



Christopher Whitehead Language College's Admissions Policy supports our primary purpose of delivering high quality education to all of our students. The following guidelines are established to provide Governors with parameters for accepting students to Christopher Whitehead Language College and establishing a waiting list in the event one becomes necessary.

Our philosophy regarding admissions is as follows:

- Every effort will be made to attract and accept students with diverse ethnic, religious, racial and socioeconomic backgrounds.
- We are an inclusive community, accepting students with a diverse range of additional needs.
- A balanced student body of females and males is considered ideal.
- Priority will be given to students from our "feeder" schools, which include Dines Green, Oldbury Park, Pitmaston, St Clement's CE, Our Lady Queen of Peace, Hallow and Rushwick primary schools.
- Priority acceptance will be given to siblings of current students.
- We reserve the right to place the child in what we deem to be the most suitable learning environment. Siblings will be placed in the same House but not the same Learning Mentor group.

Our published admission number (PAN) is the number of children that we will admit to our school, which for Year 7 in 2018 will be 254. Applications should be made on-line at <http://www.worcestershire.gov.uk/schooladmissions>. Applications naming our school will be sent to us for prioritising. Children whose final statement of special educational needs or their education, health and care plan (EHCP) names our school will be automatically allocated a place, after which places will be offered in the following order:

1. The school will give top priority to applications on behalf of Looked After Children and previously Looked After Children for whom the school is deemed to be appropriate. "Looked After" means all those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being Looked After were adopted under either the Adoption Act 1976 or the Adoption Act 2002 or who became subject to a Child Arrangement Order or Special Guardianship Order.
2. Children who present themselves as skilled linguists. As a specialist Language College, we are seeking to recruit up to 10% of students who have proven aptitude for foreign language learning.
3. Children living within the catchment area of our school who at the time of application have a brother or sister (including children living as siblings/stepchildren in the same family unit) on the roll at our school and who will still be on roll at the time of the sibling's admission. (Precise details of our school's catchment area are available from the Local Authority and on the Worcestershire County Council website).
4. Children living within the catchment area of our school who live closest to the school by the shortest straight line distance. This measurement will be taken by using Geocode points for each property and the Geocode for the centre of the school. The Local Authority software package Arcview GIS can be used in the event of a disputed admission. (In the event of equi-distance

applicants, places will be allocated by random selection. Someone totally independent of the school will supervise this process.)

5. Children living outside the catchment area of our school who at the time of application have a brother or sister (including children living as siblings/stepchildren in the same family unit) on the roll of the preferred school and who will still be on roll at the time of the sibling's admission.
6. Children living outside the catchment area of our school who, at the time of application, attend one of our linked primary schools.
7. Children living outside the catchment area of the school who live closest to the school, based on the same LA measurement system as described in 4 above.

Please note:

- 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 number above our PAN. However, our PAN will remain unchanged so that no other student will be admitted until a place becomes available within the PAN.
- Late applications will be allocated in the same order, provided places remain available.
- All applications will be coordinated by the LA, who will make offers of places on behalf of the Governors of our school.

WAITING LIST

When all available places have been allocated, Christopher Whitehead Language College will operate a waiting list. Parents who wish their child to be included on the waiting list must inform us in writing. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list
- when a child's changed circumstances will affect their priority
- at the end of each school year, when parents with a child on our waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Parents may keep their child's name on our waiting list for as long as they wish. Parents will be informed in writing by the school if their child is not offered a place due to the year group being full. This will occur within five working days following receipt of application.

MID-YEAR TRANSFERS

- The Governors Admissions Panel will meet to consider mid-year applications as required during the school year. The Panel will consist of the Headteacher and two Governors with the quorum being two.
- Parents will be notified in writing by the school if their child is not offered an in-year place due to the year group being full. This will occur within five working days of receipt of a completed application form.

- When a student is transferring from another school in the UK, the Admissions Officer will normally contact the previous school to seek relevant information and to request that the student's school records be forwarded at the appropriate time.
- Admissions via the Fair Access Protocol will be dealt with separately, usually directly between the Headteachers of the schools involved and may involve the school going over the PAN.
- Students from countries outside the UK who have been accepted at Christopher Whitehead Language College must provide proof of date of birth and of permanent residency in the Worcester area after an offer of a place has been made.

ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, effectively in the year group below or above their chronological age group. The Governors Admissions Panel will make the decision based on the circumstances of each case. This will involve the school completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

SIXTH FORM

Separate arrangements exist for entry to the Sixth Form and these are published on our website www.christopherwhitehead.co.uk or may be obtained from the school.

LEGISLATION

This policy takes account of all relevant legislation including the Education Act 2002, the School Standards and Framework Act 1998, legislation on gender discrimination, race relations and disability, together with all relevant regulations and advice in the Code of Practice on Admissions (DfE – February 2012).

If the school's governing body refuses to admit a child, the parent can make an appeal in writing to an independent appeal panel, organised by the governing body.

The school consults annually on the admissions policy via primary schools, secondary schools and the school website at www.christopherwhitehead.co.uk

Responses to these proposals are invited, and should be emailed to:
office@christopherwhitehead.worcs.sch.uk