



## **CHETWYNDE SCHOOL ADMISSIONS ARRANGEMENTS – SEPTEMBER 2019**

Chetwynde School is a co-educational, non-selective school for children aged 4 – 16. Whilst the school is non-denominational, it maintains a Christian ethos. Our ethos has been to develop and nurture through a true family atmosphere to encourage high aspirations within the students and to help them achieve goals through focused teaching and the ability to provide genuinely supportive pastoral care. Our admissions policy reflects these aspirations.

Chetwynde School will provide school places for young people aged from 4 – 16 and the policy arrangements for year group Reception and Year 7 intake are set out below.

Chetwynde School is committed to straight forward, open, fair and transparent admission arrangements. The school will act in accordance with the Schools Admission Code (as revised in December 2012), Schools Admission Appeal Code and admissions law.

### **Application Process**

Children already on the role in Year 6 at Chetwynde School will not have to apply for a place in Year 7 at the School for 2018. They will automatically transfer.

Chetwynde School admissions will be managed by the Local Authorities co-ordinated arrangements. Parents will complete the SA3 form for Year 7 places and the SA1 form for Reception places. Copies of the form are available from Cumbria County Council or on line at [www.cumbria.gov.uk](http://www.cumbria.gov.uk). Full details of the application process are available in the Local Authority brochure.

Applications must be made for Reception by 15 January 2019 and for Year 7 by 31 October 2018. Offers of places will be made by letter or email for Reception on 16 April 2019 and for Year 7 on 1 March 2019.

Chetwynde School is a part of the Local Authority co-ordinated arrangements. This requires parents to complete a Common Application Form (CAF) which is provided by the Local Authority in which the applicant lives. Inaccurate and false information on the form could result in the place being withdrawn.

We will operate in keeping with the Local Authorities Fair Access Protocol.

Parents/carers can request that their child attends on a part-time basis until the child reaches compulsory school age, or the date that their child is admitted be deferred until later in the academic year or the year in which the child reaches compulsory school age.

Chetwynde School has an agreed capacity of 538. The admission number for year groups Reception – Year 6 will be 25 and will admit up to this number each year. All applicants will be admitted if fewer than 25 applications are received for each year.

Year 7 will be a 75 pupil admission, as will Year 8, and years 9 – 11 will be 60 per year. All applicants will be admitted if fewer than stated number applicants are received for each year. Entrance into Year 7 is guaranteed for pupils already attending the School in Year 6.

There is no planned change in the Published Admission Number for subsequent years.

### **Special Educational Needs**

Children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan where Chetwynde is named on the Statement/Plan will be admitted to Chetwynde School.

### **Oversubscription Criteria**

Where there are more applications than places available at the School for entry to all year groups **except Year 12**, applications will be prioritised using the criteria below. They will be applied in conjunction with the explanatory notes which form part of the policy.

1. A Looked After Child i.e. a child in public care, giving priority, if necessary, to the youngest child(ren) and children who were previously looked after – **see note 1.**
2. Children of staff – **see note 2.**
3. Children who have siblings at the School when the Admissions forms are submitted – **see note 3.**

If there are more children with siblings at School when the admission forms are submitted than places, the places will be allocated on the basis of a straight-line measure between the centre of the pupil's home address and the main gate of the School (the gate on Rating Lane) – **see note 4.**

4. Children living closest to the main gate of the School, measured by a straight-line measure from the centre of the pupil's home address – **see note 4.**

Where places are available for some but not all children from multiple births (including twins), the School will exercise discretion offered by the Admissions Code to offer all the children places.

Application will be prioritised on the above basis. An exception will be made to this Policy where (i) a child holds a Statement of Educational Needs and/or Education, Health and Care Plan naming Chetwynde, or (ii) is currently undergoing a Statutory Assessment, and in either case it is considered that attendance at the School is necessary to meet the identified needs of that child.

**Note 1**

“A Looked After Child”. A looked after child is a child who:- (a) is in the care of the Local Authority, or (b) is being provided with accommodation by the Local Authority in the exercise of their Social Services function, or (c) the definition as set out in Section 22(1) of the Children Act 1989 and previously looked after children and children who are looked after, but cease to be so because they are adopted or became subject to a Child Arrangements Order or Special Guardianship Order, at the time of making an application to the School.

**Note 2**

Children of staff are where a member of staff has been employed for at least 2 years at the time when the application is made, OR where a member of staff has been recruited to fill a vacant post for which there is a clear skills shortage.

**Note 3**

Children are siblings if they are step-siblings, adopted or foster brothers or sisters living in the same family unit at the time when the child’s application form is submitted.

**Note 4**

Distance measurements will be undertaken using the Local Authority’s computerised Geographical Information System [GIS]. This measures a straight-line measure between the centre of the pupil’s home address and the main gate of the School (the gate on Rating Lane). In the event of a tie break within a block of flats, those living closest from the communal entrance will be given priority.

A child’s home address is defined as the address at which the child is normally resident. Where a child lives at more than one address, the address will be where the child lives for the majority of the time. Where the child lives at more than one address and spends equal times at both, the home address will be counted as that in which the child is registered with their GP.

## **Appeals**

Parents who are dissatisfied with the School's decision not to admit their child(ren) may appeal to an Independent Appeals Panel against that decision. The determination of the Panel will be made in accordance with the Schools Admission Appeals Code and will be binding on all parties.

Appeals should be made in writing to:- Appeals Administrator, Chetwynde School, Croslands, Rating Lane, Barrow in Furness, LA13 0NY, within 20 school days from the date of notification that the application was unsuccessful.