



### Admission Policy



## **Admission Policy Admission Policy 2019-20**

The planned admission number for Year 7 in September 2019 is 211.

The Governors will consider any application above this number in any year group to satisfy themselves that further admission does not prejudice the provision of efficient education or the efficient use of resources.

Children with a statement of special educational need or education, health and care plan (EHCP) that names The Joseph Whitaker School will automatically be offered a place at the school

If the school is oversubscribed, the following criteria will be used to determine the allocation of places. In the event of over subscription in any of the categories, other than category 5, proximity to the school measured 'as the crow flies' from the entrance of the child's home to the principal entrance of the main administrative building of the school will be used as the determining factor. In the event of two distances being equal, lots will be drawn and independently verified.

1. Children in public care who are 'looked after' or 'previously looked after' as set out in the Admissions Code at the time an application for admission is made. The Governors require submission of the legal documentation which provides evidence that the child is 'looked after' or 'previously looked after' at the time of application.
2. Applications for admission for children of members of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (Note: this forms a part of the Academy's commitment to maintaining and improving high standards of teaching and learning within the school).
3. Children who attend the Joseph Whitaker Family of Schools (Abbey Gates Primary School, Lake View Primary School, Blidworth Oaks Primary School, Python Hill Primary School, Ravenshead C of E Primary School and Heathlands Primary School) and who were on the roll of one of these schools **on the closing date for applications** preceding admission to secondary school. Within this category, first priority will be given to those who already have a brother or sister attending The Joseph Whitaker School.
4. Children not attending the Joseph Whitaker Family of Schools above who have a brother or sister attending The Joseph Whitaker School main school **at the date of admission**.
5. Up to 20 places may be allocated to pupils who, at the closing date for applications, can show an aptitude for sport or performing arts, and whose parents have requested a place at the school. Places will be allocated to those achieving the highest scores, following the completion of the supplementary form.
6. Remaining places will be allocated on proximity to the school measured 'as the crow flies' from the entrance to the child's home to the principle entrance of the main administrative building of the school. Note; where the final remaining place requires decision between children of a multiple birth, both or all of the children will be admitted.



In the event of over subscription, the school governors will operate a waiting list for the autumn term. A child's place on the waiting list will be determined by the above criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received. The Academy will administer the waiting list for one term.

All applications for places in the normal year of entry are made on the common application form. **For parents applying under the specialist criteria both the supplementary form and common application form should be completed.**

For entrance to the school in September 2019, the timetable for applications and closing dates are those set out in the co-ordinated admissions scheme, a copy of which is available from Nottinghamshire County Council.

### **Sixth Form Admissions**

Admissions into the Sixth Form will be allocated to those who have applied by the closing date and who meet the school's minimum entry requirements having regard to the following factors set out in order of priority:

1. Pupils transferring from within The Joseph Whitaker School are guaranteed a place irrespective of numbers.
2. Pupils transferring from other schools up to a total maximum number of students in Year 12 and Year 13 of 300. The Planned Admission Number for external pupils is 20.

In the event of there being more applicants than places available in 2 above, the deciding factors will be, in order of priority:

- (i) Children in public care who are 'looked after' or 'previously looked after' as set out in the Admissions Code at the time an application for admission is made. The Governors require submission of the legal documentation which provides evidence that the child is 'looked after' or 'previously looked after' at the time of application;
- (ii) Whether there is a brother or sister on The Joseph Whitaker School roll at the time of entry to the Sixth Form;
- (ii) Pupils who live nearest to the school 'as the crow flies' with distances measured from the entrance to the pupil's home to the principle entrance of the main administrative building of the school.

The minimum entry requirements are available in the Sixth Form prospectus.

## Late and Mid-Term Applications

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered at Appeal, providing the applicant can evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma.

**Applications received in mid-term must be made direct to the Local Authority and will be dealt with in accordance with the above criteria. In the event of a place being available in the appropriate year group then that will be offered.**

Where mid-term applications are received from children for whom The Joseph Whitaker School is the named school in a statement of special educational needs (EHCP) the school will admit regardless of whether or not a place is available in that year group.

Applications from families of UK Service Personnel and other Crown Servants will be processed in line with the Governors admissions criteria. The Governors will accept an official MOD, FOC or GCHQ letter declaring a relocation date as proof of residence within the catchment area of the Family of Schools and the child or children will be offered a place if places are available or placed on the waiting list and be subject to move up and down the list as described above.

## Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group if, for example, the child is gifted and talented or has experienced problems such as ill health. This also applies to parents of summer born children (1 April to 31 August). When applying for a place parents need to make it clear that they are seeking a place outside of the child's normal age group and they should clearly state why. Parents should supply any relevant supporting information such as the child's academic, social and emotional development, the child's medical history and the views of a medical professional, and whether the child has previously been educated out of their normal age group. You will be informed in writing of the governors' decision with clear reasons for this decision. Parents have a statutory right to appeal against the refusal of a place. The right does not apply if they are offered a place at the school, but is not in their preferred year group.

## Withdrawing an Offer of a Place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would indicate fraudulent application, intentionally misleading applications, a false claim to residence leading to entry to one of the schools in the family of schools, and the failure of a parent to respond to an offer of a place within a reasonable amount of time. **Proof of residency and of the registration of the child at their previous school will normally be required for all applications to The Joseph Whitaker School other than transfers from the family of schools as set out in criterion 3 above.**

## Appeals

Parents have the right to an independent appeals panel if they are not happy with the outcome of their application. Any appeal must be made to the Clerk to the Governing Body in the first instance, within **twenty school days** of the date of the refusal letter. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances.

### Specialist places

Supplementary forms should be submitted to The Joseph Whitaker School by **October 31** for assessment.

Applicants will be awarded points as follows:

Commitment to the Specialism ethos	3 points
For regular involvement in school/external sport	up to 3 points
For regular involvement in school/external performing arts	up to 3 points
For regular involvement in sport at County or National level	up to 3 points
For regular involvement with the performing arts at County or equivalent level	up to 3 points
For exceptional aptitude in sport or performing arts (To be detailed in the Supplementary Form)	up to 9 points

All points will be added and a rank order of students produced with the highest score first. Then up to 20 students who have demonstrated an aptitude for sport and/or performing arts will be allocated places based on this list. Unsuccessful students will join the pool for the remaining places. These students will be admitted on the basis of the remaining criteria.

Please note that the candidate's primary school, club or other organisation may be approached to confirm any involvement in any sporting or performing arts activities mentioned on the supplementary form.

## Definition of Terms

### Looked after children and previously looked after children

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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

The Governors require documentary evidence in line with the above to be made available to the school at the time of application.

### Staff: What is meant by 'demonstrable skill shortage?'

This refers to the core subjects of English, mathematics and science or in circumstances in which;

- (a) there are fewer than four applicants for any teaching position
- (b) there are no suitable applicants and the position is re-advertised

In such circumstances the offer of a place for a staff child may be made at interview.

### Residence

This is defined as the child's ordinary place of residence, which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child spends at least 3 school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. The School may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters. Evidence that a child's place of residence is permanent may also be sought. Such evidence should demonstrate that the child lived at the address before the application was made and will continue to live there after the time of admission. Informal arrangements, even between parents, are not acceptable.



## **Brother and Sister**

The Governors define brother and sister as being those children who share the same biological parents. This includes half-brother or half-sister or a legally adopted child living at the same address as the child.

## **Parent**

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has care of a child or a young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

## **Regular involvement**

This is defined as follows:

- School/external sport: Weekly
- School/external performing arts: Weekly
- Sport at County or National Level: Representation during the past six months from the date of application
- Performing arts at County or equivalent level: Representation during the past six months from the date of application.

## **Measuring Distance 'As the Crow Flies'**

The Governors of the school use Free Map Tools which replicates the Admissions SIMS system used by the Local Authority to measure distance "as the crow flies."

# The Joseph Whitaker School

*An Academy specialising in Sport and Performing Arts*

## ADMISSIONS 2019-20 SUPPLEMENTARY APPLICATION FORM

Please complete this form, **in addition** to the Local Authority Application Form, if you are applying for either a Sport or Performing Arts place.

Only complete this form if you are applying for a place at The Joseph Whitaker School and you do not qualify for a place under criteria 1 to criteria 4.

Please return this form **directly to The Joseph Whitaker School** no later than:

**12 noon on 31 October 2018.**

The form should be posted to, Admissions The Joseph Whitaker School, Warsop Lane, Rainworth, Nottinghamshire NG21 0AG, or completed online and e-mailed to [admissions@josephwhitaker.org](mailto:admissions@josephwhitaker.org).

<b>Child's First Name</b>	<b>Child's Surname</b>	<b>Date of Birth</b>
<b>Home Address</b>		<b>Postcode</b>
<b>Home Telephone Number</b>	<b>Mobile Telephone Number</b>	
<b>Primary School Attended</b>		
<b>E-Mail Address</b>		
<b>Achievement in Sport or Performing Arts (Drama, Dance and Music)</b> Please provide supporting details or evidence (for example clubs represented other than at school, county or national representation/honours, grades achieved, awards won etc.)		
<b>Signed (Parent/Carer):</b>		
<b>Print Name in Block Capitals:</b>		<b>Date:</b>

This document will be reviewed annually.

Adoption by governing body:

Signature <i>D. Seale</i>	Date 7.12.17
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Headteacher

Signature <i>C. Samfather</i>	Date 7.12.17
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Chair of the Full Governing Body



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