

The Joseph Whitaker School

An Academy specialising in Sport and Performing Arts

PROSPECTUS SUPPLEMENT



2022—23



A member of the East Midlands Education Trust: Registered in England & Wales. Company Number: 07530373

DISCLAIMER

The information given in this supplement which related to the school year 2022/23 was valid at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described or in any particular part of them before the start of the school year 2022/23 or in subsequent years. Any anticipated changes have been included as part of the text.

GOVERNING BODY

Local Governing Body as at 1st September 2021

Chair of Governors

Mrs H Barsby
c/o The Joseph Whitaker School
Warsop Lane
Rainworth
Nottinghamshire
NG21 0AG

Parent Governors

Mrs C Noble
Mrs C Butler

Staff Governors

Mr Ayres (Headteacher, ex officio)
Mr S Denby
Mr A Weir

Community Governors

Cllr M Smith
Mr C J Arthur
Mrs K Johnson

PUBLIC ACCESS TO INFORMATION

Parents, and others, are allowed access to up-to-date copies of the following:

- * Any statutory instruments and guidance documents sent to schools by the Department for Education about the curriculum and National Curriculum.
- * Any schemes of work and syllabuses in use.
- * Published OFSTED reports on the school.
- * The school's policies, which can be found on the school's website www.josephwhitaker.org

Please contact the Main Office for further details of access to the above.

ADMISSIONS

Our admissions policy can be found at the back of this booklet (Appendix 1).

Admissions to The Joseph Whitaker School are co-ordinated by Nottinghamshire County Council.

If you require any further information please contact Mrs Karen Cole 01623 792327, alternatively email admissions@josephwhitaker.org

ATTENDANCE

All students are expected to attend regularly and punctually. Ensuring regular attendance is a shared responsibility of parents, school, local authority and, of course, the student. Unauthorised absence will not be tolerated and all parties involved are expected to work together to ensure problems of attendance do not arise.

When absence is unavoidable, parents must contact school at the beginning of the absence to confirm the reason for non-attendance. On return a letter of explanation should be brought to the Group Tutor, confirming the relevant dates of, and reasons for, the absence. A telephone check home may be made by school either during or after an absence.

Absence during term time impacts on progress, examination and assessment results. Therefore, parents are requested to make appointments and take holidays out of school time.

Since September 2013, headteachers have not been able to grant any leave of absence during term time, unless there are exceptional circumstances.

Please refer to the website for the Attendance Policy.

INCLUSION

A copy of our SEND policy can be found on the school website.

RELIGIOUS EDUCATION

The Joseph Whitaker School is not affiliated with any particular denomination. Religious Education in the school follows the agreed County Syllabus. It is an integral part of the curriculum for all students in Key Stages 3 and 4 (Years 7 to 10). Where parents wish to exercise their right to withdraw their child from religious education or collective worship, it is requested that contact be made with the Headteacher to discuss alternative provision.

COMPLAINTS PROCEDURE

The Governing Body has a set procedure for dealing with any complaints about the school curriculum and other related issues and a copy of the full procedure is available for reference in school.

The procedure provides:

- (a) that there should normally be a preliminary discussion with the Headteacher or other appropriate school staff to see if the complaint can be resolved without recourse to the formal procedures;
- (b) that if the complaint cannot be resolved informally, the complainant should write to the Clerk to the Governors at the school, who will make the necessary arrangements for the Governors to consider the complaint within the formal procedures.

If a formal complaint is to be lodged, the Headteacher is able to provide copies of the relevant documents which explain the arrangements for the consideration of the complaint in more detail.

The complaints procedure is also on the website.

BULLYING

At The Joseph Whitaker School we aim to provide a safe, caring and friendly climate for learning for all our students to allow them to improve their life chances and help them maximise their potential.

We would expect students to act safely and feel safe in school, including that they understand the issues relating to bullying and that they feel confident to seek support from school should they feel unsafe.

We would also want parents to feel confident that their children are safe and cared for in school and incidents when they do arise are dealt with promptly and well.

The school is aware of its legal obligations and role within the local community supporting parents and working with other agencies outside the school where appropriate.

Definition of Bullying

The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or through cyberspace.

<http://www.anti-bullyingalliance.org.uk/about-us.aspx>

How does bullying differ from teasing/falling out between friends or other types of aggressive behaviour?

There is a deliberate intention to hurt or humiliate.

There is a power imbalance that makes it hard for the victim to defend themselves.

It is usually persistent.

Occasionally an incident may be deemed to be bullying even if the behaviour has not been repeated or persistent, if it fulfils all other descriptions of bullying. This possibility should be considered, particularly in cases of hate crime related bullying and cyberbullying. If the victim might be in danger then intervention is urgently required. Although bullying can occur between individuals it can often take place in the presence (virtually or physically) of others who become the 'bystanders' or 'accessories'.

What does bullying look like?

Bullying can include:

- * name calling
- * taunting
- * mocking
- * making offensive comments
- * physical assault
- * taking or damaging belongings
- * cyber bullying - inappropriate text messaging and e mailing; sending offensive or degrading images by phone or via the internet
- * producing offensive graffiti
- * gossiping and spreading hurtful and untruthful rumours
- * excluding people from groups.

Reporting and responding to bullying

Our school has clear and well publicised systems to report bullying. This includes those who are the victims of bullying or have witnessed bullying behaviour (bystanders). Students are expected to tell an adult if they have been bullied or if they have witnessed, or are aware of, the bullying of another student. The policy is available on the school website.

Use of Social Media

Use of Social Media at home often impacts on school life. The school expects that students will continue to show respect to other members of the School community even when off site. Students are also expected to show due respect to the reputation and good name of the School and its staff.

When using Social Media, students are expected to ensure that they:

- Respect the rights and confidentiality of other members of the school community;
- Do not impersonate or falsely represent other members of the school community;
- Do not bully, intimidate, abuse, harass or threaten other members of the school community;
- Do not make defamatory comments against the school or other members of the school community;
- Do not post content that is hateful, threatening, pornographic or incites violence against others;
- Do not harm the reputation and good standing of the Joseph Whitaker School or those within its community;
- Do not film, photograph or record members of the School community without express permission of the School or use film, photographs or recordings without express permission of the above.

Electronic devices can be seized, searched and deleted if the school reasonably believes it could be used to do harm.

TRIPS AND VISITS

We offer students opportunities to take part in a wide range of trips to varied destinations. These include trips abroad and residential trips to support field work and team building.

Details of excursions will be made available to you by the trip organiser. When applying for your child to participate in a trip you are agreeing to the following;

- You acknowledge the need for obedience and responsible behaviour on his/her part.
- You understand there is a level of risk in every activity but that the visit will be managed to minimise the risks involved.
- You understand the extent and limitations of the insurance cover provided.
- You understand that as part of the planned transport arrangements, or in an emergency, it may be necessary for participants to be transported in staff vehicles.

All medical information will need to be disclosed and emergency contact details provided.

The current regulations' on the handling of data came into force on 25 May 2018. Please refer to the following policies:

www.josephwhitaker.org/wp-content/uploads/2018/11/EMET-GDPR-Data-Protection-May-2018.pdf

We also need to obtain your consent to take and use photographic images. 'GDPR' does not specifically define when a child becomes responsible for giving 'consent' to have their data processed. As such the Trust has decided to ask all parents of students in Years 7 to 11 if they give consent.

Individuals must now actively 'opt-in' to allow images to be used for purposes such as the website, newsletters or press releases. Also, a general 'opt-in' would not be valid, instead a detailed account of all of the purposes the photographs could be used for must also be presented, in as clear a form as possible.

The 'opt-in' descriptors are listed below.

GDPR1 Opt-In	May we use your child's image on our social media pages?
GDPR2 Opt-In	May we use your child's work on our website/ virtual learning site or social media pages? Examples might include an outstanding essay or art-work.
GDPR3 Opt-In	May we use your child's image and name in a published article with a photograph in the local press? Examples might include the Nottingham Evening Post or The Chad
GDPR4 Opt-In	May we use your child's image in a photograph or display in the school. Examples might include a display in the main school entrance showing them in a winning sports team or in the Hall showing a photograph of them presenting a cheque to a charity representative.
GDPR5 Opt-In	May we use your child's image (unidentified) in the school prospectus and other printed publications /displays that we produce for promotional purposes? Examples might include; showing them as part of a sports team on the field, as part of a wider classroom scene or dancing at the front of a school show.
GDPR6 Opt-In	May we use your child's image on the school website (and by extension the app). Examples might include; as part of a 'latest news' story on an individual achievement, as part of a 'blog' reporting on the school trip or as part of a year group photograph.
GDPR7 Opt-In	Occasionally the school will video a lesson for the purposes of teacher training. A student may appear in the background of the video, or feature more obviously, if for instance they answer a question or give feedback. These videos may be shown to other teachers in the school or Trust to help raise teaching standards. Do you give your permission for this?

CHILD PROTECTION

Every school in Nottinghamshire is required to follow a set procedure in cases of suspected child abuse. Heads are **required** to refer their concerns to the Nottinghamshire Safeguarding Children Board for further investigation so that children at risk can be identified quickly. This procedure is intended to protect children from abuse. When a school refers a concern it is **NOT** accusing parents of abuse; it is requesting that further investigation takes place to establish whether or not a child is at risk.

FEEDER PRIMARY SCHOOLS

Ravenshead Church of England Primary School

Abbey Gates Primary School

Python Hill Primary School

Lakeview Primary School

Heathlands Primary School

Blidworth Oaks Primary School

MEDICAL

All medicines brought to school should be handed in to the School First Aid Officer in Student Services for safekeeping. If a student becomes ill during the day the illness should be reported to the First Aid Officer (or a member of staff). Students should not contact parents directly by mobiles due to health and safety issues whilst under the responsibility of the school. **It is most important that no one goes home during school time without permission.**

It is helpful if the First Aid Officer or relevant member of staff is informed of any known health problems. Parents are asked to ensure that they provide **up to date** emergency contact information and to ensure that medication supplied is kept within use by dates.

SCHOOL TERM AND HOLIDAY DATES 2022/23

Autumn Term 2022

Starts - Wednesday 31st August 2022

Half Term - Monday 17th - Friday 28th October 2022

Ends - Wednesday 21st December 2022

Spring Term 2023

Starts - Wednesday 4th January 2023

Half Term - Monday 13th - Friday 17th February 2023

Ends - Friday 31st March 2023

Summer Term 2023

Starts - Monday 17th April 2023

May Bank Holiday - Monday 1st May 2023

Half Term - Monday 29th May - Friday 2nd June 2023

Ends - Tuesday 25th July 2023

This holiday pattern is accurate as at 1st September 2021.

INSET Days will be confirmed prior to the start of the academic year.

UNIFORM

At The Joseph Whitaker School we believe that having a uniform supports the development of a whole school ethos.

We want our students to be proud of the uniform and their appearance.

With this in mind, we need to be very clear in our expectations of our uniform so there is no ambiguity or misinterpretation of our expectations. The following are very clear instructions regarding the standard of uniform expected and detail what is not acceptable.

Compulsory	Purchased from	Guidance
Navy blue blazer with school badge	Your School Uniform only	
School House clip on tie	Your School Uniform only	Sherwood – Green Rufford – Red Newstead – Blue Clumber - Yellow
Plain white school shirt	Any supplier	
Plain mid or dark grey coloured school trousers	Any supplier, Crystal Knitwear or Your School Uniform	No jeggings, skinny fashion or Lycra/Jersey trousers No denim or cord material Plain dark socks to be worn with school trousers
Or for female students: plain mid or dark grey single, front inverted pleat.	Any supplier, Crystal Knitwear or Your School Uniform	Must be knee length - 'The hemline of the skirt should be 'on the knee' with a tolerance of 3cm either above or below the knee." No tight fitting or Lycra skirts There are many suppliers of this type of skirt at various prices. Plain black or dark grey opaque tights must be worn with a skirt
Plain, flat black polishable shoes that are appropriate for school	Any supplier	Canvas shoes, pumps or trainers are not acceptable. No white rims or logos No other markings or colours Plain black laces
Optional		
Navy blue plain v-neck sweater	Any supplier or Your School Uniform	

- * A coat is recommended in cold or wet weather, but this must not have any offensive logos or motifs.
- * A hooded top with or without a zip, is **not** part of The Joseph Whitaker School uniform and must not be worn. Hoodies cannot be worn as coats.
- * When there is snow appropriate footwear may be worn for the conditions but wellington boots should be changed to more appropriate shoes in lessons.

By purchasing uniform from Your School Uniform parents can be assured that the style and colour perfectly match the school expectations.

Please note that if you choose to purchase from other suppliers the items must be the same colour and style as the samples displayed in the School Foyer and on the school website.

General Appearance

- * Make up, including nail varnish **must not be worn**. If a student wishes to wear foundation make-up this is only acceptable if natural and subtle.
- * Hair should be natural in colour, with no patterns or tramlines. Fashion imitations are not acceptable. Hair must not be two, or multi toned
- * Hair should not be excessively shaved.
- * With the exception of one pair of plain, stud earrings (one stud in each ear) and a watch. There are to be no other facial or body piercings allowed. Students will be told to remove them.

Physical Education Kit

Compulsory	Purchased from	Guidance
White polo shirt with school badge	Your School Uniform only	
Either Navy blue rugby shirt with school badge	Your School Uniform only	
Or ¼ zip training top	Your School Uniform only	
Navy blue shorts	Any supplier or Your School Uniform	
Navy blue football socks	Any supplier or Your School Uniform (YSU)	Anyone representing JWS in teams should have JWS specific socks from YSU.
Training shoes	Any supplier	Non marking soles if possible
Optional		
Female black sports leg-gings	Any supplier or Your School Uniform	Must be totally opaque when worn
Navy blue jogging bottoms	Any supplier or Your School Uniform	
Recommended		
Football boots		
Shin pads	Parents to determine	Compulsory for team players in contact sports
Gum shield for contact sports	Parents to determine	Highly advisable for team players

These are our expectations as a school. By sending your child to The Joseph Whitaker School you are agreeing to these expectations. Breaches in the uniform policy will be dealt with appropriately, but you should be aware that we reserve the right to remove students from their lessons, contact home and send a student home to get changed should there be defiance against the uniform policy.

THE SCHOOL DAY

The school operates a two-week timetable cycle. There are five lessons per day with a five-minute gap between lessons to allow for movement.

Note: All students MUST be in school by 8.28am

Line-up	08:28
Registration	08:30
Lesson 1	08:55
Movement	09:55
Lesson 2	10:00
Break	11:00
Lesson 3	11:15
Movement	12:15
Lesson 4	12:20
Lunch	13:20
Line-up	14:00
Lesson 5	14:05
School Ends	15:05

As a part of the School's safeguarding arrangements, **students, in Years 7 to 11, are not allowed off the school premises during break or lunch times** as they is the responsibility of the Headteacher at these times. Only if a student has **written permission** of his/her parent (or carer) to go out of school at break or lunchtime for **a specific purpose (for example a medical appointment) on a particular day** will this be allowed. Otherwise, all students (apart from Sixth Form students) must remain on the school campus. The area bordering the lake, which is the other side of the school's perimeter fence, is strictly out-of-bounds at all times. Other areas which are also out of bounds include the lawn in front of the main upper school entrance and all car parks; this is for safety reasons.

There are two dining rooms providing school meals with a wide selection of meals available including a full meal, cooked snacks, salads or sandwiches. Students pay for their dinner using the school's biometric Cashless Catering System. As an Academy specialising in Sport and Performing Arts, the school actively promotes healthy eating as part of an approach to educate children to adopt a healthy lifestyle. Menus reflect this approach and seek to meet the traditional expectations of students with healthy options and alternatives. Sweets, chewing gum etc. are not allowed to be eaten inside the buildings.

HOME SCHOOL AGREEMENT

We believe that young people learn best in a positive, productive, purposeful and supportive environment which encourages every individual to achieve the best that they are capable of. We aim to give students at The Joseph Whitaker School a high quality, broad and balanced curriculum which offers a wide range of opportunities, activities and experiences.

The Joseph Whitaker School recognises that the successful development of its students depends on an effective partnership of school, students and parents. All three parties share responsibility for the development and achievement of each student. Together, we commit ourselves to the following:

The school will:	As parent/carer, I/we will:	As a student, I will:
<p>Provide a learning environment that is stimulating, safe and caring</p> <p>Value and respect each student as an individual</p> <p>Ensure that each student has the opportunities, support and guidance to achieve his/her full potential</p> <p>Report regularly on each student's progress</p> <p>Expect high standards, set clear rules, promote mutual respect and develop a sense of responsibility</p> <p>Keep parents informed about school matters, be welcoming to enquiries and responsive to concerns</p> <p>Record and reward good progress and performance</p> <p>Offer extra-curricular activities that will engage students and develop broader skills</p> <p>Inform you about any concerns or problems which affect your child's work or behaviour</p> <p>Sanction your child where necessary if he/she fails to meet the Academy's standards</p> <p>Value cultural and religious differences</p> <p>Set, mark and monitor each student's school and home work</p> <p>Provide you with annual reports, interim reports and arrange meetings where your child's progress can be discussed</p>	<p>Support the school in its aims and values</p> <p>Make sure my child attends school in correct uniform, arrives on time and is properly equipped for school</p> <p>Encourage my child to work hard and support my child in homework by checking their homework on the school's electronic homework system, ensuring that homework set is completed and signing the planner each week</p> <p>Attend consultation evenings and discussions about my child's progress</p> <p>Support the school's policies and guidelines</p> <p>Agree to, and actively support, the school's behaviour policy, Code of Conduct and the school's rewards policy</p> <p>Monitor my child's use of the internet and social media to ensure that it does not impact on their learning or the learning of others</p> <p>Make sure that time is not taken out of school unless it is urgent</p> <p>Keep the school notified, on the first day, of reasons for absence</p> <p>Not take holidays during term time</p> <p>Encourage my child to participate in the extra-curricular opportunities offered by the school</p> <p>Tell the school of any concerns or problems which may affect my child</p> <p>Be polite and courteous when communicating with the school</p>	<p>Be an ambassador for The Joseph Whitaker School</p> <p>Work hard in class and at home, and do my best, so that I can achieve my full potential</p> <p>Treat others as I would wish to be treated</p> <p>Be polite and sensible at all times</p> <p>Be truthful and honest</p> <p>Attend the school regularly in correct uniform, be on time both to school and to lessons and be properly equipped</p> <p>Use the school's on-line homework system and my planner to organise my homework and record my achievements</p> <p>Keep the school rules, behave responsibly and be polite to others in the academy and in the wider community</p> <p>Follow the school's policies on the use of the internet, social media and e safety</p> <p>Take part in extra-curricular activities offered by the school</p> <p>Care for the environment – in and out of school</p> <p>Complete homework on time</p> <p>Attain personal excellence</p>

HOMEWORK

Homework is an important part of school life and all students are expected to complete the homework set by their subject teacher to a high standard and on time.

Monitoring Homework

Both parents and students are able to access the homework being set by staff via Google Classroom on a daily basis. For students who do not have access to the internet at home they will continue to be able to write homework into their notebooks.

For information in relation to Google Classroom please refer to the school website or contact your child's tutor.

Guidelines

The amount of homework set varies as the student progresses through school, below is an indication of how much time a student should expect to spend completing homework each week but this may vary at times of examinations etc

KS3	2-3 hours per week
Years 10 and 11	3+ hours per week
Years 12 and 13	3+ hours per week

We support the view that a healthy balance between homework and other life-enriching activities should be maintained.

Subject teachers will set homework which will help build on the work done in class and could be any of the following tasks:

designing	essay writing	investigation	interviews	practical work
reading	presentations	learning vocabulary	report writing	research
revision	simple experiments	problem solving tasks		

Our current priority in the school, as part of our catch-up plan, is to focus on reading and vocabulary; subject teachers are Key Stage 3 will focus on these when setting homework tasks.

Rewards and Sanctions

Staff will ensure that **all homework set is marked promptly** and students given credit for high quality work in line with the school rewards policy including the use of house points, praise postcards, notes in organisers etc.

Students who fail to complete homework to the required standard or who fail to meet deadlines can expect an afterschool detention from their class teacher. Failure to attend this detention will then lead to a 30 minute detention, within the centralised detention system. Academic Mentors will monitor homework and persistent failure to complete homework will result in students being placed on homework report and/ or homework sessions after school.

REWARDS AND SANCTIONS

Rewarding students and recognising achievements brings about a sense of self-worth and raises self-esteem. It helps students to appreciate their strengths and recognise success in others. At The Joseph Whitaker School we recognise achievement through:

- * Praise in lessons
- * Certificates for positive contribution and achievement in learning
- * Letters and phone calls home
- * Certificates and letters home for attendance
- * Assemblies which positively reinforce achievements
- * Newsletter promoting student and school achievements
- * Rewards trips and end of term events
- * Opportunities to attend educational visits (sport, technology, music, drama, humanities and art)
- * Posts of responsibility and leadership

The school believes that in order to create a true learning community which is outstanding, its expectations, through the code of conduct, should be adhered to. Students do not always conform to these agreed standards and a system of sanctions is therefore required. These sanctions are designed to support all members of the community and provide a deterrent for students who may seek to disrupt the community. At The Joseph Whitaker School we use the following sanctions:

- * Reinforcing expectations, warnings, and asking students to move within the room
- * Detention (Parents cannot refuse to support this sanction)
- * Contact home via a letter or a phone call
- * Member of staff on call to support the class by discussing the negative behaviour with the student
- * Reports to the form tutor / Curriculum Leader / Head of House / SLT
- * Restorative community task
- * Meeting with parents
- * Fixed term exclusion
- * Short term reduced timetables and use of the Learning Inclusion Centre (LInc)
- * Governors Disciplinary Panel
- * Permanent Exclusion

MOBILE PHONE POLICY

Students who wish to bring a mobile phone into school may do so, **however they must abide by the following:**

- * Mobile phones **can only be used at the following time and in the following places:**
 - Lunchtime between 1.20pm and 2.00pm when outside the buildings

- * At all other times and in all other places they must not be seen or heard.
- * Sixth Formers are allowed to use the named devices at all times within the Sixth Form building.
- * If a mobile phone, or headphones are seen by staff they will be confiscated **without warning**. This policy will be rigorously enforced by staff.
- * Confiscated items will be placed in the school safe in Reception for collection by parents / carers after 3.05pm on the day of confiscation and thereafter.
- * If a student does not comply with any member of staff's instructions they may **be isolated and/or excluded**.
- * Students found abusing the use of a phone, for example making inappropriate calls or videoing other students without their permission, will be reprimanded and banned from bringing a mobile phone into school
- * We take the welfare of our students very seriously. If for example they are unwell or need to be dealt with by a member of staff regarding other issues, parents and carers will be contacted directly by the school as required. **Students should not contact parents for matters involving illness or discipline** unless instructed by a member of staff to do so.
- * The Headteacher's decision on all matters relating to the mobile phone protocol is final.

Note: On occasions, an individual class teacher may allow the use of mobile phones and headphones to aid learning.

ATL Criteria

Descriptors	Attitude to Learning
An 'Excellent' student will...	<ul style="list-style-type: none"> • Be self-starting and highly motivated. They will demonstrate a high level of curiosity and initiative • Be a reflective individual who learns from, and acts upon, past experiences. Asks good questions. Enjoys learning and frequently supports others in their learning • Always be well behaved and self-motivated • Always complete class work and homework and hand it in on time • Produce quality work to an outstanding level • Frequently show originality and independent research in their work
A 'Good' student will...	<ul style="list-style-type: none"> • Demonstrate curiosity and will work well to clear instructions • Always complete work to the teacher's satisfaction, often showing invention or extension. Advice is readily accepted. Clear progress is evident between assessments • Look for positions of responsibility in group tasks. The learner has a positive influence on the behavior of others with whom they work • Always brings the correct equipment to lessons • Always complete homework and class work and hand it in on time • Produce quality work to a high level
A 'Satisfactory' student requiring improvement will...	<ul style="list-style-type: none"> • Work well when provided with clear instructions • Complete work to a satisfactory level. Advice will be sometimes taken on and some progress will be evident between assessments • Be willing to take positions of responsibility in group tasks. Students will show some curiosity for learning but has lapses of attention and concentration • Generally bring the correct equipment to lessons • Usually complete homework and class work on time • Produce work that is expected of the student's ability
A student with 'Concern' will...	<ul style="list-style-type: none"> • Show limited curiosity and little desire to engage in learning • Make limited attempts to complete tasks • Frequently repeat mistakes and is frequently distracted • On occasion deliberately, on a regular basis, distracts others from learning • Often have no equipment, even the very basics • Possibly have poor punctuality and attendance, which will prevent learning and progress from taking place • Rarely or never complete homework or will complete homework to a poor standard below the student's ability

The Planned Admission Number for Year 7 in September 2022 is 235.

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 main school **at the date of admission**.
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 students 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 2021, 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. Students transferring from within The Joseph Whitaker School are guaranteed a place irrespective of numbers.
2. Students 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 students 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) Students who live nearest to the school 'as the crow flies' with distances measured from the entrance to the student'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 or Education, Health and Care Plan (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 Governor's 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 **31st October 2021** 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	up to 9 points

(To be detailed in the Supplementary Form)

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.

Siblings

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 2022-23 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 31st October 2021.

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.

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