

## **ADMISSIONS POLICY – SEPTEMBER 2017**

The Directors of Carmel Education Trust is the Admissions Authority for this College.

Admission number for Year 7 September 2016 - 180

Admission number for Year 12 September 2016 - 200+

The Admissions Policy Criteria will be applied on an Equal Preference basis.

In this policy the word 'parent' is assumed to include the legal carer/guardian also.

The Catholic feeder schools are:

St Augustine's Primary School, Beechwood Avenue, Darlington, DL3 7HP  
Holy Family Primary School, Prior Street, Darlington, DL3 9EN  
St Bede's Primary School, Kingsway, Darlington. DL1 3ES  
St Teresa's Primary School, Harris Street, Darlington, DL1 4NL  
St William's Primary School, Elwick View, Trimdon Village, Co Durham, TS29 6HY  
St Mary's Primary School, Birch Road, Barnard Castle, DL12 5NP  
St Mary's Primary School, Central Avenue, Newton Aycliffe, DL5 5NP  
St Joseph's Primary School, Garburn Place, Newton Aycliffe, DL5 7DE

### **How and When to Apply**

Applications must be made on the Local Authority Common Application Form. If you are applying on a faith based criteria a supplementary form should also be completed and returned by the closing date set by the Local Authority. Parents will be informed if their child has been admitted to Carmel College in writing by the Local Authority.

### **Late Applications**

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

### **Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need**

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

### **Over-subscription Criteria**

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

*(First priority in each category will be given to siblings (see additional note 3), that is, children who will have older siblings attending the College including Sixth Form students who have previously attended Carmel College)*

1. Looked after or previously looked after Catholic children (see note 2).
2. Catholic children who attend a Catholic Primary Feeder School (see note 1)

3. Other Catholic children
4. Looked after or previously looked after children (see note 2)
5. Children of a member of school staff (see note 6) who has been employed at the school for two or more years at the time at which application for admissions to the school is made.
6. Children of other Christian denominations who attend a Catholic Primary Feeder School.
7. Children of other faiths (see note 5) who attend a Catholic Primary Feeder School.
8. Children of other Christian denominations who do not attend a Catholic Primary Feeder School.
9. Children of other faiths (see note 5) who do not attend a Catholic Primary Feeder School.
10. Other children

## **ADDITIONAL NOTES**

### **1. Definition of a Catholic**

Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

### **2. Definition of Looked After Children**

A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (see the definition in Section 22(1) of the Children Act 1989)

An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.

A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014.

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

A previously looked after child is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

### **3. Definition of Sibling**

Sibling refers to brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, where the child for whom the College place is sought is living in the same family unit at the same address as that sibling. Sibling links only apply to students continuing into the Sixth Form having previously studied at Carmel College.

### **4. Other Christian Denominations**

Children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

5. **Children of other Faiths**

Children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

6. **Definition of Staff**

A member of staff includes all school staff who are under the direct employment of the Directors of Carmel Multi-Academy Trust and who work at Carmel College.

7. **Tie-Breaker**

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured from the front door of the home address (including flats) to the main school gate, by the shortest walking route. This will be based on the home address of the child. To remain consistent the Authority uses a Geographical Information System to measure all distances. The Authority's priority when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmacked). The Local Authority accepts there may be exceptions and will treat each case on its merits

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

8. **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. This right does not apply if they are offered a place at the school but it is not in their preferred age group. Further details of the appeals process are available by writing to the Chair of Governors at the College address.

9. **Home Address**

This is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.

10. **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. When such a request is made, the College will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent, bearing in mind the age group the child has been educated in up to that point.

The process for requesting such an admission is to apply to the College in writing giving a clear explanation of why the request is being made. Once a decision has been made the Admission Authority will write to the parent(s) informing them of the decision and setting out reasons for such.

### 11. **Waiting Lists**

If your child has been refused admission, you can request that your child's name be placed on the waiting list. If places become available, we will consider all relevant applications based on the oversubscription criteria which will be maintained until 31 December 2017.

### 12. **Fair access protocol**

The college is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the directors is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by the directors for the current school year. The directors have this power, even when admitting the child would mean exceeding the published admission number.

### 13. **False evidence**

The directors reserve the right to withdraw the offer of a place where false evidence is received.

## **Admission into Year 12**

The College provides courses of study for post-16 (Sixth Form) students. The majority of the Sixth Form students transfer from Year 11, but we generally have places available for external students.

The availability of courses is dependent upon the number of applicants and financial sustainability of the course.

The minimum entry requirement for admission into Year 12 for Level 3 courses is 5+ A\*-C, or equivalent, plus subject specific requirements as per prospectus. Details of the specific entry requirements and courses available may be obtained from the College. Entry requirements are the same for internal and external students.

Applicants who are refused a place in the Sixth Form have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the College address.

If courses are oversubscribed, preference will be given in the following order:

1. Looked after or previously looked after children.
2. Students currently at Carmel College who meet entry requirements.
3. Other external applicants who meet entry requirements.

Where there are places available for some, but not all, applicants within a particular criterion, distance from home address to the College entrance on the Headlands will be the deciding factor. Distance will be measured using the shortest walking route using the Local Authority's computerised measuring system.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.