NICHOLAS CHAMBERLAINE SCHOOL

Admissions Arrangements

2022/23

A Member of the Griffin Schools Trust

Nicholas Chamberlaine School (NCS) does not support the use of selective admissions policies based on aptitude or academic achievement.

Arrangements for applications for places at the beginning of year 7 are made in accordance with the Local Authority's co-ordinated admission arrangements. Therefore, applications must be made directly to the Local Authority in which the child lives. In the summer term, parents of all Year 6 children are provided with the appropriate information required to make an application. This includes the timetable to be followed and the closing date for applications. Details are also available on the Local Authority's own website: www.warwickshire.gov.uk/admissions.

Timetable for entry into Secondary School in September 2022

Stage of Process	Date
Secondary school application period starts	6 September 2021
Closing date for applications	31 October 2021
Extended closing date for families moving into, or within, Warwickshire *	31 December 2021
National Offer Day	1 March 2022
Deadline for accepting the offer	15 March 2022
Deadline for submitting appeals	29 March 2022
Appeal hearings for appeals submitted on time	May and June 2022
Autumn term starts	1 September 2022

* The child must be living in the new property by this date and sufficient documentary evidence received by the Admissions Service.

Published Admissions Number (PAN)

All schools have an agreed admission number of pupils for entry. A school will accordingly admit up to its' PAN, pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if up to the PAN or a fewer number of pupils have applied.

The PAN for Nicholas Chamberlaine School is 300.

Oversubscription Criteria

If a school is oversubscribed, after the admission of any pupils with a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in the following order:

Priority 1 – Looked-After [1] or previously Looked-After Children [2]
Priority 2 – Medical or social reasons [3] or Children 'at risk' [4]
Priority 3 – Siblings [5]
Priority 4 – School staff children [6]
Priority 5 – Distance [7]

[1] Looked After Children

A looked-after child is a child who is or was:

a. in the care of a Local Authority; or
b. being provided with accommodation by a Local Authority in accordance with Section 22 (1) of the Children Act 1989. For admission purposes, a 'looked after' child is a child currently in care or a child who was in care but became subject to an adoption order, child arrangement order or special guardianship order, immediately after leaving care. In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989.

As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority.

[2] Previously Looked After Children

Previously looked after children are children who were looked after, but ceased to be so because they were adopted, this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders).

This also includes children who became subject to a 'child arrangements order' or 'special guardianship order'. Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

[3] Medical or Social Reasons

Medical or social reasons can only be taken into account where information is provided by the closing date. Failure to provide such information at that stage may affect whether the child is allocated a place at the preferred school under this criterion.

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker, psychologist or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. In all cases the medical or social need must be permanent or long term. For medical conditions affecting mobility, consideration will only be given for the school nearest to the child's home.

Examples of possible exceptional medical or social reasons:

- Any acute or chronic condition that would make it difficult for a child to attend any school other than the closest school to the child's address
- Any acute or chronic medical condition that requires regular, long-term attendance at a particular medical establishment which is closest to the school named
- A child and their family who are considered 'at risk' due to circumstances beyond the family's control such as fleeing domestic violence (housed in a refuge in Waltham Forest) consideration may then be given for the named child to be given a school away from the area of their previous home address for safeguarding purposes.
- An existing restraining order that may put a family 'at risk' if the school were to be outside the remit of distance agreed by the courts.

4 Children 'at risk'

A child is 'at risk' if they are currently on or subject to a Child Protection Plan.

5 Siblings

Sibling means:

- A full brother or sister
- A half brother or sister
- An adopted brother or sister
- A step brother or sister
- A foster brother or sister
- The child of a parent or carer's partner living at the same address

For primary applications, children with a brother or sister on roll in Reception to Year 6 at the time of the proposed admission up to a distance of 0.5 miles from the school if the family has moved since the last sibling was offered a place. This means that if there is a sibling already attending the preferred school, but the family have moved since the last child was offered a place and now live further than 0.5 miles, the child's application will not be considered under sibling criteria.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling, we will not be able to take it into account and it will affect your child's chances of being offered a place at that school.'

6 School Staff Children

School staff children will be given priority under this criterion:

a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or;
b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

7 Distance

Distance is measured using a straight line from the centre of the child's permanent address (as defined by the Local Land and Property Gazetteer) to the designated main gate of the school. We have to make a decision of where the child's home address is because the allocation of school places under the Admissions Policy, where the criteria of distance is used, is determined by reference to the child's 'home address'. Where a child lives with each of their separated parents for different parts of the week, we will consider the child's home address on any application to be where the child sleeps for most of the school week. Where this is an equal time this will be determined by reference to the parents' address who receives the Child Benefit. In cases where the recipient of child benefit is clearly not a main carer of the child, or no one receives Child Benefit, we will consider all of the circumstances and make a determination as to the 'home' address which will be used and provide our reasons for doing so.

- All distances will be measured in miles using a computerised mapping system called Routefinder GIS.
- All distances will be measured using this system, which is the only one that that will be used in the allocation of school places by Waltham Forest School Admissions Service.

- If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

Tie-breaker

In the event of a tie between two or more applicants who cannot be separated when applying the oversubscription criteria, a process of independently verified random allocation will be used to allocate the places.

Late Applications

All applications received up to and including 31 October of each year for the following academic year will be treated as on time. Applications received after this date will be considered to be late and may not be processed until after the following 1st March.

Waiting Lists

Where in any year NCS receives more applications for places than there are places available, a waiting list will operate until 31st December of the same year. This will be maintained by the Local Authority's Admissions Service. Parents wishing to be considered after that time should refresh their application direct with the school. Children's position on the waiting list and the allocation of places will be determined solely in accordance with the oversubscription criteria outlined in section 2.3 above. A child's position on a waiting list can alter as other children with higher priorities are added or withdrawn.

In-Year Admissions

Parents should apply via the normal in-year admissions procedures as co-ordinated by the Local Authority in which the child lives. All such applications will be considered and if the year group has a place available, the school will admit the child (except where the child has been permanently excluded twice since September 2016, in which case the duty to comply with application is removed for two years from the second exclusion). If more applications are received than there are places available, the over-subscription criteria above for the relevant age group shall apply. A waiting list will be maintained in cases of over-subscription and will run from September to August, at which point it will be cancelled

Appeals

If a child is not offered a place at one of the schools listed on the application form, there is a right of appeal against this decision to an independent appeal panel. Details of how to make an appeal will be given with the offer of a school place.

For more information please visit Warwickshire County Council's School Admissions Appeals page.

For further guidance regarding appeals please visit:
https://www.gov.uk/schools-admissions/appealing-a-schools-decision
https://www.gov.uk/government/publications/school-admissions-appeals-code