

# Campsmount Academy



## ADMISSIONS POLICY

VERSION	AUTHOR	SUMMARY OF CHANGES	DATE PUBLISHED	DATE OF REVIEW
2	LET	<ul style="list-style-type: none"><li>• Making an application</li><li>• Admission number, parental preference, oversubscription criteria information</li><li>• Waiting list information</li></ul>	April 2021	April 2022
3	SLT	<p>1) Review in comparison to School Admissions Code (Sept 21)</p> <p>2) Link to School Admissions Code document (Sept 21)</p> <p>2) Inclusion of national application deadline date for secondary school applications for 2023/24 offer year</p> <p>A1) Updated Appendices – Explanation of terms</p>	May 2022	May 2023

## Contents

1. CONTEXT .....	3
2. MAKING AN APPLICATION .....	3
3. ADMISSION NUMBER .....	3
4. PARENTAL PREFERENCE .....	3
5. ELIGIBILITY FOR ADMISSION – OVERSUBSCRIPTION CRITERA.....	3
6. INDEPENDANT APPEALS .....	4
7. WAITING LIST .....	4
8. ADMISSION TO POST 16 .....	4
9. IN YEAR TRANSFERS.....	4
10. FALSE INFORMATION.....	5
11. MULTIPLE ADDRESSES .....	5
APPENDIX A – EXPLANATION OF TERMS .....	6

## **1. CONTEXT**

**1.1** Campsmount Academy is part of Leger Education Trust and 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. Further information on statutory guidance can be found through the following link to the School Admissions Code (September 2021): School admissions code 2021 ([publishing.service.gov.uk](https://publishing.service.gov.uk))

**1.2** 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.

**1.3** 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.

**1.4** Sixth form student places will be available for all students who attend Campsmount Academy and the Academy will continue to welcome applications from students from other schools.

## **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 for the offer year 2023/24 is **31 October 2022**, with 1 March 2023 being the national offer day for secondary school places.

**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 pupils 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 pupil.

**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 CRITERIA**

**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 criterion 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. INDEPENDANT 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. Details of the appeals procedure will be sent to parents with their decision. Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

## **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 pupils 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 depend upon the published Admission Limit for the sixth form.

**8.2** A student will only be admitted to the sixth form provided they meet the sixth form admission criteria.

**8.3** Application for admission to the sixth form, including students currently attending the academy, must be made in writing direct to Campsmount Academy.

**8.4** Any parent whose child is not offered a place for which they have expressed a preference has the right to an independent appeal.

## **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** If a place is offered, the Principal will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date, however usually start dates will be at the beginning of a term.

**9.7** Students are normally admitted to the school at the start of the next new term other than with the prior approval of the Principal or in circumstances beyond the parent's control, e.g. movement into the borough.

**9.8** Students are required to start at the school within two weeks of the start date offered by the Principal 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 schools 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. FALSE INFORMATION**

**10.1** 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.

## **11. MULTIPLE ADDRESSES**

**11.1** 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**

Children who are in the care of a local authority as defined by Section 22 of the Children Act 1989 at the time of application. Previously looked after children are children who were looked after, or ceased to be so because they were adopted (Section 46 of the Adoption and Children's Act 1989) or became subject to a residence order (Section 8 of Children Act 1989) or special guardianship order (Section 14a of the Children Act 1989).

### **Offer Year**

The school year immediately preceding the school year in which pupils 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.





