

## Castle Mead Academy Admissions Policy for 2020 (and subsequent years until further notice)

### Policy Monitoring, Evaluation and Review

<b>Version:</b>	2020
<b>Date created:</b>	25 <sup>th</sup> February 2019
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<b>Determined by:</b>	Castle Mead Academy Council
<b>Date determined:</b>	February 2019
<b>Review date:</b>	September 2019

### Revision History

Version	Date	Author	Summary of Changes:
2020	12/02/19	THA	Change of processing of applications from the school to via LCC Admissions
2019	20/02/18	CRO	New admissions policy.

### **Introductory statement**

Castle Mead Academy ('the Academy') is an 11-16 School sited in central Leicester. It has a city-wide catchment area and provides a strongly academic curriculum with a particular focus on EBacc subjects. It champions disadvantaged students and has relentless drive to ensure all students achieve well, irrespective of prior attainment or background. The Academy is part of TMET (The Mead Educational Trust) which is a multi-academy trust based in Leicester.

### **Admission number**

The Academy has an admission number of 240 for entry in year 7.

The Academy will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

### **Application process**

All parents wishing to apply for a place at the Academy should do so via Leicester City Council, and details are on the school website. Parents have a right to express a preference for the school they want for their child. Applications are online via the Leicester City website and must be submitted to the Council by the specified date which is published annually, usually the end of October.

### **Oversubscription criteria**

The criteria in this section apply to all applications, whether main-round or in-year.

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

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order (see note 1).
2. Priority will next be given to children based on their exceptional medical or social needs or those of their parents (see note 2). Each application must include evidence, from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the Academy with the application, a child's or parent's medical or social needs cannot be considered.
3. Priority will next be given to the siblings of pupils attending the Academy at the time the application is received (see note 3). Parents have a right to express a preference for the school under this criterion.
4. Priority will next be given to 90 children eligible for the pupil premium. Evidence of eligibility will need to be submitted with the application. (See note 4 on eligibility)
5. Priority will next be given to the children of staff who have been recruited to fill a skill-shortage area.

6. Priority will next be given to children living within the Leicester City area set out in the map at the end of this policy (see note 5). Children living on the boundary line will be considered to be living within the catchment area.
7. Other children

#### **Tie-break**

If in categories 2-7 above a tie-break is necessary to determine which child is admitted, the child living closest to the Academy will be given priority for admission. Distance is measured from the child's home to the front gates of the Academy in a straight line. The Academy uses a geographical information system measuring from the Geo-code reference point for the child's home address to the Geo-code reference point for the Academy.

Random allocation undertaken by the Academy will be used as a tie-break in categories 2-7 above to decide who has highest priority for admission if the distance between a child's home and the Academy is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. If the final place is offered to one child, the remaining sibling(s) will also be offered places.

#### **Late applications**

All applications received by the Academy after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the Academy is oversubscribed, parents may request that their child is placed on the Academy's waiting list.

#### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, which should be made within the timescales the usual point of entry, specifying why admission out of normal year group is being requested.

When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into consideration the views of the headteacher and any supporting evidence provided by the parent. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

When informing a parent of the decision on the year group the child should be admitted to, the Academy will set out clearly the reasons for the decision.

#### **Waiting lists**

The Academy will operate a waiting list for each year group. Where the academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Children who are allocated a place at the Academy in accordance with a Fair Access protocol will take precedence over those on a waiting list.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Mrs M Killen, [mkillen@castle-tmet.uk](mailto:mkillen@castle-tmet.uk), for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://www.castle-tmet.uk/>

### **In Year Admissions**

All applications made outside of the normal year of entry should be made directly to the Academy Trust and will be administered in accordance with the criteria above. If a place is available in the appropriate year group, then that will be offered. If no places are available, the application will be refused and the child's name placed on the waiting list. All applicants refused a place have a right of appeal (see above).

## Notes:

### Note 1: Looked after child

A “looked after” child is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England, in the exercise of their social services function at the time of making an application to the Academy. A “previously looked after” child is a child who was looked after, either in England or outside of England, but ceased to be because they were adopted or became subject to a residence order or special guardianship order.

### Note 2: Medical and Social Need

Social need’ does not include a parent’s wish that a child attends the Academy because of a child’s aptitude or ability or because their friends attend the school. ‘Medical need’ does not include mild medical conditions.

### Note 3: Sibling

‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

### Note 4: Pupil Premium Priority

Those eligible for **Pupil Premium** admission priority are:

Children who:

- Are currently registered as eligible for free school meals;
- [Have been registered as eligible for free school meals at any point in the last six years]

Children for whom their parents cannot provide evidence that their child is currently registered for free school meals, [or has been in the past 6 years] but where the child or its parents receive any of the following:

- Universal Credit
- Income Support;
- income-based Jobseekers Allowance;
- an income-related employment and support allowance;
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);

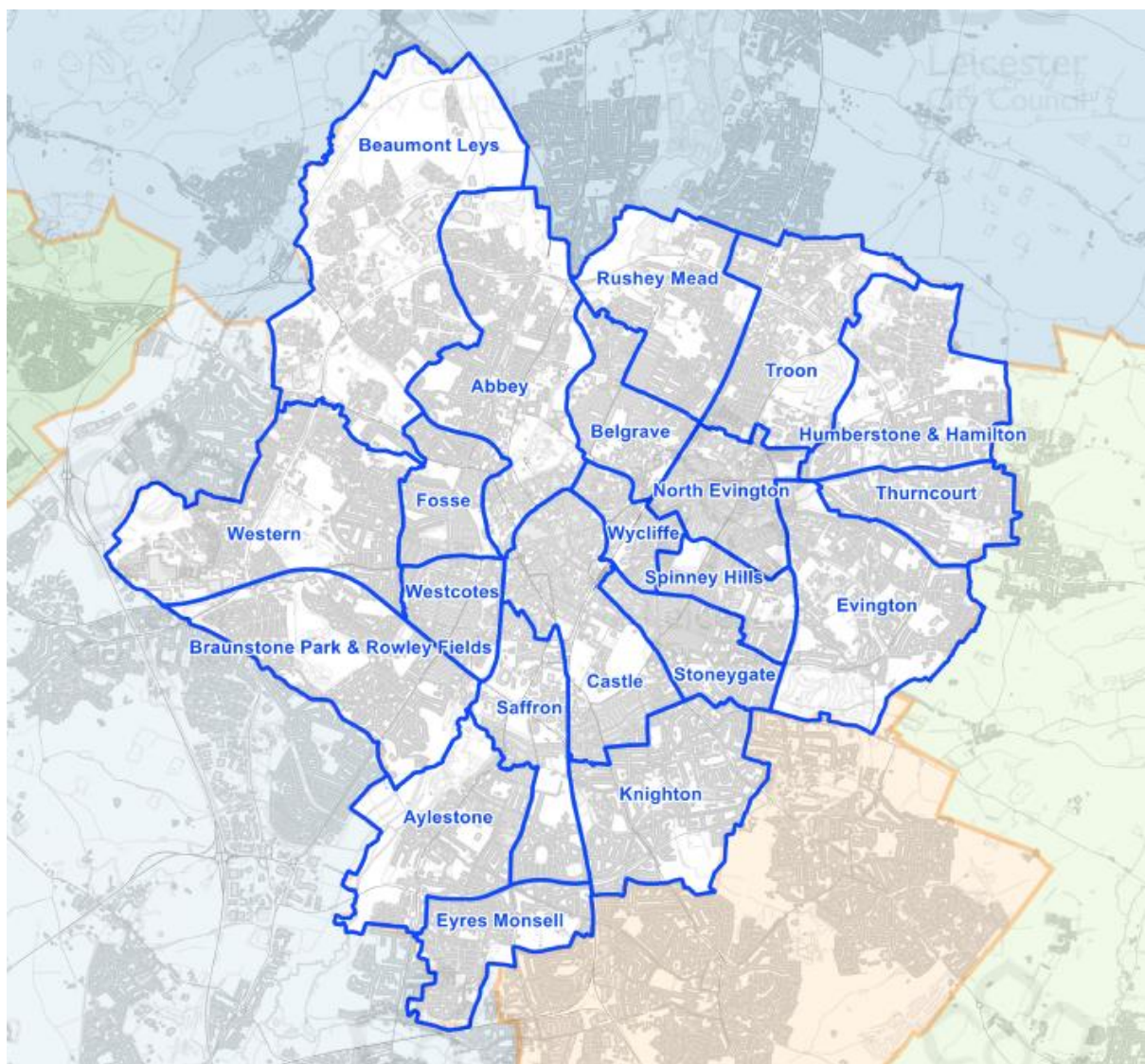
- where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guarantee element of State Pension Credit

Parents will be required to provide evidence of eligibility with their application.

#### Note 5: Home address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

[Link to interactive Leicester City map](#)



**List of city boundary streets/roads:**

<b>Beaumont Leys:</b>	<b>Rushey Mead:</b>	<b>Troon:</b>
Keightley Road	Watermead Way	Nicklaus Road (up to no. 110 even and 107 odd)
Groby Road	Melton Avenue	Trevino Drive
Buddon Close	Aldetone Close	Owen Close
Polebrook Close	Melton Road (up to no. 510 even and 559 odd)	Miller Close
Martinshaw Close	Thomson Close	Marsh Close
Burrow Close	Coles Close	Humberstone Lane (no. 218 onwards (even) and no. 171 (odd)) .
Billesdon Close	<b>Thurncourt:</b>	Onyx Crescent
Anstey Lane	Scraptoft Lane (up to 372 (even) and 343 (odd))	Herricks Avenue
Gorse Hill	Fastnet Road	Hill Rise
Cawley Field	Kirkwall Crescent	June Avenue
Greengate Lane (no. 251 onwards)	Kinsdale Drive	Wye Close
Thurcaston Road	Thurncourt Road	Merlin Road
The Sidings	Drumcliff Road	Washington Road
Red Hill Way	Kinross Avenue	Arlington Close
<b>Humberstone &amp; Hamilton:</b>	Wintersdale Road	Calvos Close
Thornborough Way	Uppingham Road (up to	Barkbythorpe Road
Snape Close	<b>Knighton:</b>	<b>Evington:</b>
Heritage Way	Stoughton Road	Downing Drive
Bryony Road	Westminster Road	Dawlish Close
Laverton Road (up to no. 94 (even) no. 99 (odd))	Barrington Road	Aintree Close
Carnaby Close	Knighton Grange Road (up to no. 10 (even) and no. 13 (odd))	Sedgebrook Close
Langtoft Close	Morland Avenue	Sedgebrook Road
Hamilton Lane	Greenhill Road	Delaware Road

New Romney Crescent	London Road (up to no. 512 (even) and no 453 (odd))	Swinstead Road
Flatholme Road	Shanklin Drive	Kilverstone Avenue
Brocklesby Way	Link Road	Stoughton Lane (no. 66 onwards)
<b>Stoneygate:</b>	Palmerston Way	Shady Lane
Kingsway Road	Wimborne Road	<b>Eyes Monsell:</b>
Holylake Close	Portsdown Road	Goldhill
Thurnbury Way	Welford Road (up to no. 755 (odd) and no. 614 (even))	Parivan Road
<b>Ayestone:</b>	Highgate Drive	Genborne Road
Gilmorton Avenue	Yardley Drive	Saffron Lane (up to no. 785 (odd) and 656 (even))
Braustone Lane East	Baldwin Road	Sturdee Road
<b>Braunstone Park &amp; Rowley Fields:</b>	Shackerdale Road (no. 79 (odd) and no. 58 (even) onwards)	Eamont Close
Foss Way	Heddington Way	Ibsley Way
Wyville Road	Brixham Drive (no. 66 (even) and no. 53 (odd) onwards)	Silsden Rise
Hallam Crescent East	<b>Western:</b>	Eden Way
Braustone Avenue	Sunningdale Road	Queens Park Way
Herle Avenue	Wembley Road	Featherstone Drive
Cressida Place	Tatlow Road	Stuart Road
Woodshawe Rise	Cranstone Crescent	Ambleside Drive
Thornton Close	Ibbetson Avenue	Red House Road
Cantrell Road	Liberty Road (no. 83 (odd) and no. 72 (even) onwards)	Amanda Road
Meadwell Road	Bursdon Close	
Hinckley Road	Bringhurst Rad	
	Dominion Road (no. 164 (even) and no. 179 (odd) onwards)	
	Falconer Crescent	



	Keightley Road	
	Holmwood Drive	