



# The Castle Partnership Trust

ACHIEVE | BELONG | PARTICIPATE



**The Castle School**  
ACHIEVE | BELONG | PARTICIPATE



## Admissions Policy

**September 2020**

CEO and Headteacher at The Castle School: Sarah Watson  
Acting Headteacher at Court Fields School: Polly Matthews  
Headteacher at Wellesley Park School: Carly Wilkins  
Headteacher at Isambard Kingdom Brunel School: Richard Healey

Lead Person: Executive Headteacher

Due for review: Autumn term 2021

## **Starting School at 4+ and Transferring School at 11+**

Usually a programme of open mornings and/or an open evening are offered in order to provide an opportunity for prospective students and their parents to visit the schools within the Trust. Current restrictions resulting from the Coronavirus pandemic mean it is not possible for the schools to host open days in September 2020.

The Board of Directors is the Admissions Authority for the Trust and all admission decisions are taken by an Admissions Committee consisting of at least three governors, adhering to each school's published Admissions Arrangements. The Local Authority (LA) is responsible for co-ordinating all school place applications for children starting school or transferring schools at 11+ throughout Somerset via the LA's coordinated admission scheme.

## **Admissions to the school at other times**

Decisions about admissions to each school will be made by the Admissions Committee (as agreed by the Board of Directors) in accordance with the published Admission Arrangements. An in-year application form must be completed. This is available from the schools' websites or from the school offices. Applicants will receive a response within 10 school days of the Trust receiving the application form. If a place is offered, it will be held open for 10 school days, during which time applicants will need to confirm acceptance of the offer and the student must have started attending the relevant school. Applications submitted during holiday periods will not be considered until the schools are back in session.

When the decision to admit a student has been taken by the Admissions Panel, a member of the relevant School Leadership Team will meet with the student and his/her parent(s) or carer(s) prior to admission. This meeting will be used both to identify information which will guide curriculum design for the student and to offer an opportunity for the parent(s)/carer(s) and student to gain knowledge about the school (including through the issue of literature such as the parent/student handbook.) The parent(s)/carer(s) will complete an admission form and the home/school agreement will be agreed and signed.

Contact will be made with the student's previous school(s) in order to identify key issues relating to educational background. A curriculum will then be planned for the student in the light of this information.

The student will be admitted to the school following completion of the planning of her/his curriculum. The SLT member responsible for the admission will allocate the student to a House/tutor group/class.

On her/his first morning the student will be asked to report to reception where she/he will be met by her/his Head of House, Form Tutor or Class Teacher. The Head of House/Form Tutor/Class Teacher will provide support to the student, including identification of another student who will act as buddy/mentor, during the induction period. Support will then be given on an ongoing basis through the school's normal procedures.

### **Unsuccessful Applications to the School**

If the Governors' Admissions Committee refuses an application to a school, parents/carers will be made aware that their son/daughter can be placed on a "real time" waiting list. If and when a place becomes available in the relevant year group at the relevant school, the over-subscription criteria (appendix 1) will be applied to the waiting list and a place offered to the person at the top of the list. Waiting lists are maintained until the end of the academic year.

### **Published Admission Number**

Governors have set the Published Admission Number (PAN) for The Castle School at 240 for Year 7 and the admission limit for each year group in Years 8-11 at 237. The PAN has been set for Court Fields School as 172 in each year group for Years 7-11. The PAN for Wellesley Park School has been set at 56 for Reception and the admission limit for Year 1, Year 4 and Year 6 at 50 and Years 2,3 and 5 at 56. The PAN for Isambard Kingdom Brunel School is 30.

## APPENDIX 1

### **Oversubscription Criteria 2020/21 Academic Year**

Following the admission of any student with a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) naming The Castle School/Court Fields School/Wellesley Park School/Isambard Kingdom Brunel School\*, the Governors will consider all other admission applications. If the number of applications exceeds the Published Admission Number (PAN) or admission limit for the year group concerned, the Governors will consider all applications received against the oversubscription criteria. This will enable the Governors to rank children according to priority and identify those children who could be allocated a place.

1. Looked After Children and previously Looked After Children who are now formally adopted.
2. Children living in the designated catchment area with a sibling attending the Castle School/Court Fields School/Wellesley Park School\* at the time of application. For Isambard Kingdom Brunel School: Children living within half a mile of the school at the time of application.
3. Children of staff employed at The Castle School/Court Fields School/Wellesley Park School/Isambard Kingdom Brunel School\*.
4. Children living in the designated catchment area at the time of application. (Not applicable for Isambard Kingdom Brunel School).
5. Children living outside the designated catchment area with a sibling attending The Castle School/Court Fields School/Wellesley Park School\* at the time of application.
6. Children not satisfying a higher criterion.

\*Depending on the school applied for.

## APPENDIX 2

### The Admissions Timeline

#### **Year 7 September 2021/22 Admissions:**

31 October 2020	Closing date for school place applications.
4 December 2020	Closing date for exceptional circumstance applications and all supplementary information.
1 March 2021	Secondary Admission outcome day for on-time applications.
29 March 2021	Closing date for receipt of appeal applications, from parents who were notified of their outcome on 1 March 2021.

#### **Reception September 2021/22 Admissions:**

15 January 2021	Closing date for school place applications.
5 February 2021	Closing date for exceptional circumstance applications and all supplementary information.
16 April 2021	Primary Admission outcome day for on-time applications.
17 May 2021	Closing date for receipt of appeal applications from parents who were notified of their outcome on 17 April 2021.