



CUL Academy Trust

Admissions Policy

Adopted:

Review date:

Introduction

The admission authority for CUL Academy is the Governing Body of CUL Academy Trust Limited. This policy is in line with government legislation and guidance (School Admissions Code 2014) and is designed to ensure there is a fair admissions procedure for all applicants, and to help guide parents and their children through the application process.

This policy will apply to all admissions from September 2016 including in-year admissions. We cannot guarantee that applications received after this date will be considered in the case of over subscription.

1. Admissions procedure

For the school year commencing September 2016 the planned admissions number (PAN) is 50 for entry into Year 9, 10 and 11.

1.1 Applying for a place

CUL Academy welcomes all applications from referrers.

Parents are encouraged to visit the school with their child and referrer if they are planning to apply for a place.

Children are admitted to the school using the criteria outlined in this policy. In no way does the academic ability of the child come into consideration when places at the school are being allocated.

1.2 Oversubscription

1.3

In the case of oversubscription, priority will be given to applicants with a statement of special educational need or education, health and care plan as follows:

1.3 Children with a statement of special educational needs (SEN) or education, health and care plan (EHCP)

The school will admit all children who have a SEN statement or EHCP where this school named. Children who have special educational needs but who do not have a SEN statement or EHCP will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The school will do everything it can to accommodate these pupils. See our **SEN policy** for details of special provision provided by the school.



1.4 In-year admissions

The process for in-year admissions is the same for admissions at the start of the academic year.

2. Offers

The school may withdraw its offer if it is found that the place was offered based on a fraudulent or intentionally misleading application. The offer may also be withdrawn if the school has not heard back from the parent or carer of the child in writing within the 7 days' acceptance period

3. Appeals

Parents or carers can appeal to the independent appeal panel against refusal of admission to the school. In order to ensure a fair appeals process, the members of the panel do not belong to the governing body of CUL Academy Trust that made the original decision against the application.

A child is allowed to be on the school waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the admissions authority.

4. Waiting list

The school operates a waiting list. Parents may request that their child is placed on the waiting list. The list will set out the priority for places in the same order set out in the oversubscription criteria. The child may gain entry to the school if the number of pupils falls below the admissions limit of the school.

If a child on the waiting list is offered a position at the school, they will be notified by letter and will have the option of accepting or rejecting the place within 7 days.

5. Changes to admission arrangements

The admission arrangements for the school may be changed by the admission authority in accordance with the requirements of the relevant legislation. Parents will be consulted on any changes prior to their implementation.

Parents must notify the school immediately if there are any changes that may affect their child's application, such as a change of address. Where the child has multiple addresses, the address given to the school should be the one where the child spends the majority of the school week. If it is an equal split, the parents can decide which address to give.



6. Contacts

CUL Academy Trust Limited

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Signed by:

The chair of governors

Date:

Headteacher

Date: