



**Developing Trust, Inspiring Hope, Building Success, Shaping the Future**

# Rawlins

## Admissions Policy for entry from August 2024

Rawlins, as a Church of England Academy, has at its heart a distinctive Christian ethos. Based on our Christian foundation and values we seek to promote a culture of developing every person and therefore every school policy is written from this perspective. With a commitment to learning and maturing in the context of the school vision, we lay particular emphasis on the Christian values of compassion, wisdom and endurance for both individuals and as a school community.

Signature: .....

Date: December 2022

Printed Name: Ian Marron

Position: Chair of the Board

Board approved	<ul style="list-style-type: none"><li>December 2022</li><li>Narrative clarification Distance/Tie-break. Website/name update: September 2023</li><li>January 2024: Compliance clarification review by the LA. No consultation required.</li></ul>
Approval By	The Board
Review Frequency	Annually

# Admissions Policy for entry from August 2024

Rawlins is its own Admissions Authority, but all matters relating to admissions are delegated to the Local Authority (LA). All applications are made through the Local Authority's admissions process.

## 1. Purpose of this Policy

The purpose of this policy is to ensure that places at Rawlins are allocated and offered in an open and fair way in accordance with admissions legislation.

## 2. Applying for a place

Parents apply to the Local Authority in which they live for a place at Rawlins. This is usually Leicestershire County Council or the Local Authority you live in. The annual closing date for application to be made to the Local Authority is the 31<sup>st</sup> October for a place the following August.

31 October:	Closing date for applications to the LA
28 February:	Publication of appeals timetable on the LA website
1 March:	National offer day for secondary school places (or next working day)
April to August:	Appeals process and outcomes
August:	New intake starts at school

## 3. In-Year applications (all year groups)

In year applications are managed by Leicestershire County Council Schools Admissions Service. We advise that you contact the school to arrange a visit prior to an application being made. Where there are more applications than places, the school's published oversubscription criteria will be applied to rank applications and allocate places. The Local Authority will inform parents of the outcome in writing within 15 school days. If a place is not available, parents will be informed of their right to appeal and how to do this in the outcome letter.

## 4. Admission Numbers

The published admission number for Year 7 at Rawlins in August 2024 is 240. In accordance with the School Admissions Code, children with an Education, Health and Care Plan (EHCP) that names Rawlins will be admitted.

## 5. Oversubscription criteria

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1	Children who are looked after; those children who were previously looked after children ( <i>see note i</i> )
2	Children with a serious medical condition ( <i>see note ii</i> )
3	Children who live in the <b>catchment area</b> on the closing date for applications, attending a <b>linked primary phase school</b> and who, at the time of admission, will have a <b>brother or sister</b> attending Rawlins in Years 7-11 ( <i>see note iii, iv and v</i> )

4	Children who live in the <b>catchment area</b> on the closing date for applications, attending a <b>linked primary phase school</b> ( <i>see note iii and iv</i> )
5	Children who live in the <b>catchment area</b> on the closing date for applications and who, at the time of admission, will have a <b>brother or sister</b> attending Rawlins in Years 7-11 ( <i>see note iii and v</i> )
6	Other children who live in the <b>catchment area</b> on the closing date for applications ( <i>see note iii</i> )
7	Children who live <b>outside the catchment area</b> attending a <b>linked primary phase school</b> on the closing date for applications and who, at the time of admission, will have a <b>brother or sister</b> attending Rawlins in Years 7-11 ( <i>see note iii, iv and v</i> )
8	Children who live <b>outside the catchment area</b> attending a <b>linked primary phase school</b> on the closing date for applications ( <i>see note iii and iv</i> )
9	Children who live <b>outside the catchment area</b> and who, at the time of admission, will have a <b>brother or sister</b> attending Rawlins in Years 7-11 ( <i>see note iii and v</i> )
10	Children who have exceptional social or domestic needs that make it essential they attend Rawlins. Professional documentation confirming the situation must be submitted with the application ( <i>see note vi</i> ).
11	Children of staff ( <i>see note vii</i> ).
12	All other children

In the event of oversubscription in any of the above criteria, proximity to the school will be used with those living nearer being given priority. Distance measurements will be determined by the local authority's computerised measuring systems of distance in a straight line from the centre point of the property to the school's main designated front gate. Blocks of flats will be treated as equidistant from the school.

Tie breaker - In the event that applicants for the last place(s) have identical ranking order and cannot be prioritised using distance as detailed above because the distance measurements are the same, random allocation via the drawing of lots will be used to decide which children will be offered the remaining places, which will be overseen by an independent person.

**Notes:**

- i. **Looked After:** 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are those who were looked after but immediately after being looked after became subject to an adoption order\*, child arrangements order\* or special guardianship order\*, including those 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.

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\* See section 12 'definitions'

ii. **Medical Condition:** Supporting documentation from the lead professional (eg a doctor or health professional) must be supplied and submitted by the application deadline to confirm the circumstances of the case and set out why that makes it essential for the child to attend Rawlins and no other school. Applicants will only be considered under this criterion if they have explicitly indicated they wish their application to be considered under exceptional medical need\*.

iii. **Catchment Area:** The school's defined catchment area can be found on the school's website at [www.rawlins.embracemat.org](http://www.rawlins.embracemat.org). The child's place of residence is taken to be the parental home.

For the purpose of processing a school application, a single home address must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim equal or dual residency, they must prioritise one address over the other, or risk the application not being processed.

Families of service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family do not yet have an intended address, or do not yet live in the area, the school will use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide evidence of their intended address. Parents may request that a unit or quartering address be used as the child's home address when considering the application against the oversubscription criteria.

iv. **Linked Primary School:** The child must be on roll at a linked primary phase school at the point of application. The following primary schools are considered to be a linked primary phase school:

- St Bartholomew's CoE Primary School, Quorn
- St Leonard's CoE Primary School, Swithland
- St Paul's CoE Primary School, Woodhouse Eaves
- Christ Church and St Peter's CoE Primary School, Mountsorrel
- Rothley CoE Primary School
- Beacon Academy, Loughborough

v. **Brother or Sister:** Includes a half brother or sister, step brother or sister, legally adopted or fostered child being regarded as the brother or sister, or the child of a parent's partner, living in the same family unit at the same home address as the child for whom a school place is being sought. In cases where there is one remaining place available and the next child on the waiting list is one of twin or of other multiple birth group, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the admission number will be exceeded.

vi. **Exceptional Social or Domestic Needs:** Supporting documentation from the lead professional (eg social worker, health professional) must be supplied and submitted by the application deadline to confirm the circumstances of the case and set out why that makes it essential for

the child to attend Rawlins and no other school. Applicants will only be considered under this criterion if they have explicitly indicated they wish their application to be considered under exceptional social or domestic need\*.

Each case will be assessed on its individual merits.

- vii. **Children of Staff:** The member of staff must have been employed at Rawlins on a permanent contract for two or more years at the time at which the application for admission is made.

Some admissions authorities use other criteria when allocating places. For the purposes of clarity, Rawlins does not allocate places on the basis of:

- Faith - Rawlins is a Church of England Academy, however, belief in, or membership of any particular religion is not used to allocate places

Rawlins may need to ask for proof of the following when applying the priority criteria:

- Address
- Child's date of birth
- A copy of an adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made

All preferences are collated. Parents then receive an offer from the local authority at the highest preference school at which a place is available on 1 March or the first working day thereafter in the year in which the child will be admitted.

## 6. Exceeding the Admission Number

Rawlins will have an admission number of 240 for entry into Year 7.

For mid-year transfers, published admission numbers (PAN) for Years 8 – 13 are as follows:

- Year 8 240
- Year 9 240
- Year 10 240
- Year 11 240
- Year 12 240
- Year 13 240

Under exceptional circumstances we may overfill for applications from looked after children, previously looked after children, or a child with an Education, Health and Care Plan (EHCP) that names Rawlins in their plan or due to successful appeals or the Fair Access process.

## 7. Oversubscription lists

If Rawlins is oversubscribed for Year 7 applicants, it will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the oversubscription criteria and will be subject to a review of ranking when any new child is placed on the waiting list. The waiting list will be maintained to 31st December only. Rawlins does not hold oversubscription lists for in-year transfers.

## **8. Excluded pupils**

There is no obligation to comply with a parental preference for a child who has been permanently excluded from two or more schools, therefore Rawlins may refuse admission to applicants where the date of last exclusion was less than two years before the application for admission is made.

## **9. Late Applications**

Any late applications received will be considered after all other on-time applications. If the school is over-subscribed, a late application is likely to be refused, even if the child lives in catchment.

## **10. Withdrawal of places or offers of places**

In the normal admissions round, it will be assumed that an offer has been accepted unless it is refused. Once the academic year begins the school place should be taken up within 20 school days. For mid-term applications the offer must be taken up within 20 school days from the offer date. If not, the parent will be afforded reasonable time (up to 2 weeks) plus an additional 7 days for a reminder, to accept the offered place. If no acceptance is received the offered place may be withdrawn. In addition, Rawlins reserves the right to withdraw a school place, or an offer of a place where the place has been obtained by false or misleading information, for example an incorrect address or date of birth.

## **11. Right to appeal**

Parents have the right to appeal against Rawlins decision to refuse admission. Rawlins commissions Leicestershire County Council to arrange independent appeals against refusal of a place at the school. Details on how to appeal are available on the Leicestershire County Council website.

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place-and-check-waiting-lists-online>

## **12. Definitions**

### **Adoption order**

An order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

### **Brother or sister**

Includes half brother or sister, step brother or sister, legally adopted or fostered child being regarded as the brother or sister, or the child of a parent's partner, living in the same family unit at the same home address as the child for whom the school place is being sought.

### **Child arrangements order**

An order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.

### **Exceptional medical and social need**

'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude of abilities or because their friends attend the school or because of routine childminding arrangements.

Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend Rawlins. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have demonstrable and significant need to attend a particular school.

Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing the evidence does not guarantee that a child will be given priority and decisions will be made on the merits of each case.

#### **Home Address**

For the purpose of processing a school application, a single home address where the child normally lives will be used. Where parents claim equal or dual residency, they must prioritise one address over the other. In the event that parents do not agree on the child's home address by the closing date for applications, this will be taken as the address where the child resides for the majority of the school week, or where residency is split equally, it will be the address where the child is registered with the doctor.

#### **Parents**

Reference to parents includes legal guardians and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

#### **Special Guardianship Order**

Defined in Section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians).

#### **State Care**

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, ie a charity group that benefits society, but does not include private fostering whether in England or from outside of England.

**Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.**