

Consultation on the revision of the School's Admission Policy for entry in 2023

Closing date: Monday 10th January 2022 at 3.30pm

Dear all,

Please find attached a draft of North Cestrian School's Admissions Policy 2023 for consultation.

Schools are required by the School Admissions Code to consult as widely as possible on their Admission Policies and this should include parents/carers of all children between the ages of 2-18 years old and any other parties who may have an interest in the proposed arrangements. We would be grateful of any assistance you can give in cascading this information to parents or others who may have an interest in the proposed admission arrangements.

In this consultation, we would draw your attention to the following proposed changes:

- To increase our Published Admission Number from 130 to 140.
- Amendment to our sibling criteria (see section 1.3/1.6 of the Consultation Policy)

To view the full draft policy for entry 2023 please visit the homepage of our school website at: <http://www.northcestrian.co.uk/admissions/>

Reference to this Consultation has been made in The Advertiser Newspaper, announcements section.

Should you wish to make any comments on the proposed admission arrangements for 2023, please do so by emailing: ncsadmissions@hamblintrust.co.uk no later than **3.30pm on Monday 10th January 2022**.

You can also respond in writing to: The Admissions Manager, Hamblin Trust, Marlborough Road, Bowdon, Altrincham, Cheshire. WA14 2RS.

Please note that whilst we will note all comments and value their content, we will not be able to respond individually to completed letters or emails.

On behalf of Governing Body



NORTH CESTRIAN SCHOOL 2023 ADMISSION POLICY: 11-16

Our Mission: to provide high standards and broad academic and extra-curricular opportunities in a community where each pupil can thrive and go on to lead a rich and fulfilling life. The School's core values are hard work, honesty and fairness.

North Cestrian School is a publicly funded, co-educational, secondary school. Pupils will be admitted without reference to ability or aptitude.

The number of places available for admission to Year 7 in September 2023 will be 140. Applications must be made on your Local Authority's Common Application Form. The national closing date for applications is 31st October 2022. Places will be offered by your Local Authority on 1st March 2023. Late applications may only be considered following 1st March 2023.

When the free school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1.0 Over Subscription Criteria

Where applications for admission exceed the Published Admission Number the following oversubscription criteria will apply:

- 1.1 '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 (as defined in Section 22 (1) of the Children Act 1989). 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. 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 guardian (or special guardians). This category includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- 1.2 5 places allocated to 'Pupil Premium' children, (see section 9) resident in the priority admission area (see category 1. 5). To be considered under this criterion, you must complete the supplementary 'Pupil Premium Form' which is available on our School website at www.northcestrian.co.uk **This form must be submitted by and no later than 4th November 2022.** Hard copies of the form are available from school upon request. If an applicant becomes eligible under Category 2 after this date, that eligibility

will only be considered in the review process, which takes place after the initial allocation of places on 1st March 2023.

- 1.3 All children residing in the priority admission area (see 1.5) who will have a sibling attending the School at the time of the applicant's proposed admission. This includes half/step or adopted brothers or sisters, who are living at the same permanent home address as part of the same family unit except where the older sibling obtained a place solely because he or she was in possession of an Education Health Care Plan (EHCP) that named North Cestrian School. Proof of sibling relationship will be required.
- 1.4 Children of staff employed by North Cestrian School who have at least 2 years continuous service at the time of application or where North Cestrian School reasonably considers that the member of staff has been appointed to a position for which there is a demonstrable skill shortage.
- 1.5 Children resident in the priority admission area. The priority admission area, designed to support the local community, is all WA14 and WA15 postcodes.
- 1.6 All children residing outside of the priority admission area (see 1.5) who will have a sibling attending the School at the time of the applicant's proposed admission. This includes half/step or adopted brothers or sisters, who are living at the same permanent home address as part of the same family unit except where the older sibling obtained a place solely because he or she was in possession of an Education Health Care Plan (EHCP) that named North Cestrian School. Proof of sibling relationship will be required.
- 1.7 Children resident outside the priority admission area.

If there are more applicants than can be accommodated at the School in criteria 1.1 to 1.6, places will be offered to those children in each criteria whose place of residence is nearest to the School. Distance will be calculated as defined below in 2.0 Distance.

2.0 Distance

The distance from home to school will be calculated in a direct straight line from the child's permanent place of residence, using the seed point listed for the property, to the school. The seed point of each property is defined by co-ordinates, held in Trafford's Local Land and Property Gazetteer (BS7666) and is available, on request, from Trafford's School Admissions Team. For applicant's resident outside Trafford, the seed point data will be provided by the Home Authority. In cases where this data is not available, Royal Mail postal address Information may be used. In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates that will be used for the School are 376479, 387968.

3.0 Home Address

The child's **home address** means: the address where the child normally and permanently lives. This must not be a temporary address, an address of a child-minder, grandparent, carer or relative, or any other address used to gain an advantage in the admissions process.

- 3.1 If a successful applicant moves home between 1st March 2022 and 31st December 2022 the offer of a place will be reviewed. As a result of this review, the offer may be withdrawn if as a result of the successful applicant's house move, another applicant who was originally unsuccessful is then promoted to a higher priority on the School's admissions criteria.

3.2 For all tenancy agreements a minimum of 12 months tenancy agreement is required with legally supporting documentation and documentation pertaining to the disposal of the previous home.

3.3 Any applicant who moves address must provide evidence and legal documentation to the effect they have purchased and exchanged contracts on a property and documentation relating to proof of disposal to the previous home.

3.4 In the case of parents who are separated, and where residency is shared between two addresses, the following criteria will be applied:

- Where both addresses are in the priority admission area (as defined in section 1.5) the child will be considered as living in the priority admission area.
- Where one of the addresses is outside the priority admission area, the child will be regarded as living outside the priority admission area.
- Where the applicant is one of a number of applicants who falls within sections 1.5-1.7 (where the number of applicants exceeds the number of places available in any category) the average of the distances of the applicant's parents' two addresses from the school will be used for the purposes of determining priority for admission (distance will be calculated as detailed in section 2.0).
- You must register both addresses at the point of application.
- Sections 3.0-3.3 apply and proof of residency will be required.

4.0 Tie Break

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by officers from the Local Authority.

5.0 False/Incorrect Information

North Cestrian School reserves the right to withdraw a place at a later date if it is discovered that false or incorrect information has been used in order to secure a place.

6.0 Unsuccessful Applicants

Unsuccessful applicants will remain on our waiting list and be considered for any places that may arise in the future. These places will be awarded in accordance with our oversubscription criteria. This waiting list will be maintained up to 31 December. After which point the parents should make an In-year Transfer Application (see section 10).

7.0 Admission of children outside their normal age group

Admission of an applicant outside their normal age group. Considerations will be made on an individual basis taking into account information regarding the applicant's academic, social and emotional development in addition to factors detailed in Sections 2.17, 2.17A and 2.17B of the School Admissions Code (2014). Younger applicants may be considered for entry providing they are currently in a class one year ahead of their correct cohort. Older applicants may be considered for entry providing they are currently in a class one year behind their correct cohort and where a Local Authority deferral has been granted.

Applicants from overseas will be considered on an individual basis.

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Head Teacher etc. Some of the evidence a parent might submit could include:

We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

8.0 Education Health Care Plan

An EHCP (Education Health Care Plan) made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

9.0 Pupil Premium

'Pupil Premium' is funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. In addition to 'Looked After' children, schools receive pupil premium funding for pupils who were looked after by an English or Welsh local authority before being adopted, or who left care on a Special Guardianship Order or Child Arrangements Order.

Schools also receive funding for each child registered as eligible for free school meals at any point in the last 6 years. Schools also receive funding for Service Premium children who have a parent serving in the regular armed forces either currently or within the last 3 years; and children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces. as well as funding for children who have a parent serving in the UK armed forces.

10.0 In Year Transfer Applications Current Year 7- Year 11

Applications must be made through Trafford Council Application Portal which can be found at: <https://www.trafford.gov.uk/residents/schools/school-admissions/Admissions.aspx>

Places will be allocated taking account the admission number for each individual school year according to the admissions criteria detailed above. Applicants will remain on our waiting list until the end of the Academic Year.

In order to facilitate the admissions and appeals process, our closing date for In Year Transfer Applications is the end of May of the Academic Year.

11.0 General

Outside the normal admissions round, where an offer is made, the applicant must commence school within 30 school days of the offer being made.

Where an offer is made, proof of date of birth and residency may be requested by the School.

12.0 Appeals

Any applicant refused admission has the right to appeal to an Independent Appeals Panel against the decision by the Admission Authority under the Terms of the Education Act 1998.

The Admission Authority will establish arrangements for appeals against non-admission. 'In Year Transfer' admission appeals will be heard within 30 school days of the appeal being lodged.

Appeals within the normal admission round will be heard within 40 school days of the deadline for lodging appeals. An appeals timetable will be available on the School website by 28 February each year.

The decision of the Appeals Panel will be final and binding to all parties. A second appeal will not be granted unless there are proven significant and material changes in circumstance. Grounds for appeal must be set out in writing. Appeal application forms will become available following the allocation of places in March.

For appellants who fail to attend a scheduled hearing, the appeal will be heard in absentia.

Please submit any questions relating to the appeal process to (Trafford Governance Services) at: school.appeals@trafford.gov.uk

Appellants considering making a complaint regarding administration of an appeal should contact:

ESFA complaints
Chief Executive's Office
Cheylesmore House
5 Quinton Road
Coventry
CV1 2WT

Any person or body who considers that arrangements are unlawful, or not in compliance with the School Admission's Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator.

Website: www.gov.uk/government/organisations/office-of-the-schools-adjudicator
Email: osa.team@osa.gsi.gov.uk
Tel: 01325 340 402
Office of the Schools Adjudicator
Bishopsgate House
Feethams
Darlington
DL1 5QE

(draft for consultation)