**Admission Arrangements for Chase Terrace Academy A member of John Taylor Multi Academy Trust**

**PROPOSED Admissions Policy September 2028 intake – for consultation.**

**Published Admissions Number**

The published admissions number for each Year 7 is 180. This level has been agreed by the Local Governing Body. This number may be exceeded at the discretion of the Governors, but they are not obliged to accept students in excess of this number unless:

- parents have won their case at an Independent Appeal Panel. .
- child has been admitted through the local agreed fair access protocol
- child has an EHCP which names Chase Terrace Academy as the most appropriate placement
- Secretary of State for education has directed the admission of a child

**Admissions Criteria**

All applications made for entry into Year 7 should be made through the child's home local authority e.g. children living in Staffordshire should apply via the Staffordshire County Council online portal. The deadline for all applications is October 31st 2027. It is a child's home local authority that will advise the outcome on 1st March 2028.

In accordance with legislation, children who have an Education, Health and Care Plan (EHCP) that names Chase Terrace Academy as being the most appropriate to meet the child's needs must be admitted. This will reduce the number of places available to other applicants.

If the total number of preferences for admission to the academy exceeds the school's published admission number (PAN) of 180, the following order of priority is used to allocate the available places.

1) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangement order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2) Children living within the catchment area of the school. A map of the catchment area can be found here.
3) Children who have an elder sibling in attendance at the academy and who will still be attending at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
4) Children of Chase Terrace Academy employees in either or both of the following circumstances:

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.

This applies to all full and part time staff both teaching and non-teaching.

5) Other children arranged in order of priority according to how near their home addresses are to the main gate of the academy, determined by a straight-line measurement as calculated by the local authority's geographical information system.

**Additional notes**

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the academy will not seek to obtain this information on behalf of the applicants.

Children in care means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a local authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).

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.

Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Chase Terrace Academy uses the local authority's geographical information system (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined and provided by OS Addressbase Premium files.

The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. The evidence could be the address where child benefit is being received, should that be applicable.

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The

academy is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the local authority immediately. Where there is a proposed house move taking place during the admissions process the academy will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by **28th January 2028**. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.
If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

**Waiting lists for Normal Point of Entry**

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

Waiting lists will be kept until the end of the Autumn Term (31st December 2028). No other waiting lists will be maintained.

Inclusion on a school's waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the fair access protocol will take precedence over those on the waiting list.

**Late applications**

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

For late applications made after the time that is practicable because places have already been allocated, are shortly to be allocated, there will be a period of two weeks after the

national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

**Repeat applications**

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the academy has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

**Admission outside of the normal age group**

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Governing Body who will take into account the circumstances of the case and views of the headteacher. Parents do not have the right to insist that their child is admitted to a particular year group.

**Sixth form admission arrangements**

Applications for admission to the sixth form will be dealt with by the academy in accordance with the published admission arrangements. The academy will provide detailed information on the admission policy including minimum entry requirements for particular courses on request.

Children already at the academy will not be required to apply formally for places in year 12 but should have reached the minimum entry qualifications for admission into the sixth form, details of which are included in the published admission arrangements.

External applicants will not be refused the opportunity to make an application or told that they can only be placed on a waiting list rather than make a formal application.

Any applicant refused a place in year 12 is entitled to make an appeal to an independent appeal panel whether the child is already attending the school or is an external candidate. Minimum entry requirements are the same for internal and external applicants.

The academy must not interview children or their families for entry to year 12, although meetings can be held to provide advice on options and entry requirements for particular courses. Entry must not be dependent on attendance, behaviour record or perceptions of attitude or motivation.

**"In-year admission" arrangements**

Unless for a child in the first term of Year 7, where applications are made via the local authority, parents or carers seeking to be admitted to the academy may make an application directly to academy using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission

arrangements and parents and carers need to be aware that in the case of transfers between local schools, any date set for joining the new school may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

**In the interests of safeguarding it is John Taylor MAT procedure to inform the Local Authority that a pupil has left a John Taylor MAT academy in order to attend another school in the UK or abroad.**