Churchill Academy and Sixth Form

Year 12 new intake policy for Sixth Form – 2015-16

1. **The Year 12 Admission Number for Churchill is: 30** If the school is not over-subscribed all applicants meeting the entry criteria will be offered a place.

**Conditions of Admission**

a) Students are admitted to the Sixth Form on the condition that they have met the academic entry criteria and subject to the availability of places.

b) *Students already attending Churchill do not come under these new intake arrangements and need not formally apply for places in year 12; the school will, however, inform its Year 11 students of the school's Sixth Form entry criteria.

c) The following over-subscription criteria, therefore, is applicable for students who do not currently attend the school:

- Entry will not be dependent on attendance or behaviour record; however, reference may be made to these in discussions with applicants concerning suitability of choices or advice concerning expectations. This would be the same for all opting to study at Churchill’s Sixth Form.
- An application may be refused if admission would exceed the Admission Number and if it prejudices the provision of efficient education or efficient use of resources.

d) Appeals procedure:

- Applicants refused admission are entitled to appeal to an independent appeal panel. Applicants will be given reasons for the refusal.

e) Withdrawal of places:

- A place may be withdrawn if it transpires that the application was fraudulent or intentionally misleading.
- If the student is already at the school, the length of time already spent there will be taken into account.

f) Over-subscription criteria:

- Where a greater number of applications were received by the published closing date that met the academic entry criteria for the school for the relevant courses, the school would make every possible effort to accommodate extra numbers. Were this not possible, the following over-subscription criteria, given in order, would be used to allocate places:
i Children in Care and children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order. ‘Children in Care’ are children who are looked after by a local authority in accordance with Section 22 of the Children Act 1989(b).

ii Children living in the school’s First Geographical Area.

iii Children living outside the school’s First Geographical Area.

When applying the criteria in priority order, priority within each criterion will be given, in order, to:

a) children with a sibling who will be attending the school.

b) for children living within Churchill Academy’s First Geographical Area only: Children with a brother or sister within the same year group (for example twins or triplets

c) children living closest to the school. The distances will be measured in a direct line between the address points of the child's home and the main entrance to the school, indicated on NSLA computerised system(s).

Where the direct line distances are equal, the ranking of applications will be made by drawing lots.

g) The School does not guarantee that every subject / course offered in the Sixth Form prospectus will run in any given academic year – this will be reviewed with regard to viability and efficient use of resources and within the context of the School’s stated aim to have groups of no more than 20 students in a teaching group.

h) Late applications. Applications made at any time will be considered; however, places will not be allocated until after those applications made prior to the closing date.

i) The school shall hold a list of those applicants still seeking a place at the school, until the last day of term 2 in 2015. All applications will be ranked in line with the over-subscription criteria and allocations will be made in accordance with it. Priority will not be given on the basis simply of the date an application was added to the list.

Applicants may keep in contact with the school to ascertain when and if any vacancies arise during the school year.

j) Applications received after the closing time and date will be treated as a late application and so will not be considered in the first round of allocations unless the School, where a late application is received before the allocation of places has been determined, considers there is an extenuating reason for allowing them to be treated as if they had been received by the closing time and date.
All other late applications will not be considered in the first round of allocations but will be considered, in accordance with the over-subscription criteria, in any subsequent round of allocations if places are available.

**Timetable:**

From the beginning of Term 2 (in 2014-15 school year) application forms will be available from schools with Sixth Forms for Year 12 admission in September 2015.

1. The closing date for receipt of applications to be considered in the first round of allocations is 3.30pm, Friday, 6th February 2015
2. Application forms should be returned to the school.
3. The School will inform those to be offered a place at their school by 15th March 2015.
4. The School will inform those applicants refused a place at the school.

**Minimum Academic Entry Criteria:**

Please refer to the School’s Sixth Form Prospectus as some courses stipulate specific grades and subjects as being necessary.

**Additional Information**

(a) Places are not reserved for those who, for whatever reason, apply late.

(b) Applications will be accepted for children living within the United Kingdom who meet one of the following:

- are resident in the UK
- hold full British Citizen Passports
- are from countries whose passports have been endorsed to show that they have the right to abode in this country
- are from the European Economic Area (EEA)

Applications for children who do meet one of the above will not be accepted until the child is in this country.

(c) For the first round of allocations, on-time applications will (apart from when paragraph (b) applies) be considered based on the applicant’s situation that exists as at the closing date and/or on the application form. Where on-time applicants change address, the application will be considered from the new address in the first round of allocations, providing independent confirmation of the new address is received before the offer of places is determined. Other changes in family circumstances, changes in applications, received after the
closing date will be treated as a late application and so will not be considered in the first round of allocations unless the school consider there is an extenuating reason for allowing them to be treated as if the latest information had been received by the closing time and date. This will only apply to late applications or changes received before the offer of places is determined.

(d) In relation to paragraph (c) above, examples of extenuating circumstances include (but are not limited to) the following:

(i) If an applicant is moving and the school is the nearest to the new home measured by the shortest available walking route on the Local Authority’s computerised system(s). Proof of the property move (for example, if it is a family move evidence of the exchange of contracts with a completion date or if it is just the child moving, a change to the child benefit book) needs to be sent to the school at the earliest opportunity.

(ii) The child is from a family of a Crown Servant or of UK Service Personnel, and the MOD, FCO or GCHQ have provided a letter declaring a return date and residency area.

(iii) There has been a change in the family’s circumstances and the reasons are accepted by the school as being extenuating. For example, a parent bereavement that would affect the child’s ability to attend a previously applied for school.

(e) Proof of posting cannot be considered as confirmation of receipt of an application unless accompanied by official evidence to prove delivery.

(f) Providing a child meets the academic entry requirements, where a school is named in a child’s Statement of Special Educational Needs the Admission Authority is legally required to admit the child to the school. Such children will therefore be allocated places before the over-subscription criteria are applied.

(g) Home address - for school admission purposes the school will normally consider the child’s home address to be the place where the child permanently and ordinarily resides the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. It will not include the address of a child that is different from his/her parents/carers where the move to this address is expressly linked to obtaining a school place. Where parents do not live together and the child spends equal amounts of time with both parents/carers, the school will consider the home of the parent/carer who made the application to be the child’s home. The school may undertake rigorous residency checks and reserves the right to request independent confirmation of the child’s place of residence. Parents may be asked to supply such
documentation to support their application as deemed appropriate by the school, for example a Child Benefit Book may be required. If the Child Benefit is shared between parents, the address to be used will be determined by drawing lots.

(h) For those moving house they will be considered from their proposed address in the first round of allocations if they are able to confirm independently by the closing date that they will be moving to an address before the start of the school year. Examples of independent confirmation are a solicitor’s letter confirming the exchanges of contracts with a completion date, or a tenancy agreement signed by both parties. Applicants may also be required to provide proof that they have left the previous property, for example by supplying a final account utility bill. Proof of residency received after the allocation of places is determined will normally only be taken into account in any subsequent rounds of school place allocations.

(i) The school will withdraw an offer in limited circumstances. An example may be where it can be shown that offer was obtained on the basis of a fraudulent or an intentionally misleading application such as a false claim to residence at a particular address, which effectively denied a place to a student with a stronger claim. Where before offers are made, an application is deemed to be fraudulent or intentionally misleading the application will be considered on the basis of the correct information. Where applicants who do not respond to an offer of a place within 21 days, the offer may be withdrawn and the place offered to another applicant.

(j) If students do not commence attendance at school at the start of term 1 and the school is not given a satisfactory reason for the absence the place may be withdrawn and if applicable will be offered to other applicants.

(k) Applicants can appeal against the decision not to offer a place at the school. Any one refused a school place will be advised of the processes relating to their right of appeal and will be told who to contact to make their appeal.

(l) Where the school receives an application form that has not been fully completed with all of the information necessary to enable the application to be considered, the school will contact the applicant to request the outstanding information. For on-time applications, if the outstanding information is supplied within a date specified by the school to the applicant but after the closing date, it will be accepted as an on-time application. If it is not received within the requested timescales it may not be counted as on-time unless an explanation that is considered to be satisfactory by the school is provided.

(m) **First Geographical Area** – this is the area that a particular school serves. Living in this area does not guarantee a place at the school. However,
applicants living in the area normally have a higher priority for places than those who live outside the area, (except for Children in Care and Children with a Statement of Special Educational Needs that names the school).

(n) Applications may be made by pupils or by their parent(s).

(o) Brothers and sisters.

To be considered as a brother or sister a child must be living at the same address for the majority of the time* as a full, half, step or adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same either biological or adoptive parents. Half brothers/sisters are defined as children who share only one either biological or adoptive parent. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time* at the address considered to be the address of the child for whom the application is made.

* A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

Except for a brother or sister within the same year group, a brother or sister must be attending (or is expected to be attending) the school at the time of admission.

(p) Parent: This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.

(q) Contact:

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Churchill
North Somerset
BS25 5QN

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Tel: 01934 852771
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Map of the School’s First Geographical Area (FGA)

Churchill Academy and Sixth Form’s First Geographical Area is shown in the map below: