



Admission Arrangements for Carr Lodge Academy 2018/19 School Year

- 1 These are the admission arrangements for the 2018/19 school year.
- 2 Carr Lodge Academy have delegated responsibility to Doncaster Metropolitan Borough Council to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 For 2017/18 the admission number for Upper Foundation, Year 1 and Year 2 is 60. The admission number for years 3,4,5 and 6 is 30. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Local Authority considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient

use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form- (CAF) under a Coordinated Admission Scheme- (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Details of the CAS can be found at the following link:

<http://www.doncaster.gov.uk/Images/Doncaster%20Primary%20Co-ordination%202015-1637-107543.pdf>

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) **Looked After Children or Previously Looked After Children-**

b) **Catchment Area**

Children who are ordinarily resident- in the catchment area of the school. (see appendix 1)

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on that date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

c) **Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior

school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence^{iv}, to the entrance nearest to the reception point of the school.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster

General Information

False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the admission authority of their circumstances as they apply to the admission criteria at the time of application.

Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

Appendix 1 - Carr Lodge Catchment
ADDY CLOSE
AINTREE DRIVE
ALDERFORD DRIVE
ASHCOURT DRIVE
ATEBANKS COURT
BRANCH CROFT DRIVE
BRANDER CLOSE
BRAYFORD ROAD
BRAYTON DRIVE
BRIDGELAKE DRIVE
BYRAM COURT
CARINA DRIVE
CASTLEDINE COURT
CAVALIER COURT
CHELWOOD COURT
CHROMA DRIVE
COPPICEWOOD COURT
CORONA AVENUE
CROFTERS COURT
DORADO DRIVE
ELWIN COURT
FARLAWNS COURT
FARNLEY ROAD
GOOSEHILL COURT
GRADY DRIVE
HUXTERWELL DRIVE
LIBRA DRIVE
MAGENTA CRESCENT
OAK COURT
ORION WAY
PEGASUS WAY
PHOENIX DRIVE
PLANTATION ROAD
SAFFRON DRIVE
SOMIN COURT
TEAL DRIVE
WELLINGLEY ROAD
WHISPERWOOD DRIVE
WOODFIELD WAY
WOODKNOT MEWS