

**Ashlawn School
Academy Trust**

**Draft Admissions
Arrangements for
2013-2014**



**For consultation
only**

Admission to Ashlawn School

1. Ashlawn School is a publicly funded, bilateral, co-educational, independent secondary school.
2. Responsibility for the admission of pupils rests with the Academy Trust who acts in accordance with the Schools Admissions Code 2011 and the School Admission Appeals Code.
3. Ashlawn School Academy Trust work in consultation with Warwickshire Local Authority and other relevant stakeholders.
4. All applications for places at the school will be considered in accordance with the arrangements set out below.

Admission to Year 7 in September 2013

Agreed Admission Number

5. The school will admit 280 pupils to Year 7 in 2013-2014. Of these 280 places, 90 will be allocated to selected students who have successfully passed the 11+ and 190 will be available to non selected students.

Application Form

6. Applicants for admissions to Year 7 in 2013-2014 must nominate Ashlawn School on the Common Application Form (CAF) provided by the Local Authority in which they live or by filling out the form on-line.
7. The Common Application Form must be completed and returned to the Local Authority (or filled in on-line) by midnight on 31st October 2012.

Late Applications

8. Applications received after the closing date but before midday on Thursday 8th December 2012 will only be considered in **exceptional** circumstances and entirely at the discretion of the Chair of Governors and the Headteacher acting together on behalf of the Trust.
9. Late applications will only be considered if there is written evidence of exceptional medical, pastoral or compassionate grounds for the lateness of the application.
10. Applications received after midday on Thursday 8th December 2012 will be treated as applications received outside the normal round of annual admissions to Year 7, in accordance with the admission criteria set out below under **Other admissions (in-year or casual admissions)**, paragraphs 34 and 35, after 31st August 2012.

Verification of Information

11. All applicants will be required to produce proof of residence (i.e. a utility bill) and an original or certified copy of a birth certificate (a passport will not be accepted in place of a birth certificate). The Governing Body also reserves the right to seek verification from the local authority in which the applicant is resident.
12. False information, or the omission of material information, may result in disqualification, or the loss of a place after it has been offered, accepted or taken up.

Offers of Places

13. Letters informing applicants of the outcome of their applications will be sent by first-class post on 1st March 2013.

14. Applicants to whom places are offered will be required to inform the Academy Trust of their decision whether to accept or reject the offer by the date given in the letter of offer.

Appeal Procedure

15. Parents whose applications for places are unsuccessful will be given an opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance with the statutory provisions in force at the time.
16. The determination of the Appeal Panel is binding on all parties.
17. Full details of the procedure will be sent to parents with the decision letter on 1st March 2013.

Reserve List

18. In addition to the right to appeal, unsuccessful applicants will be offered an opportunity to be placed on the Reserve List. The order of the Reserve List will be determined in accordance with the order determined by the over-subscription criteria.
19. The Reserve List will be maintained until 31st August 2013.
20. Vacancies arising between 1st March and 31st August 2013 will, in the first instance, be offered to applicants on the Reserve List.

Waiting List

21. On 1st September 2013 applications on the Reserve List and applications received after Thursday 8th December 2012 will be placed on the Waiting List.
22. All applications on the Waiting List will be considered for any vacancies occurring during the period 1st September and 31st December 2013 in accordance with the admission criteria set out below under **Other admissions (in-year or casual admissions)**, paragraphs 34 and 35.
23. The Waiting List will not be maintained after 31st December 2013.

Children with Statements of Special Educational Needs

24. Ashlawn School will admit any statemented pupil whose statement names Ashlawn School and for whom the school has agreed to be named in the statement.

Application for Grammar Places

25. All students applying for a grammar place at Ashlawn must successfully pass the 11+ external examination. The procedures for testing and the process for selection will reflect the admissions criteria and procedures as set out by Warwickshire Local Authority.

Over-Subscription Criteria

26. If there are more applicants than places, places will be offered in accordance with the following criteria in order of priority:
 - a. Children in public care and children who were looked after, but ceased to be so because they were adopted (*children looked after by a local authority under section 22 of the Children Act 1989 & The Adoption & Children Act 2002*)
 - b. Children with Statements of Special Educational Needs in which Ashlawn School is named on the statement.

- c. Children who will have siblings in the school at the time when they are admitted to the school.
- d. Children who have successfully completed the Specialism Aptitude Scheme (Modern Foreign Languages).
- e. Where the child is the son/daughter of a permanent member of staff at the school who has been employed by the Trust for more than two full academic years at the time at which the application for admission to the school is made.
- f. After places have been filled under the first five criteria, any remaining places will be offered to those children who live nearest to the school – within a one mile radius, measured by the straight-line distance. For 2013-2014 admissions, the distance will be measured from the front door of the child's home to the postcode of Ashlawn School.
- g. After places have been filled under the first six criteria, any remaining places will be offered to children living within a three-mile radius of Ashlawn School. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.
- h. After places have been filled under the first seven criteria, any remaining places will be offered to children living within a radius of between three and five miles of Ashlawn School. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.
- i. After places have been filled under the first eight criteria, any remaining places will be offered to children living beyond the five miles of the School. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.

Notes

Sibling Priority

27. "Siblings" mean two or more children who have at least one parent in common and who reside in the same home as one another. Where a child has been legally adopted, he or she will be regarded as the sibling of any other children with the same legal guardian, all of whom reside in the same household.

Twins and Same-Year Siblings

28. Where applications are received from twins, triplets or same-year siblings the following procedure will be followed: if one child is selected for a place within their band, the twin/triplet/same year sibling will be ranked in their own band immediately below *Looked After* children.

Admission on Aptitude

29. Full details of the Specialism Aptitude Scheme are given on the website.
30. Parents and carers who wish their children to be considered for a specialist Modern Foreign Languages place must submit a completed supplementary application form by 25th September 2012 to the School.
31. A candidate for a specialist place will be required to attend an aptitude test at the school. The results of the aptitude tests will be used to determine the offer of places under criterion

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32. The Modern Foreign Languages included in the Specialist Aptitude Scheme are: French and German.
33. The aptitude test will identify candidates who have an awareness of, and aptitude for, the subjects covered by the Modern Foreign Languages Aptitude Scheme.
34. The Specialist Aptitude Test will be administered in a morning session on 22nd September 2012 at Ashlawn School (with a further supplementary test on the afternoon of Tuesday 25th September). Further details of the time of the test will be advertised on the school website and in the local press.
35. An independent observer will be appointed to oversee the marking of the aptitude test.
36. An applicant whose application for a place under the Specialism Aptitude Scheme is not successful will be considered for a place under the other criteria. The fact that the application under the Specialism Aptitude Scheme was not successful will have no bearing on the consideration of the application under the other criteria.

Distance from the Home to Ashlawn School

37. The distance from home to Ashlawn School is the straight-line distance measured from the front door of the child's residence to the postcode of the School
38. A child's permanent address is the place of normal residence during term time. Where parental responsibility is shared, the address of the parent/guardian who receives the Child Benefit Allowance for the child will be taken as the permanent address.
39. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the school, the offer of a place will be withdrawn and an appeal offered.

Tiebreaker

40. In the event of two or more applicants tying when any of the admission criteria is applied, positions will be determined by random allocation.
41. For example, this may occur when children in the same year group live at the same address or if the distance between the home and School is exactly the same.

Other Admissions (*In-Year or Casual Admissions*)

42. Applications for vacancies that arise outside the normal annual admission round for Year 7 will be considered at any time during the year. Information and application forms may be obtained from the school. Where there is more than one application for a vacant place, the offer of a place will be determined in accordance with the following criteria, in order of priority:
 - a. Children in public care and children who were looked after, but ceased to be so because they were adopted (*children looked after by a local authority under section 22 of the Children Act 1989 & The Adoption & Children Act 2002*)
 - b. Children with Statements of Special Educational Needs in which Ashlawn School is named on the statement.

- c. Children who will have siblings in the school at the time when they are admitted to the school.
 - d. Children who have successfully completed the Specialism Aptitude Scheme (Modern Foreign Languages).
 - e. Where the child is the son/daughter of a permanent member of staff at the school who has been employed by the Trust for more than two full academic years at the time at which the application for admission to the school is made.
 - f. After places have been filled under the first five criteria, any remaining places will be offered to those children who live nearest to the school – within a one mile radius, measured by the straight-line distance. For 2013-2014 admissions, the distance will be measured from the front door of the child's home to the postcode of Ashlawn School.
 - g. After places have been filled under the first six criteria, any remaining places will be offered to children living within a three-mile radius of Ashlawn School. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.
 - h. After places have been filled under the first seven criteria, any remaining places will be offered to children living within a radius of between three and five miles of Ashlawn School. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.
 - i. After places have been filled under the first eight criteria, any remaining places will be offered to children living beyond the five miles of the School. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.
43. The school may refuse admission to applicants who have been permanently excluded from two or more other schools. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. The school will consult and co-ordinate its arrangements, including the rapid re-integration of children who have been excluded from other schools and who arrive in an area after the normal admissions round, in accordance with the Warwickshire Fair Access Protocols for securing schools for unplaced children.

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The Ashlawn Specialist Modern Foreign Languages Aptitude Scheme

Date: 22nd September 2012 A.M. (Supplementary test 25th September 2012 P.M.)

This test will allocate places into the school under area (d) of the Admissions Arrangements. This test is intended to identify candidates who have an awareness of, and aptitude for, the subjects covered by the Modern Foreign Languages Scheme.

The test will take the form of:

1. A multiple choice question paper in either French or German
2. A listening test in either French or German

Candidates are required to bring a biro and pencil with them to the test.