

## **Admissions Policy 2024/25**

*The Chase is a comprehensive school. We believe that education is a right and all children, regardless of their social, economic or cultural background, prior learning or educational need should be given access to a secondary level education that allows them to progress to the next academic or training level.*

*This policy seeks to ensure a fair and transparent admissions procedure to this school, within the confines of national legislation and resources.*

### **Procedures**

As an Academy, The Chase School has its own Admissions Policy, which should be read alongside Worcestershire County Council's published Co-ordinated Admissions Scheme for Secondary Schools.

Students will be admitted to The Chase without reference to ability and aptitude (though admittance to the Sixth Form is selective).

All applications for the new intake in Year 7 will be co-ordinated by the Local Authority (LA), who will make offers of places on behalf of the Governors of the school. Parents or guardians who reside within Worcestershire are required to complete a Worcestershire LA Common Application Form.

Parents or guardians who do not reside within Worcestershire, but who wish to apply for a place for their child at the Chase School must complete an application form for their "home" LA which will ensure that application details are passed to Worcestershire for consideration according to the oversubscription criteria below.

### **Entry to Sixth Form**

At age 16 entry to the Sixth Form is dependent on prior achievement at GCSE or equivalent.

The following entry requirements to courses will apply:

1. All students are required to have attained at least 5 Grade 5 grades or above at GCSE level (including English and Maths at Grade 4)
2. To secure access to specific courses, students will be required to have secured at least a Grade 5 in the subject they wish to study (when relevant). For certain subjects entry requirements may be higher.

The Headteacher may allow entry in exceptional circumstances even if a student has not acquired the required grades.

All applications for the new intake in Year 12 are administered by The Chase itself. Those wishing to join the Sixth Form need to collect an application form from the school, complete and return it by published deadline dates.

### **Entry to a Different Year Group (Admissions outside normal age range)**

Occasionally applications may be received requesting entry into a year group for a student who is either too young or too old for that year group. Each case will be dealt with on its merits after consideration by the Headteacher and in

certain instances, by the Governing Body.

## Late Applications

Late applications will be allocated in the same order, providing places remain available, although these forms will only be considered after those received on time.

## PAN

The maximum number of new student admissions intended for the year commencing September 2024 will be:

- 240 at age 11 (Year 7)
- 40 at age 16, in addition to students continuing from Year 11 currently at The Chase.

## When Applications for Admission Exceed the Number of Places Available

A child with an Education, Health and Care Plan will be offered a place if The Chase School is named on the statement or plan.

When applications for admission exceed the number of places available, the following criteria will be applied, in the order of priority set out below:

**1. <sup>1</sup>'Looked after' and <sup>2</sup>previously 'Looked after' children AND <sup>3</sup>Children who appear [to the admission authority of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>3</sup>**

<sup>1</sup>A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school.

<sup>2</sup>A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

<sup>3</sup>A child is regarded as having been in state care in a place outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society

**2. Siblings of students attending the school.**

*In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission.*

*The sibling connection, as well as brother and sister will include half-siblings (that is children who share one birth parent), step-siblings and legally adopted children. They must also be living at the same home address.*

**3. Children of staff** (applies to all staff directly employed by The Chase School)

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and / or*
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage*

**4. Children who live nearest to the school by the shortest straight line distance.**

*The measurement will be taken using the GeoCode Point for the home property and the Geocode point for the centre of the School. To determine distance, the Governors will utilise the LA's software package called Arcview GIS. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process).*

**Please note:**

- Children whose final Education Health and Care Plan (EHCP) names The Chase School will be automatically admitted and are not subject to the oversubscription criteria.

If the last student to be offered a place within our school's Published Admission Number (PAN) is a multiple birth or

same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake above our PAN.

The same criteria will be applied to students at age 16 in regard to entry to The Chase Sixth Form if they meet the prior attainment criteria outlined above.

### **Making an Appeal**

The parents of children who are unsuccessful in gaining a place at The Chase School will be able to appeal to an Independent Appeals Panel. Parents wishing to exercise this right should contact in writing the Clerk to the Governors at The Chase School within 20 school days of receipt of notification. The parents of children who are unsuccessful in gaining a place will be given the opportunity of placing their child's name on the waiting list for a place at The Chase School. This waiting list will be maintained until the end of each term, after which it will be discarded and parents will need to reapply at the start of the following term if they wish to be included. The allocation of places on the waiting list will be made in strict accordance with the criteria outlined in this Admissions Policy and further details will be sent at the appropriate time to the parents of children who are on the waiting list.

### **Relevant Dates:**

Closing Date for applications:	31 October 2023
Late Application Date:	31 January 2024
Notification Date:	1 March 2024

Parents will be informed of the following procedure:

*The procedure for in-year admissions is as follows:*

#### **'In Year' transfer arrangements**

1. *If your child is already attending another secondary school and you wish to transfer him/her to The Chase School, please email the school via [InYearAdmissions@chase.worcs.sch.uk](mailto:InYearAdmissions@chase.worcs.sch.uk)*
2. *Obtain an application form (CA1) from [www.worcestershire.gov.uk/inyearapplications](http://www.worcestershire.gov.uk/inyearapplications)*
3. *Complete the application form and ensure form is counter-signed by your child's current Headteacher (if already attending a Worcestershire School) and send it to the Schools Admissions Authority. An admission cannot take place until this form is completed.*
4. *The school reserves the right to refuse admission on educational grounds, either in relation to an individual applicant, or in the interests of the students currently at the school. Where it is not possible to offer a place, you will be notified of the right of an appeal. For more information please see the information below: <https://www.worcestershire.gov.uk/coordinatedschemes>*

*If a Year Group is full, then your child's name will be placed on a waiting list, which is prioritised in line with the school's oversubscription criteria. The waiting list will be maintained until the end of each term, after which a fresh application will need to be made.*

***Please remember that moving schools mid-term is a serious step to take. You should not remove your child from his/her current school before you have an offer of another school place. Parents or Carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive the appropriate education in the interim.***

*There are strict regulations about the transfer of children between schools and the circumstances under which they can be taken off the school's register. In the majority of cases children may not be taken off the school's register until they have been taken on to the roll of another school.*

There is an agreed Fair Access protocol for students who are deemed 'hard to place' or who are on roll at a school as part of a 'Managed Move' procedure. The Chase School has agreed to this protocol.

*The school will notify the Local Authority within 5 days if a child leaves or joins the school outside of the normal admissions time. If a child accrues 20 sessions (10 days) of continued absence (authorised or unauthorised) the school will notify the Local Authority. The school will alert the Local Authority through the Children's Service portal and complete their forms. These procedures will be followed by the Data Manager, Attendance and Welfare Officer, House Leader or Deputy Safeguarding Lead.*

M Fieldhouse  
Headteacher  
October 2022