

Castle Mead Academy Admissions Policy

Policy Monitoring, Evaluation and Review

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| Version: | 2020 |
| Date created: | 25 th February 2019 |
| Author: | C Robson |
| Determined by: | Castle Mead Academy Council |
| Date determined: | February 2019 |
| Review date: | February 2026* |

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. |

**Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period*

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, 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);

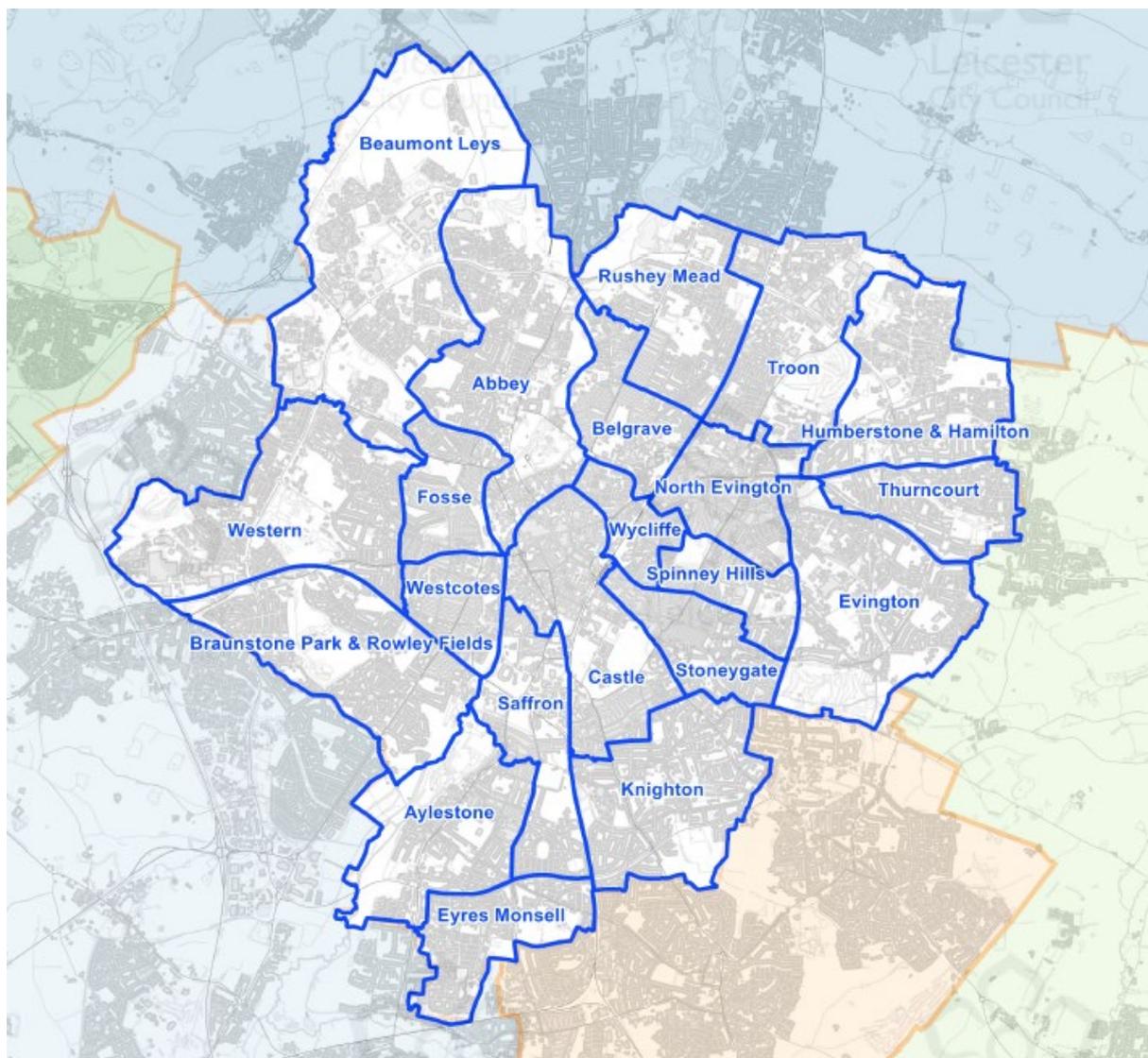
- where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guarantee element of State Pension Credit

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:

| Beaumont Leys: | Rushey Mead: | Troon: |
|--|--|---|
| 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 | Thurncourt: | 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 |
| Humberstone & Hamilton: | Wintersdale Road | Calvos Close |
| Thornborough Way | Uppingham Road (up to | Barkbythorpe Road |
| Snape Close | Knighthon: | Evington: |
| 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 | Knighthon 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 |

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|---|---|---|
| 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) |
| Stoneygate: | Palmerston Way | Shady Lane |
| Kingsway Road | Wimborne Road | Eyes Monsell: |
| Holylake Close | Portsmouth Road | Goldhill |
| Thurnbury Way | Welford Road (up to no. 755 (odd) and no. 614 (even)) | Parivan Road |
| Ayestone: | 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 |
| Braunstone Park & Rowley Fields: | 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 | Western: | 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 | |

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|--|----------------|--|
| | Keightley Road | |
| | Holmwood Drive | |
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