

## AURORA ACADEMIES TRUST

<b>Policy Title:</b>	Admissions Policy 2019-20 City Academy Whitehawk
<b>Policy Reference:</b>	AAT ADM-CAW 19
<b>Function:</b>	For Information and Guidance/ <u>Statutory</u>
<b>Audience:</b>	Prospective parents, Trustees, Local Academy Boards, Executive Headteachers, Head, Teachers, Support Staff, as necessary
<b>Ownership/ Implementation:</b>	The Academy will update this policy annually in September for approval by the Trustees by 28 February the following year
<b>Version:</b>	001
<b>Approved by Trust Board:</b>	28 Feb 2018
<b>Next Date for Review:</b>	Sept 2018



# City Academy Whitehawk

## Admissions Policy 2019-2020

City Academy Whitehawk is a two-form entry primary school located on the eastern fringe of Brighton & Hove. We are very proud of our school and everything we do is captured in our motto, “Highest Expectations For All”. If you would like to find out more about our mission and ‘CAW Qualities’, please have a look at the school website:

<https://caw.brighton-hove.sch.uk>

City Academy Whitehawk has 60 places in each of our school year groups, starting from Reception and finishing with Year 6. The school will admit this number of pupils if there are sufficient applications. If fewer than 60 applications are received, the school will offer places to all of those who have applied.

Brighton & Hove City Council co-ordinates the admission of children into City Academy Whitehawk at both the start of the Reception year (4+ year olds) and ‘in-year’ for older age groups.

The closing date for September 2019 Reception admissions is 15<sup>th</sup> January 2019. If you are seeking a place in Reception, or any other year group, please follow the advice and information at:

[www.brighton-hove.gov.uk/schooladmissions](http://www.brighton-hove.gov.uk/schooladmissions)

Alternatively, please speak to Mrs Maguire or Mrs Howard in the school office (01273 681377) and they have paper copies of the forms that can be completed.

### **Oversubscription Criteria**

The criteria in this section apply to entry at all phases of the school. When the school is oversubscribed, after the admission of pupils with an Education, Health & Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children in the care of a local authority (looked after children) and previously looked after children
2. Children with compelling medical or other exceptional reasons to attend the school. A compelling case must be made as to why your child’s needs can only be met at the school. You must provide supporting information from a registered health professional or social services together with any relevant information when you submit your preference form.



3. Children who will have a sibling (“sibling” is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters) at the school at the time of admission. This applies if there is another child living in the same household as your child who in the year of admission will be attending the school.
4. Other children. There is no catchment area for City Academy Whitehawk. Once all of the children in priorities 1,2 and 3 have been offered places, the remaining places, up to the Admissions Number, will be offered to other children.

### **Tie Break**

If there are more children applying than places available in any given priority, the available places will be offered to those children living closest to the school, up to the published admissions number. Home to school distance will be measured by the shortest route from the child’s home to the nearest of the school’s gates. These arrangements are in accordance with [section 4 of the Brighton and Hove Admission priorities for community schools](#).

### **Late Applications**

All applications received by Brighton & Hove City Council after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school’s waiting list.

### **Deferred Entry for Infants**

Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31<sup>st</sup> August, 31<sup>st</sup> December and 31<sup>st</sup> March.

### **Admission of Children Outside Their Normal Age Group**

Parents/carers may request that their child is admitted outside their normal age group. To do so, parents/carers should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, Aurora Academies Trust 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 Head Teacher/Head of School and any supporting evidence provided by the parent/carer.



## **Waiting Lists**

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the end of the academic year. This will be maintained by the Academy's Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. If any parents/carers wish to appeal, please contact the school's office on 01273 681377 or [admin@caw.brighton-hove.sch.uk](mailto:admin@caw.brighton-hove.sch.uk) and arrangements will be made.

