CARLTON
KEIGHLEY

Admission Policy & Oversubscription Criteria

Pupils with an Education, Health and Care Plan

The admission of students with an Education, Health and Care Plan is dealt with by a separate procedure. These children will be admitted to the named school named without reference to the oversubscription criteria below.

Oversubscription Criteria

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1) Children looked after or children who were previously looked after but ceased to be so because they were adopted or became subject to child arrangements order or special guardianship order (see Note 1).

2) Children who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support.

3) Children whose home address in the school's priority admission area who have a brother or sister, attending from the same address, who are at present in years 7 – 10 and who will still be attending the school at the time of admission. (see Notes 2&3)

4) Children of staff members currently employed by the school for two or more years at the time at which the application for admissions to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5) Children attending Carlton Mills, Thorpe Primary School and Marshfield Primary School.

6) Other children whose home address is in the school's priority admission area (see Note 3)

7) Children whose home address is outside the school's priority admission area who have a brother or sister, attending from the same address, who are at present in years 7 – 10 and who will still be attending the school at the time of admission. (see Notes 2&3)

8) All other children.

NOTES

1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

2) The term 'sisters' and 'brothers' refers to children who live with the same family at the same address. Children living with the same family e.g. foster, adopted children and step-sisters and step-brothers are also included. Cousins are not siblings.

3) 'Home address' refers to the child's permanent home at the date of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a secondary school. Proof of residency may be required at any time during or after the allocation process.

Tie Break

When demand exceeds places in any of the following criteria, the distance between the child's home and school, measured by a straight-line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection by the drawing of lots by an officer from the Local Authority.

Multiple Births

Where a family of multiple births (twins, triplets etc.) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.