

# King Charles I School

## Admission Policy for entry to Year 7 at age 11 in September 2019

### Version Control

**Policy author:** Stephen Brownlow  
**Policy approved by:** Trust Board  
**Next policy review date:** Autumn term 2019

Version	Date	Details
1.0	12 <sup>th</sup> Dec 2017	Policy adopted by the governing body of King Charles I School
2.0	11 <sup>th</sup> Feb 2019	Changes made to reflect the formation of The Four Stones Multi Academy Trust

This policy contains four sections:

- **Introduction**
- **Admissions process**
- **Oversubscription criteria and definitions**
- **Useful contact details**

The Policy should be read in conjunction with 'Information for Parents Admissions and Transfers to Schools 2019/2020' document (available to view online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)) published by Worcestershire County Council. This document contains full details on the application and allocation process, including the oversubscription admission criteria for each school. Parents/carers are advised to read the book prior to making an application.

### Section 1: Introduction

King Charles I School is an 11-18 mixed comprehensive serving Kidderminster and the surrounding area. Our DfE number is 885 4501.

King Charles I School is part of The Four Stones Multi Academy Trust (MAT). The Trust Board is the admissions authority for all schools within the multi academy trust and approves the admissions policies on an annual basis. The Trust Board delegates the responsibility in applying the oversubscription criteria to the local governing bodies in each school.

The main principle of admission to King Charles I School is to maintain the character of the school as a comprehensive school, providing for the needs of young people within the 11-18 age range who live in our catchment area. King Charles I School will endeavour to provide places for children who live outside the catchment area whose parents/carers wish them to attend the school, provided that they can be accommodated within the published admission limits.

Pupils will be admitted at the age of 11+ without reference to ability or aptitude using the criteria below. The Published Admission Number for entry in Year 7 in September 2019 and subsequent years will be 224 unless changed in accordance with statutory procedures.

Admission to King Charles I School is not dependent on any "voluntary" contribution.

### Section 2: Admissions Process

#### Entry to the school at the normal time of transfer (Year 7)

King Charles I School participates in the local authority co-ordinated admissions scheme for entry to the school at the normal time of transfer and all applicants should keep to deadlines within that scheme. Full information is contained in the Information for Parents document published by Worcestershire local authority. If you do not live in Worcestershire, you need to follow the procedure published by your home local authority.

Transfer packs are provided by your local authority in the Autumn term to parents/carers of pupils in Year 6 at maintained local authority primary schools. If your child does not attend a maintained school, you should contact your local authority for information. Applications for all school places must be made on the Common Application Form (CAF) provided by your home local authority, with the opportunity to nominate schools, ranked in order of preference. For residents living in Worcestershire, transfer information and the CAF are also available on-line at <http://www.worcestershire.gov.uk/schooladmissions>. Your completed application must be received by your home Local Authority by their deadline.

The parents/carers of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the home local authority (the home local authority is defined as the local authority relevant to the child's home address). The home local authority will ensure that the application details are passed onto Worcestershire local authority for consideration in the allocation of school places.

Parents/carers are strongly recommended to check all the information they have given on application forms. The governing body at King Charles I School cannot be held responsible for any places offered or refused according to ranking of applications based on incorrect or incomplete information received by the school.

There is no requirement to complete a supplementary application form.

### **Statement of Special Educational Needs/Education, Health and Care Plans**

Children for whom a Statement of Special Educational Needs or Education, Health and Care Plan (EHC) has been agreed naming King Charles I School on the statement/EHC: where places required by stated pupils or those with an EHC are known before the Admissions Committee meets, the number of pupils with statements/EHCs naming this school will be deducted from the 224 places available to be offered. Such pupils are automatically offered places at the school and the headteacher and governing body will consider each application for a stated pupil or those with an EHC individually.

If parents/carers are considering whether King Charles I School should be named on their child's statement/EHC, King Charles I School should be involved in the appropriate review. A response of concern may be raised if the school considers that provision will be inadequate for the child's needs or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other pupils.

### **Applying for Places**

King Charles I School welcomes applications from all parents/carers who wish their children to attend the school. Pupils and their parents/carers who are considering applying are warmly invited to visit the school on our Open Evening for Year 6 pupils and their parents/carers in the October of the year prior to intended admission. Details will be published in local newspapers and on our website.

### **Procedure**

The following procedure for applications is designed to ensure that the governors' Admissions Policy is applied as fairly and consistently as possible.

All applications submitted to the home local authority naming King Charles I School in any position of preference will be forwarded to the school. The governing body will rank all applications against the published Oversubscription Criteria according to the information given by parents/carers on application forms. With only 224 places available, this number will be reached at varying levels each year, depending on the number and nature of applications received.

The deadline for receipt of applications published by the local authority must be adhered to and applications received after this date will be at a disadvantage in the event of oversubscription.

### **Late Applications**

Applications made after the closing date as published in the local authority's co-ordinated admissions scheme will be dealt with in accordance with this Policy but will receive a lower priority than those applications received on time.

The governing body may consider a late application (between 1 November and 31 January) as "on-time" only in the following circumstances: where a family has moved home between 1 November and 31 January; or where it is agreed by governors that individual circumstances apply and the delay was reasonable given the circumstances of the case. If requested, you must provide acceptable documentary evidence to the governing body of King Charles I School by their deadline including, if applicable, evidence that you have permanently relinquished ownership or tenancy of your old home.

### **Offers of Places**

The governors' Admissions Committee will rank all applications received by the deadline in order of priority as described below. The complete ranked list will then be provided to the local authority who, according to the Co-ordinated Scheme, will make the offers on our behalf. The offer of a place will be a single offer to you of a place at the school for which your child ranks highest, where a place is available; if it is possible to make a potential offer at more than one school, then the final offer will be for the school identified as your higher preference. If you have named King Charles I School as your preferred school but have not been offered a place, you will be advised of your right to appeal by the local authority.

Offers will be made by the home local authority on the published date. Offers will not be made by King Charles I School and parents/carers should not contact the school directly if they have not received an offer letter.

For pupils resident in Worcestershire: the offer emails will be sent on 1 March 2019 to parents/carers who applied online. The offer letters will be posted on 1 March 2019 to parents/carers who applied on paper via second class postage. They will be sent direct to parents/carers, by the Pupil Admissions and Transfers Section, even if it is on behalf of the governing body of an Academy, Foundation, Free or Voluntary Aided School, or a school in a neighbouring local authority.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application form, a place will be offered at the nearest school with available places.

The offer email/letter will include an acceptance/decline slip which must be returned by the date specified in the offer letter.

For pupils not resident in Worcestershire, the offer or refusal letters will be sent direct to parents/carers by the home local authority, even if it is for a school in Worcestershire.

The governors reserve their right to withdraw an offer of a place before the pupil is admitted to the school where it is found that:

- the offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a pupil with a stronger claim, for example, the use of an inappropriate home address; or
- the parent/carer has not responded to the offer within a reasonable period of time of the offer being made and after a reminder has been issued.

If you withdraw your application for any reason or wish to decline an offer of a place at King Charles I School you must inform the headteacher and Pupil Admissions and Transfers at your home local authority immediately in writing.

You must also notify any change of the child's home address immediately in writing to the headteacher and to Pupil Admissions and Transfers at your home local authority.

### **Waiting Lists**

The parents/carers of pupils who are unsuccessful in gaining a place in the normal round of applications may write to the headteacher at King Charles I School to request that the pupil's name is placed on a waiting list for a place, irrespective of whether they make an appeal against the decision not to offer them a place.

If a place becomes available, it will be allocated from the waiting list according to the Oversubscription Criteria listed below. This waiting list is maintained until the end of December 2019. Please note that if you wish your child's name to remain on the waiting list for Year 7 after December 2019, you must write to the headteacher at King Charles I School at the start of each new term confirming that you wish your child's name to remain on the list. Parents/carers who have applied to be included on the waiting list will only be notified if a place becomes available which can be allocated to their child in line with the criteria published. Each waiting list is maintained strictly in order of the priorities in this policy and not based on the date the application was added to the list. Therefore applications received after the allocation of places may receive a higher ranking than those who may have been on the list for some time if they have a higher priority in the Oversubscription Criteria.

We have to admit any pupil who is the subject of a direction by the Secretary of State or allocated to us according to the local Fair Access Protocol and any such pupils take precedence over those on the waiting list.

### **In-Year Admissions for all Year Groups**

Generally, pupils only transfer from one school to another when there has been a change of home address. Moving your child to another school is a serious step to take and can have a detrimental effect on your child's wellbeing as well as their examination results. Parents/carers are recommended to read the information provided by their local authority on in-year transfers. If you feel that there are problems with your child's current school, you should discuss these with the headteacher of that school before applying to transfer.

When a place is offered for in-year transfer and there is no significant house move or reason for immediate transfer, admission may be deferred for up to 12 school weeks. This period may be necessary for King Charles I School to obtain information from the pupil's previous school/s to facilitate our planning and provision mapping to meet the pupil's individual needs with a personalised learning experience. During this period it is the parent/carer's responsibility to ensure that the child receives appropriate education, which may be at their existing school.

The procedure for in-year admissions depends on the school named as first preference on the application form.

- (a) If the first preference for an in-year transfer application is for a Community or Voluntary Controlled School in your own Local Authority, the application should be forwarded to the local authority (for Worcestershire, this is Worcestershire County Council, Pupil Admissions and Transfers Section).

Alternatively

- (b) If the first preference for an in-year transfer application is King Charles I School; or another Academy, Foundation, Free or Voluntary Aided School in Worcestershire; or a school in a local authority other than Worcestershire the application should be forwarded to the individual school.

King Charles I School is an academy. Therefore if the first preference is King Charles I School, the in-year transfer application form should be forwarded to King Charles I School. If you are in any doubt as to the status of a school, please seek advice from your local authority or the school concerned. If you have named any other school on the form as your second, third, etc preference, we will liaise with the local authority and/or other schools as appropriate.

The procedure for in-year admissions is as follows;

- 1) Parent/Carer to obtain an application form (CA1) from any of the following sources;
  - Child's current school (if in Worcestershire)
  - School being applied for (if in Worcestershire)
  - Worcestershire Hub Centre (Tel 01905 822700)
  - Download from website [http://www.worcestershire.gov.uk/info/20099/school\\_admissions/706/in-year\\_applications](http://www.worcestershire.gov.uk/info/20099/school_admissions/706/in-year_applications)
- 2) Parent/Carer to complete the application form and ensure form is counter-signed by current headteacher (if already attending a Worcestershire school).
- 3) In the case of a first preference for a Community or Voluntary Controlled School, the parent should then forward the form onto the Pupil Admissions and Transfers Section to be processed.
- 4) In the case of a first preference for King Charles I School or another Academy, Foundation, Free or Voluntary Aided School, or a school in another local authority, the parent/carers should forward the form to the individual school.
- 5) King Charles I School will write to parents/carers, normally within 10 school days, of the form being received to notify of the decision. In the case of an Academy, Foundation, Free or Voluntary Aided school, the school will also notify the local authority. Where it is not possible to offer a place, parents/carers will be notified of the right of an appeal by the relevant admission authority and in most cases, an alternative school will be offered.
- 6) If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

Waiting lists for Academy, Foundation, Free and Voluntary Aided Schools, are maintained by the individual schools and parents/carers will need to contact the school directly, in order to be included.

King Charles I School intends to hold waiting lists for any oversubscribed year group after 1 September. Each term the waiting lists for each year group are re-compiled. Parents/carers must write to the headteacher at King Charles I School at the start of each new term confirming that they wish their child's name to remain on the list. If a place should become available, applications currently on the waiting list will be ranked according to our Oversubscription Criteria as described below and an offer will be made to the child who ranks highest at that time.

#### **Applications Outside of the Normal Age Group**

Parents/carers can also request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. King Charles I School will make the decision based on the circumstances of each case after completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

#### **Entry to the Sixth Form at King Charles I School**

Separate arrangements exist for entry to the Sixth Form and these are published on our website or may be obtained from the school.

#### **Parental responsibility**

Should more than one parent/carers have legal responsibility for a child, both parents/carers must be in agreement over the application.

#### **Appeals**

The parents/carers of children who are unsuccessful in gaining a place at King Charles I School may appeal to an Independent Appeals Panel. The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998 and the School Admission Appeals Code effective from 1 February 2012.

If you wish to appeal you should write, setting out your grounds for appeal, to the clerk to the governing body of King Charles I School within 20 school days of receipt of notification that your application was unsuccessful. You will receive at least 10 school days' notice of the date of the appeal hearing but in exceptional circumstances you have the right to waive this notice. You will usually be told of the outcome of the appeal within five school days of the hearing.

Any additional evidence which you wish to submit after lodging an appeal must be in writing and must be received by the school at least five school days before the hearing to allow for efficient administration of the appeal hearing. If you submit information or evidence after this deadline it might not be considered at the appeal, or the appeal hearing might need to be postponed.

For on-time applications for Year 7 entry, appeals will be heard within 40 school days of the deadline for lodging appeals.

For late applications, appeals will be heard within 40 school days of the deadline for lodging appeals where possible or within 30 school days of the appeal being lodged.

For in-year transfer applications, appeals will be heard within 30 school days of the deadline for lodging appeals.

Appeals lodged after the deadline for lodging appeals will be heard as soon as is reasonably practical. Parents/carers are invited to attend the hearing of their appeal and make their case to the panel, although if this invitation is declined the appeal may be heard on the basis of written evidence only. You may be represented by or accompanied by a friend. You must inform the school in advance if you wish to call any witnesses or be represented at the hearing.

Only one appeal is permitted in respect of the same academic year unless, in exceptional circumstances, a second application has been accepted because of significant and material changes in circumstances (eg a change which puts the applicant in a higher oversubscription category). The statutory right to appeal does not apply if a place has been offered at the school in the usual year group for the child's age, but this is not the year group preferred.

### Section 3: Oversubscription criteria

The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place at the school in accordance with our main principle of admission as defined above in the Introduction. The governors' Admissions Committee takes considerable time and the utmost care to ensure that the system is applied fairly.

Where there are more applications than places pupils will be offered places in the following order of priority (for definitions of the words in bold, see the section below on Definitions):

1. **Looked After Children and previously Looked After Children.**
2. **Siblings** of pupils attending the school **and** living within the **catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. In the event of a school catchment area change being approved, pupils who would still have a **sibling connection** at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the **catchment area**.
3. Pupils living within the **catchment** area of the school.
4. Pupils living outside of the catchment area but who would still have a **sibling connection** at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission.
5. Pupils who were attending a **feeder school** at the time of application;
6. Pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the Geocode Points for each property and the Geocode point for the school. The governing body will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the governing body will supervise this process.

Where there are too many applications from within the first category, applications will be given priority if they meet the conditions of the second category. If any places then still remain, applications will be given priority according to the third category, and so on.

### Definitions

#### Looked After Children

'Looked after' means all those currently in care or accommodated by a Local Authority and children who were previously in care or accommodated by a Local Authority but immediately after being looked after, were adopted or who became subject to a Child Arrangement Order or Special Guardianship Order.

## **Catchment Area**

Our catchment area is defined on the map which may be viewed at the school on request and which is available on the school website or from Pupil Admissions and Transfers at Worcestershire County Council. Proof of residence may be required. The offer of a place may be withdrawn if acceptable proof of residence is not provided when requested.

If you wish to check whether your address falls within the catchment area for King Charles I School, you may also visit <http://www.worcestershire.gov.uk/schooladmissions> and use the on-line postcode catchment area checker.

While there is no guarantee of a place for children living in our catchment area, it has been the case in the last few years that places have been offered to most or all applicants resident in catchment. This cannot be relied upon for the future as demographic and other changes may make it less likely.

## **Sibling**

Applicants who have a sibling on roll at King Charles I School at the time of application who would still be on roll at the time of admission may claim a sibling connection. Siblings are defined as brothers or sisters who share at least one birth or legally adoptive parent, or who have birth or legally adoptive parents living at the same **home** address as partners. In order to claim a sibling connection, applicants must live at the same **home** address as the sibling.

The governing body of King Charles I School will endeavour to treat applicants who are twins or children of other multiple births with consideration when considering their ranking in the event of oversubscription but cannot guarantee that a place can be offered to every child of a multiple birth if insufficient places are available. In the event of a multiple birth where not all children from that multiple birth can be allocated a place, any place(s) will be allocated by random selection (lottery). Someone totally independent of the governing body will supervise this process.

## **Feeder Schools**

Our feeder primary schools are Chaddesley Corbett Endowed Primary, Comberton Primary, Heronswood Primary, Offmore Primary and St George's CE Primary. Applicants must be on roll at one of these schools at the time of application to qualify under this category. There is no guarantee of a place at King Charles I School for applicants attending a feeder primary school.

## **Home**

Home is defined as the only or main residential address at the date of application where the child normally resides and which is the address of the parent/carer with main responsibility for the child.

Where parents/carers have shared responsibility, the child's home address will usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (eg three or more days out of five Monday to Friday during term-time).

It may be necessary for the school to carry out checks to confirm that information given in relation to a child's home addresses is genuine. Parents/carers may be asked to produce documentary evidence of the address given. If you knowingly give false information in order to obtain a school place you could be guilty of an offence under the Perjury Act 1911.

Places cannot be offered on the basis of a possible future address. If you have already applied but notify us that you have moved home after the closing date for applications, we will deal with this as for late applications.

## **Section 4: Useful contact details**

King Charles I School

Tel: 01562 512880

Web: [www.kingcharlesschool.co.uk](http://www.kingcharlesschool.co.uk)

Email: [office@kingcharles1.worcs.sch.uk](mailto:office@kingcharles1.worcs.sch.uk)

Headteacher: Stephen Brownlow

## **Worcestershire Pupil Admissions and Transfers**

Tel: 01905 822700

Web: <http://www.worcestershire.gov.uk/schooladmissions>

## **Postcode catchment area on-line check**

Web: <http://www.worcestershire.gov.uk/schooladmissions>

## **Special Educational Needs and Disabilities Information, Advice and Support Service-SENDIASS (formerly the Parent Partnership Service)**

Tel: 01905 768153

Web: [www.SENDworcestershire.co.uk](http://www.SENDworcestershire.co.uk)

**ACE (Advisory Centre for Education):** a national charity that provides independent advice for parents/carers of children aged 5-16 in state-funded education

Tel: 0808 800 5793

Web: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

### **Transport Assistance**

Free transport to school may be provided by the Local Authority in certain circumstances. Full details are available from your Local Authority. The contact details for Worcestershire are:

Tel: 01905 765765

Web: [www.worcestershire.gov.uk/schooltransport](http://www.worcestershire.gov.uk/schooltransport)

*The information contained in this policy is correct at the time of going to press (February 2019) but minor amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the Trust Board of The Four Stones Multi Academy Trust including information published by Worcestershire County Council.*