Campsmount Academy

ADMISSIONS POLICY

VERSION	AUTHOR	SUMMARY OF CHANGES	DATE PUBLISHED	DATE OF REVIEW
2	LET	• Making an application • Admission number, parental preference, oversubscription criteria information • Waiting list information	April 2021	April 2022
3	SLT	• Review in comparison to School Admissions Code (Sept 21) • Link to School Admissions Code document (Sept 21) • Inclusion of national application deadline date for secondary school applications for 2023/24 offer year • A1) Updated Appendices – Explanation of terms	May 2022	May 2023
4	SLT	• 1.1 Updated wording to match LET introduction & added links to DMBC • 2.2 Dates updated	May 2023	Feb 2024
5	SLT	• Updated closing date for applications, 2025-26 • New national offer day date, 2025-26 • Updated information regarding Post 16 applications at Ridgewood School including link to applications page.	Jan 2024	Jan 2025
6	SLT	• Updated link to Post 16 applications page at Ridgewood School. • Change of title from Principal to Headteacher • Removal of application and offer dates, replaced with links to Council admissions website	April 2025	April 2026
7	SLT	• Pre-Admission Assessment and Induction Process	April 2026	April 2027

8	ABR	• Sections updated: 5.2, 9.6. 9.7, Section 10. • Appendix A LAC and PLAC definitions updated	Sept 2026	Sept 2027

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1. CONTEXT

1.1 Campsmount Academy is part of Leger Education Trust. The Trust administers admissions in line with legal requirements of the National Code of Admissions and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places as part of the Doncaster Local Authority process. We will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.

1.2 This policy should be read in conjunction with the Admission Arrangements at DMBC, and the LET Admissions Appeals Policy:
https://www.doncaster.gov.uk/services/schools/admission-arrangements

1.3 Parents will apply for places to Campsmount Academy as part of the Doncaster Local Authority process. Campsmount Academy will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.

1.4 Campsmount Academy serves a local community, usually referred to as the 'catchment area'. This policy reflects the Academy Trust's commitment to providing places where possible to students who live in our catchment area as defined by our pyramid schools.

1.5 Post 16 student places will be available through application to Ridgewood School as part of Leger Trust's Post 16 provision. This can be accessed through the Ridgewood School Sixth Form applications page; Ridgewood School Doncaster - Applications

2. MAKING AN APPLICATION

2.1 Applications to the academy are made online by following the link below to the Doncaster secondary admissions webpage; Secondary admissions - Doncaster Council

2.2 The national closing date for secondary school applications and the national offer date for the next academic year can be found using the admissions link above.

2.3 Please contact the academy directly if further guidance or support is needed.

3. ADMISSION NUMBER

3.1 The academy must have an admission number for each 'relevant age group', defined in law as 'an age group in which students are or will normally be admitted to the school in question'. This number is derived from a capacity assessment of the academy, taking into account factors such as the academy site buildings and ensuring an acceptable amount of space for each student.

3.2 Therefore, the admission number is set to benefit the children who are taught in the academy and those who teach and support them. Each school year, the academy consults with the Local Authority and has set an admission number of **150.**

4. PARENTAL PREFERENCE

4.1 The Common Application Form (CAF) provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. It should be noted that Leger Education Trust, as the Admission Authority for Campsmount Academy will consider all preferences equally.

4.2 The closing dates for receipt of preferences for the year of entry are in accordance with the Local Authority's CAS. Late applications are processed in accordance with the relevant CAS.

5. ELIGIBILITY FOR ADMISSION – OVERSUBSCRIPTION CRITERA

5.1 Where the number of applications exceeds the number of available places the Trust will apply the following criteria in order of priority. Each of the remaining criterion are subsequently applied in order of priority as tie breakers, with the criteria e being the final breaker.

a. Looked After Children or Previously Looked-After Children
b. The children of parents who are ordinarily resident in the catchment area of Campsmount Academy
c. Siblings
d. Children not resident in the formal catchment area but have attended a current Pyramid School for the full academic year prior to admission
e. Other children whose nearest school is Campsmount Academy.

5.2 Please note, where a child with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the academy a place will be offered.

6. INDEPENDENT APPEALS

6.1 If a place is not offered at Campsmount Academy parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Appeal forms should be requested as per the instructions on your decision letter i.e. all appeals should be made in writing by completing the appropriate online form provided by the Admissions Team at DMBC.
To request an appeal form for a Doncaster school
email admissionappeals@doncaster.gov.uk with the following:

- Childs Name
- Childs Date of Birth
- School you wish to appeal for

Alternatively, please leave the above details along with your home address on the DMBC Admissions voicemail service – 01302 737274.
A guidance document and a link to an online appeal form will be emailed to you with a form for you to complete and submit.
Please see DMBC Appeals Guidance for further information:
Admission appeals - City of Doncaster Council

7. WAITING LIST

7.1 Students will be added to the waiting list of Campsmount Academy if they were refused admission. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

7.2 Places will only be allocated from the waiting list when the number of students falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.

8. ADMISSION TO POST 16

8.1 The total number of children to be admitted each year will decided by, and depend upon the published Admission Limit for the Post 16 provision at Ridgewood Post 16 centre.

8.2 A student will only be admitted to Post 16 provided they meet the sixth form admission criteria as stipulated in the Ridgewood prospectus. This includes academic performance in GCSE certified qualifications in the August of a student's Year 11 school year.

8.3 Application for admission to Post 16, including students currently attending the academy, must be made in writing direct to Ridgewood School via the online admissions process.

8.4 Any parent whose child is not offered a place or subjects they have initially requested to study, has the right to an independent appeal in line with the Ridgewood Post 16 admissions policy.

9. IN YEAR TRANSFERS

9.1 Applications for in year transfers are considered in accordance with the LA's school admissions arrangements.

9.2 Applications should be made on the LA's school transfer form and submitted to the LA for consideration.

9.3 A student will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply.

9.4 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 5.

9.5 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

9.6 Where a place is offered and accepted, Campsmount Academy will work with the parent/carer to agree a start date. The Academy will make arrangements for the student to start as soon as reasonably practicable, particularly where the student is not currently on roll at another school.

9.7 Where appropriate, and where the student is already attending another school, the start date may be agreed to coincide with the beginning of a new term. The Academy will consider individual circumstances when agreeing the start date.

9.8 Students are required to start at the school within 15 school days of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

9.9 Repeat applications made for entry to the same year group at the school will not be considered, unless there has been a significant and material change to either the families or the school's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

9.10 In accordance with DfE requirements students may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

10. PRE-ADMISSION ASSESSMENT AND INDUCTION PROCESS

Following confirmation of a school place, Campsmount Academy operates a structured induction process to support the student's transition into the Academy and to help staff understand their strengths, needs and starting points.

Students will complete a short series of appropriate baseline assessments, including reading, literacy, numeracy and subject-based assessments. This process ensures that staff have a clear picture of each student's literacy, numeracy and wider learning needs, enabling the Academy to provide the most appropriate support and teaching from the very beginning.

The assessments include:

- Dyslexia Screening – this helps us identify any indicators of dyslexia or related learning differences so that appropriate support strategies can be put in place early.
- Handwriting Assessment – this allows us to assess fine motor skills, handwriting fluency and presentation, which can highlight potential barriers to written work.
- Knowledge Assessment (English, Maths or Science) – students complete subject-based questions so we can gauge their current understanding and place them appropriately within the curriculum.
- Reading Assessment – this measures reading accuracy, fluency and comprehension to help determine reading age and ensure students receive the right level of challenge and support.

The information gathered from these assessments is shared with relevant staff and used to inform teaching, intervention and any additional support the student may need. This helps us ensure that every new starter is given the best possible opportunity to succeed and settle quickly into school life.

11. FALSE INFORMATION

11.1 Any place offered on the basis of a fraudulent or intentionally misleading information will be withdrawn, for example giving a false address. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

12. MULTIPLE ADDRESSES

12.1 Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

APPENDIX A – EXPLANATION OF TERMS

Catchment Area

The associated catchment area is defined by the Campsmount Pyramid of schools (Spa Academy Askern and Norton Junior School).

Common Application Form (CAF)

The Common Application Form is the form parents fill in to apply for a place at Secondary School which is submitted to the Local Authority.

Co-ordination/Co-ordinated Schemes (CAS)

The Local Authority will co-ordinate the admission arrangements for residents within their area whereby parents will submit a CAF or TF (Common Transfer Form) to their home Local Authority who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

Looked After Children or Previously Looked After Children

A Looked After Child is a child who is in the care of a local authority in England, or who is being provided with accommodation by a local authority in England under the terms of the Children Act 1989.
A Previously Looked After Child is a child who was previously looked after but ceased to be so because they were adopted (including from state care outside England), became subject to a child arrangements order, or became subject to a special guardianship order.

Offer Year

The school year immediately preceding the school year in which students are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.

Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

Siblings

Children who are living within the same family unit (e.g. stepchildren) who are attending the requested school, (excluding sixth form),–at the point of admission. Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

Tie Breaker

Distance from Campsmount Academy will operate as the final tie break should Campsmount Academy be oversubscribed from any of its designated priorities as follows:

Children who live nearest to Campsmount Academy measured in a straight line from the point of the front entrance of the student's place of ordinary residence, to the entrance nearest to the main entrance of Campsmount Academy.

If two or more students live equidistant from the school, the distance each student lives by road will be measured and the place offered to the student who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation. Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.