

# ADMISSIONS POLICY for September 2020 admissions

<b>Approved by:</b>	CET Trust Board
<b>Date:</b>	20 November 2018
<b>Proposed review date:</b>	Annually (autumn term)
<b>Owner:</b>	Headteacher

## REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

<b>Version Number</b>	<b>Version Description</b>	<b>Date of Revision</b>
1	Reviewed January 2019; no changes	28/01/2019
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## **Section 1 – General Principles**

The Whitehaven Academy is part of the Cumbria Education Trust (the Trust). Cumbria Education Trust is the Admission Authority for all academies within its family of schools. The Trust participates in the Local Authority Co-ordinated Admission Scheme.

The published admission number (PAN) for Year 7 in September 2020 and subsequent years is 150. The Whitehaven Academy is an 11-18 mixed academy and is part of the Cumbria Education Trust. The main principle of admission to The Whitehaven Academy is to provide a welcoming, safe and supportive learning environment that meets the needs of young persons within the 11-18 age range, who live in Whitehaven and the surrounding area.

The Trust will endeavour to provide places for students who wish to attend The Whitehaven Academy provided they can be accommodated within the scope of this policy.

## **Section 2 – Roles and Responsibilities**

It is the responsibility of Cumbria Education Trust to set and publish the admissions criteria for the academy as defined in this policy and for ensuring that these criteria meet with the requirements of law.

The Trust will ensure that:

- Admissions criteria are clear, fair and objective
- Arrangements are as simple as possible
- All parents' preferences are treated on an equal basis

It is the responsibility of the Headteacher to ensure the requirements of the Trust's policy are implemented at all times and reviewed on an annual basis. Where changes are to be made, public consultation will occur as required and outlined in the Department for Education's (DfE) Admissions Code (December 2014).

## **Section 3 – Definitions**

The catchment area is in and around the town of Whitehaven. A catchment map is available on request. By sibling we mean:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by parents' marriage
- Children living at the same address whose parents are living as partners at this address
- Children who are adopted or fostered
- We do not include "cousins" within our definition of sibling

## **Section 4 – Oversubscription**

Places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.

Children with Statements of Special Educational Needs (SEN) or Education Health Care (EHC) Plan naming the academy will also be admitted.

In the event of oversubscription, the following criteria will apply:

1. Applications from within the academy's catchment area
2. Where the child lives in the academy's catchment area, as defined by the catchment area map, and have a brother or sister (sibling) attending the academy at the time of application;
3. Where a child lives outside the catchment area and has a brother or sister attending the academy;
4. Where a child attends a Cumbria Education Trust primary school;
5. Children of staff members working at a CET school
6. Children from outside the catchment area.

In the event of oversubscription in any category above, priority will be determined by the proximity of the child's home to The Whitehaven Academy using the shortest walking distance by road from the main entrance of The Whitehaven Academy to the main door of the residence, with those living nearest being given priority. The child's home address is defined as the child's permanent residence. In situations where a child spends equal time between two addresses, the permanent address is defined as the address at which the child is registered with a GP.

(The distance would be determined by using a distance measuring tool – AA route planner will be used by The Whitehaven Academy). Apartments/flats will be treated equally with the measurement taken to the main entrance of the block. If after applying the distance tie-breaker there are more applications than places available from the apartment/flat block furthest away, a further tie-breaker of Random Allocation will be used for the applications from this block. This will be overseen by someone independent of the Trust.

## **Section 5 – In Year Admissions**

In year admissions enables parents to transfer their child between secondary schools. To apply for a place in Years 8 – 11 applicants should contact the school. Most admissions will be at the start of a new term, although exceptional circumstances will be considered.

In year admissions will be based on the size of the year group, including the size of teaching groups already in the school. If there are places available in the year group, then applicants will be admitted. If the year group is full it may not be possible to offer your child a place. If the number of applicants for a year group exceeds the number of places available, the oversubscription criteria detailed in this policy will be applied. Waiting lists will be held by the Academy.

The Whitehaven Academy will operate a waiting list for Year 7 admissions until 31 December 2020. If places become available during this period places will be allocated in the same priority as the oversubscription criteria detailed in this policy. The waiting list will be re-ordered when anyone leaves or joins the waiting list up until 31 December 2020.

## **Section 6 – Appeals**

If a child is not offered a place at the academy, the applicant will be informed of the reason why admission was refused. Applicants have the right to appeal, to an independent panel. The deadline for lodging an appeal is 20 school days of notification of an unsuccessful application. Full details of the appeals process can be obtained from the academy's website or by contacting the academy.

## **Contact details**

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