Chenderit School
A VISUAL ARTS COLLEGE

PROPOSED ADMISSION ARRANGEMENTS FOR CHENDERIT SCHOOL 2028-29

REVIEWED BY GOVERNORS:

Determined BY GOVERNING BODY:

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1. Aims

This policy aims to:

- Explain **how to apply** for a place at Chenderit school
- Set out the school's **arrangements for allocating places to the children** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. How to apply for a place in the Normal Admissions Round

The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry (Year 7), using the Common Application Form (CAF) provided by their home local authority.
Parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in). This form is used to express a preference for a minimum of 3 state-funded schools, in rank order.
The deadline for submission of an application is midnight on 31 October 2027.

Parents/carers who submit an application by the deadline will receive an offer for a school place directly from their local authority on National Offer Day (1 March or the next working day)
Parents/ carers of children living in West Northamptonshire should ~~To~~ apply for a place through West Northamptonshire Council, by visiting:
Secondary school places | West Northamptonshire Council (westnorthants.gov.uk)

4. Allocation of places

4.1 Admission number

The school has an agreed Published Admission Number (PAN) of 180 children for entry in Year 7.

Places will first be allocated to children who have an Education, Health Care (EHC) Plan that names the school as offering the appropriate provision.

If the school is not oversubscribed, all applicants will be offered a place.

4.2 Oversubscription admission criteria

When there are more applications for places than there are places available, and following the admission of children with an EHCP naming the school, priority will be given in the following order:

i. Looked after children and all previously looked after children.
ii. Children who live in the linked area associated with the school: - The civil parishes of - Aston-le-Walls (including Appletree), Boddington, Chacombe, Chipping Warden (including Edgcote), Culworth, Farthinghoe, Greatworth & Halse (including Stuchbury), Kings Sutton, Marston St Lawrence, Middleton Cheney, Moreton Pinkney, Overthorpe, Sulgrave, Thenford, Thorpe Mandeville, Warkworth, Weston & Weedon (including Plumpton) and Wappenham.
iii. Children who will have a brother or sister continuing at Chenderit School who is expected to remain on roll at the time of admission of the child.
iv. Children of a member of staff (Full and Part-time, teaching and non-teaching permanent members of staff) who has been directly employed by Chenderit School for a period of not less than 2 calendar years at the time of the child's application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage leading to the child's admission in the following academic year.
v. Children attending the designated contributory Primary Schools: Boddington CE Primary Academy, Chacombe CE Primary Academy, Chipping Warden Primary Academy, Culworth CE Primary Academy, Farthinghoe Primary School, Greatworth Primary School, King's

Sutton Primary Academy, Middleton Cheney Primary Academy, St Mary's Catholic Primary School (Aston-le-Walls).

vi. Children selected for their aptitude in the visual arts. A maximum of 10% will be selected through the presentation of a portfolio and assessments as to aptitude. (If you are applying for one of the aptitude places you will need to submit a portfolio to the school by the closing date, which is 3:00pm Thursday 14th October 2027. (Please contact the school directly for details of what to include in your portfolio – details are available on the school website).

vii. Other children.

4.3 Allocation to PAN

If the admission number is exceeded within criterion (v), priority will be given according to aptitude scores. If the admission number is exceeded within any other criterion, priority will be given to those who live closest to the school.

For the Year 7 intake, distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school using a Geographical Information System. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

For in-year applications, distances are calculated electronically using latitude and longitude coordinates, with a fixed coordinate point for the school and official property coordinates for the applicant's home address using the official Royal Mail address database.

4.4 Tie-breaker

In the case where two or more applications cannot be separated, e.g; there are multiple applications from the same shared dwelling (e.g., flats) where the address point is the same or where the distance between two or more children's homes to the school (using the system referred to above) is identical, random allocation using an online computerised randomiser will be used to decide which child gets priority. Random allocation will be supervised by someone independent of the school.

5. Definitions

Looked After Children (LAC):

A 'looked after child' is a child who, at the time of making an application to a school, is:

a) in the care of a local authority, or

b) being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989)

Previously Looked After Children (PLAC)

Previously looked after children are children who were looked after, but ceased to be so because they:

a) were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or

b) became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or

c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This includes children who appear (to the admission authority) to 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 outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Siblings:

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion.
For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil partnership.

Cousins are not regarded as siblings.

Home Address (Child's):

The child's home address is defined as the address at which the child normally resides with their parent/carer at the time of application. If a child lives with parents who are separated, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive)

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application. Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

Places cannot be allocated on the basis of an intended future change of address unless house moves have been confirmed through the exchange of contracts or signing of a formal lease by the application deadline.

6. Fraudulent or Misleading Applications

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

7. Late Applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 31 October. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (01 March or the next working day).

Late applications will be processed in the subsequent rounds of allocations between April and July (for more details, refer to the local authority's co-ordinated scheme which can be found on the WNC website).

8. Requests for admission outside the normal age group

Parents/carers may seek a place for their child out of their normal age group. They must put their request in writing to the school (enquiries@chenderit.northants.sch) giving some information about their child and explaining in detail why they wish their child to be considered for educating outside their normal age group. They should also include whether or not the child is currently being educated out of the normal age group at their current or previous school.

The Admission Authority of the school will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Head teacher of the school concerned.

The Admission Authority of the school MUST set out clearly for parents the reasons for their decision about the year group a child should be admitted to in writing.

Once the decision has been made, an application can be processed for the agreed year group.

Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to Year 7, the local authority and admission authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the

basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

9. In-year Admissions

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.
If it is not possible to offer a place, parents/carer's can ask for their child's name to be added to the waiting list and they have the right to appeal against the decision not to offer a place (see section on Appeals).
Applications for in-year admissions should be made online through the Chenderit School website.

10. Waiting Lists

A waiting list is held until 31 December. .

Waiting lists will be cleared on 31 December and again at the end of the spring term. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team/school, in writing, by the start of each subsequent full term (ie: during the Christmas and Easter breaks) to renew your interest.

Each added child will require the list to be ranked again in line with the school's published oversubscription criteria. Priority will not be given to children based on the date their application was received, or their name was added to the list

11. Appeals

If a parent/carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.
Parents/carers wishing to appeal should complete the online appeal form on the WNC website. Please visit Appeal a school place | West Northamptonshire Council (westnorthants.gov.uk) for more information and to complete the form.
NB: Deadlines for Year 7 appeals will be published by the school by 28 February 2028 in line with the timescales outlined in the School Admission Appeals Code (2022).