

ADMISSIONS POLICY

SEPTEMBER 2022



The Rudheath Senior Academy

Document Detail	
Reference Number	RSA004
Category	Statutory
Author	Head Teacher
Admissions Date	September 2022

1. APPLICATIONS FOR YEAR 7

- 1.1 The Rudheath Senior Academy is an 11-16 Academy. North West Academies Trust (NWAT) the Academy sponsor, is the admissions authority and the admission limit is 168 places.
- 1.2 The admission policy on the allocation of places at The Rudheath Senior Academy follows the Local Authority model and therefore the co-ordinated admission arrangements. Advice on the procedures including appeals should be taken from the Local Authority website www.cheshirewestandchester.gov.uk. The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat students, parents/carers of students, visitors, clients, customers, suppliers and former staff members.

2. OVERSUBSCRIPTION PROCEDURES

- 2.1 Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs or Education and Health Care Plans (EHCPs) where The Rudheath Senior Academy is named on the statement or EHCP, the criteria will be applied in the order in which they are set out below:
 - 2.1.1 **Looked after children** (as defined by s22 of the Children Act 1989) and previously Looked after children.
 - 2.1.2 **Children who have a valid medical or social reason for a specific placement.** Details must be given on the preference form and this may be checked by a relevant officer. A letter in support from a senior health care or social care professional will be required as evidence when the preference form is submitted with a statement on why the Academy is the only educational placement appropriate for the child's needs.
 - 2.1.3 **Siblings** - Children who have a brother or sister (including a half-brothers or sisters or stepbrothers or stepsisters living in the same household) on roll at the time of their entry to The Rudheath Senior Academy and of statutory school age. ("sibling" is defined as a full or half brother or sister; a stepbrother or sister; an adoptive brother or sister, the children of parents/carers living together in the same family household).
 - 2.1.4 **Children resident within the designated catchment zone of the academy.** Children will be classed within this category if they and their parents/carers are resident within the area served by the academy on the closing date for applications.
 - 2.1.5 **Children not resident within the academy's local catchment zone** but attending a school designated as a partner school for admissions purposes.
 - 2.1.6 **Distance** - Priority will be given to those children who live nearest to the Academy. This will be calculated using the measurement system used by Cheshire West and Chester Council in which distances are calculated in a

straight line from the Basic Land and Property Unit point of the child's home address* to the Basic Land and Property Unit point of the school, defined by Local Land and Property Gazetteer.

- 2.2 A child's home is deemed as the permanent address which (s)he lives with a person of parental responsibility as the main carer (as defined by the Children's Act 1989).
- 2.3 Where a child spends time with more than one parent the place of residence of the parent/carers who receives Child Benefit will be deemed to be the child's home.
- 2.4 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 (under section 22(1) of the Children Act 1989).
- 2.5 A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- 2.6 Where a school reaches its published admission number from pupils within one of the categories listed above those pupils to be admitted from within that category will be those whose permanent place of residence is closest to the school as defined in oversubscription criterion five.

3. OPERATION OF WAITING LISTS

- 3.1 Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year group.
- 3.2 Where in any year The Rudheath Senior Academy receives more applications for places than there are places available, a waiting list will operate until the end of the autumn term.
- 3.3 This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- 3.4 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above.
- 3.5 Where places become vacant, they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

4. LATE APPLICATIONS FOR ADMISSION

- 4.1 Where extenuating circumstances have been stated on an application and NWAT consider that there are good reasons for the application having not been received before the closing date and it is before NWAT have established their list of students to be admitted, then it will be considered alongside all the other 'on time' applications.

- 4.2 Otherwise, applications which are received after the last date will be considered after all 'on time' applications and placed on the waiting list in order according to the criteria.

5. ADDRESS OF STUDENT

- 5.1 The address used on the application form must be the current one (at the time of application).
- 5.2 If the address changes subsequently, the parents should notify the Academy and Local Authority. Where the parents live at different addresses, the current (at the time of application), and normal address of the child will be the one used.
- 5.3 This will normally be the one where the child wakes up for the majority of Monday to Friday mornings.
- 5.4 If a child has two addresses that they reside equally they will consider main residence as being the address at which the child is registered with a GP.
- 5.5 Parents may be asked to show evidence of the claim that is being made for the address, utility bills of various sorts showing the child's address as the one claimed.
- 5.6 Where there is dispute about the correct address to use, it will be the responsibility of the parent or carer to provide appropriate written documentation for consideration due to data protection.
- 5.7 For Children in UK Service personnel and other Crown Servants returning to the area, proof of the posting is required.

6. APPEALS

- 6.1 In all admissions cases, parents who have been unsuccessful in securing a place for their child will have the right to appeal.
- 6.2 Where an offer of a place cannot be granted, parents/carers have the right to appeal to an independent admission appeal panel set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002.
- 6.3 Parents should notify RSA within 20 days of receiving the letter refusing a place.
- 6.4 Parents will have the opportunity to submit their case to the panel in writing and to attend in person, in order to present their case.
- 6.5 You will normally receive 14 days' notice of the place and time of the hearing.

7. FRAUDULENT APPLICATIONS

- 7.1 Where NWAT discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example, a false claim to attendance in a place of worship) then the place is required to be withdrawn.
- 7.2 The application will be considered afresh, and a right of appeal offered if a place is refused.

8. ADMISSION OUTSIDE OF THE NORMAL AGE GROUP

- 8.1 Parents may seek to apply for their child's admission to the Academy outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.
- 8.2 These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child.
- 8.3 A decision as to whether this is an appropriate course of action will be made by the Academy who will take into account the circumstances of the case and views of the Principal of the Academy.
- 8.4 Parents do not have the right to insist that their child is admitted to a particular year group.'
- 8.5 Admission arrangements must include an effective clear and fair tie-breaker to decide between two applications that cannot otherwise be separated.
- 8.6 The final criterion at The Rudheath Senior Academy is distance. Random allocation will be used as a tie-break in the final category to decide who has the highest priority for admission if the distance between two children's homes and the Academy is the same. This process will be independently verified.

9. IN-YEAR APPLICATIONS, ALL YEAR GROUPS

- 9.1 Applications received within the school year for places in all year groups will be considered using the oversubscription criteria. Families are encouraged to visit the Academy to find out more about us.
- 9.2 In-year applications should be made on the Cheshire West & Chester LA portal. <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/object-to-school-admission-arr/in-year-school-transfers/in-year-school-transfers.aspx>