that will be offered a place: -

#### **1. Looked After Children**

A looked after child is a child who is in the care of a local authority or provided with accommodation by that authority. Priority under this criterion will also be given where the child was previously in care but ceased to be so because they were adopted under the terms of the Adoption and Children Act 2002 (or became subject to a child arrangement order or special guardianship order). This priority is also given to children who were previously in care outside of England.

#### **2. Where there is already a sibling at the College and the sibling will either still be at the College or have attended the College within the last five years at the time of admission**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, foster brother or sister, or the child of the parents/carer's partner where the child for whom the College place is sought is permanently living in the same family unit at the same address as that sibling.

#### **3. A child who has attended the College feeder school, Catmose Primary School, Sandringham Close, Oakham, Rutland LE15 6SH for at least one academic year**

Catmose Primary is part of the Rutland and District Schools' Federation, a Multi-Academy trust which also includes Catmose College. The School has the same Executive Principal as the College, sharing staffing and resources across the two sites.

#### **4. A child of staff at the College**

Where the member of staff has been employed at the College for two or more years at the time at which the application for admission to the College is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### **5. Children who live nearest the College by distance**

Distance is measured from the centre point of the child's home address to the centre point of the College (LE15 6RP). The route is defined as a driving route or safe walking route, whichever is the shorter, using a computerised mapping system

In the case of there being oversubscription in criteria 1 – 4, places will be allocated using the distance criterion in 5.

Applicants living in the same block of flats will be regarded as living the same distance from the College. In the unlikely event that two or more children live in the same block of flats and in all other ways have equal



eligibility for the last remaining available place at the College, the names will be issued a number and drawn randomly to determine which child shall be offered the place.

A child's home address is considered to be the residential property that is the child's only or main residence at the time of application. Where the parent/guardian/carers of the child have separated, the home address of the child will be regarded as the address at which the child sleeps for the majority of the weekdays. Places will be allocated in advance of a family moving into the area where suitable confirmation, such as proof of property purchase, or a letting agreement [for a minimum of 6 months] has been received.

### **Late Applications**

In the event of the College being oversubscribed, applications received after the closing date in October, which is published each year, will be relegated to the waiting list.

### **Waiting List**

In the event of over-subscription, the College holds a waiting list for places which may become available. All applications declined through the over-subscription process will be given the opportunity to be placed on the waiting list which will be maintained until 31 December of each year. Being placed on the waiting list does not remove an applicant's right to appeal. It is important to note that the waiting list does not operate on a first-come, first-served basis and that places will be offered according to the over-subscription criteria if they become available. Therefore, the waiting list will be ranked again each time a name is added. Children who are allocated a place to the College in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

### **Right to Appeal**

If the College informs a parent of a decision to refuse their child a place, we will include the reason why the admission was refused; provide information about the right to appeal, the deadline for lodging an appeal and the contact details for making an appeal. If a parent wishes to appeal, they must set out their grounds for appeal in writing. Any appeal must be heard within 40 school days of the appeal being lodged.

### **Withdrawing Offers**

Once offered, places will not be withdrawn except in the following cases: -

- where the place was offered on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence at an address which effectively denied a place to a child with a stronger claim);
- where the place was offered under co-ordination by the local authority in error;
- where a parent has not accepted the offer of the place and does not respond to a reminder letter from the College within a reasonable time (defined as 21 days from the issue of the reminder letter).

***To view a full copy of the Admissions Policy 2024 for Catmose College please visit their website at [www.catmosecollege.com](http://www.catmosecollege.com)***

# Uppingham Community College

Uppingham Community College is a successful and oversubscribed secondary school for 900 pupils in Uppingham, Rutland. Fondly referred to as 'UCC', it is a school driven by three core values; Respect, Honesty and Kindness.

UCC has a caring and nurturing culture, ensuring all students are known as individuals. The College's well-deserved reputation for excellence has led to it becoming oversubscribed, with a significant number of pupils coming from outside the catchment area. The College is committed to delivering a high quality all round education which enables all pupils to thrive. UCC has a national reputation for excellent teaching and has been at the forefront of the Embedding Formative Assessment project for The Schools, Students and Teachers Network (SSAT) which ensures teachers are highly trained in supporting students in their learning. UCC has been awarded Ambassador School status by the SSAT for these innovative approaches to teaching.

UCC has been recently praised by Ofsted for being a school that is ambitious for all pupils. The March 2023 inspection identified a number of key strengths; an ambitious and well planned curriculum, high standards of teaching, excellent pastoral care, strong personal development and careers provision, and effective safeguarding. UCC students make good progress in their learning and consequently, they consistently achieve GCSE examination results that are significantly above national attainment average.

UCC provides a vast range of extra-curricular activities including national and international trips, music and drama productions and a wide variety of competitive activities, both regionally and nationally. UCC is an Ambassador School for the Youth Sport Trust, which is a reflection of the outstanding range of extra-curricular opportunities for students, alongside the innovative PE curriculum. The driving ethos behind this packed programme of activities is UCC's determination that every student is exposed to as many opportunities as possible, so they can develop their interests and skills and leave UCC with a broad view of life and what it has to offer them.



# Uppingham Community College

Students benefit from exceptional facilities, including:

- A new 'carbon-neutral' Modern Languages teaching block with 6 classrooms;
- A purpose built Maths block;
- Outstanding PE facilities including a sports hall, all weather 4G Astroturf, floodlit netball/tennis courts and a new Fitness Suite;
- 6 science labs, which have all been refurbished;
- Exceptional facilities in Design, Technology and Art;
- Two Drama Studios – with specialised equipment;
- Specialist SEND facilities, including a Sensory Garden;
- A variety of catering outlets and a newly refurbished Dining Room;
- Refurbished Humanities classrooms.

These facilities provide the right environment for a challenging and high quality curriculum together with a wide range of extra-curricular activities.

## Key Information for Uppingham Community College:

<b>Type of School:</b>	Secondary Academy
<b>School DfE number (Dept for Education):</b>	857 5404
<b>Admission Authority:</b>	Board of Academy Directors
<b>Age range:</b>	11 – 16
<b>Address:</b>	London Road, Uppingham, Rutland LE15 9TJ
<b>Telephone:</b>	01572 823631
<b>Email:</b>	<a href="mailto:principal@ucc.rutland.sch.uk">principal@ucc.rutland.sch.uk</a>
<b>Website:</b>	<a href="http://www.uppinghamcollege.org.uk">www.uppinghamcollege.org.uk</a>
<b>Principal:</b>	Mr Ben Solly
<b>Contact for admissions:</b>	College Reception
<b>Planned admission number - Sept 2024</b>	180
<b>Expected number on roll September 2023:</b>	920
<b>Number of preferences received for admission in September 2023:</b>	1 <sup>st</sup> preference – 179 2 <sup>nd</sup> preference – 125 3 <sup>rd</sup> preference – 68
<b>Number of places offered on offer day 2023:</b>	180

**The college open evening is scheduled to take place on:  
Thursday 14 September 2023 from 6.00pm to 8.00pm**

**Please visit the college website for up to date information.**

# Uppingham Community College

## Summary of Admissions Policy 2024

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 Published Admission Number (PAN) for the College is 180 per year.

Children and young people with an Education, Health and Care Plan (EHCP) should not have their placements determined through the general schools' admissions process – even where they are seeking a mainstream placement. The Local Authority responsible for the EHCP must review and amend the EHCP by the statutory deadline. The review must take place when a child is within 12 months of a transfer between phases of education. Parents should contact their Local Authority to check if free transport is available from their home address.

### **Oversubscription Criteria**

Where the number of applications for places exceeds the number of places available, as specified by the Published Admission Number, oversubscription criteria will be applied, in priority order, to determine those children to be admitted. Within each criterion students will be ranked by distance from their place of residence to the main entrance of the College:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order.<sup>1</sup> Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.<sup>2</sup>
2. Those with a sibling<sup>3</sup> attending the College. The sibling must be on roll at the College at the time of the proposed admission of the applicant to the College.
3. Those attending the following primary schools or living in one of our catchment villages: Bringhurst Primary, Billesdon C of E, Church Langton C of E, Cottingham C of E, Edith Weston Academy, Gretton Primary Academy, Hallaton CofE, Leighfield Academy, St Mary & St John CofE: North Luffenham, Tugby CofE, and Uppingham CofE.  
*(For the list of catchment villages, please refer to the full admissions policy on the college website).*
4. A child of a member of staff at the College, where the member of staff has been employed at the College for two or more years at the time when the application is made or is recruited to fill a vacant post where there is a demonstrable skill shortage.
5. Those that have proven grounds based on the location of their place of residence, in order of distance from the College. If measurement of distance becomes necessary, the calculation will be based on the shortest driving or walking route from the boundary of the home address<sup>4</sup> to the main entrance of the College. Only those footpaths recognised by the Ordnance Survey will be allowed.

### **Definitions**

<sup>1</sup> A looked after child is a child who is in the care of a local authority in England or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

<sup>2</sup> A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

<sup>3</sup> 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 the proposed admission.

Home address 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.

The College will only allocate places in advance of a family moving into the area where suitable confirmation, such as proof of property purchase (i.e. exchange of contract), a letting agreement, or a letter from an employer has been received.

### **Late Applications**

In the event of the College being oversubscribed, applications received after the published closing date will be placed on the waiting list unless circumstances prevented an application being made at the appropriate time. Circumstances that may be considered under this heading would include, but not be confined to, a lone parent's illness during the application process, a family moving into the area or a family returning from abroad.

### **Waiting List**

In the event of oversubscription, the College holds a waiting list for places which may become available.

Children who are the subject of a direction by the LA must take precedence over those on the waiting list in accordance with the Fair Access Protocol.

All applications declined through the oversubscription process will be given the opportunity to be placed on the waiting list which will be maintained for the first term of the year. Being placed on the waiting list does not remove an applicant's right to appeal.

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.

### **Right to Appeal**

In the case where an application is declined due to oversubscription, all parents have the right to an independent appeal against the decision made. More details can be obtained from the College.

### **Children of UK Service Personnel**

Children of UK Service Personnel posted to the area may be allocated a place in advance of 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.

***To view a full copy of the Admissions Policy 2024 for Uppingham Community College please visit their website at [www.uppinghamcollege.org.uk](http://www.uppinghamcollege.org.uk)***







The information contained in this brochure is, to the best of our knowledge, correct at the time of going to press. Circumstances or policies may change during the course of the academic year. Where and when a change would significantly affect the guidance in this document, the County Council will do its best to keep parents informed.

Parents who wish to seek clarification on any part of the information provided in the brochure may telephone  
**01572 722577**  
or email:  
**[admissions@rutland.gov.uk](mailto:admissions@rutland.gov.uk)**.



**Rutland**  
County Council

Rutland County Council, Catmose  
Oakham, Rutland LE15 6HP  
**Telephone: 01572 722577**  
**[www.rutland.gov.uk](http://www.rutland.gov.uk)**