



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 2020 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 of staff currently employed by Christopher Whitehead Language College on a permanent contract, who have at least two years' service or who have been recruited to fill a vacant post where there is a demonstrative skill shortage.
4. 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).
5. 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.) 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.

## **FAIR ACCESS PROTOCOL**

As part of the Worcestershire Fair Access Protocol, incorporating the "Hard to Place Protocol" we can be required to exceed the published admission number to admit students covered by the Protocol. Any such students take precedence over those on the waiting list.

## **IN-YEAR ADMISSIONS**

Following full public consultation in 2019, the Cabinet of the County Council approved, for Worcestershire residents, a Scheme for In-Year Admissions and this is applicable for any in-year admissions for September 2020 onwards. Those applications will now be co-ordinated on behalf of all schools by School Admissions, on behalf of the Local Authority. The Co-ordinated Scheme can be viewed at the following link:

[https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated\\_schemes\\_for\\_all\\_worcestershire\\_schools](https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated_schemes_for_all_worcestershire_schools)

- The Governors' Admissions Panel will meet to consider in-year applications as required during the school year. They will continue to reach their own decisions on whether or not they can offer or refuse a place, School Admissions will be the conduit for applications and responses to parents on their behalf. 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**

The published admission number for entry to the Sixth Form from external applicants is 20.

### **Entry requirements**

- There are two different pathways available for study. The entry requirements for each of these pathways will be detailed in our 2020-21 Prospectus.
- Offers made are provisional on students attaining the entry requirements and are subject to the availability of places in the appropriate pathway, courses and classes.

- Applicants will receive offers only if their applications are supported by a reference from the applicant's current school, including those students applying from Christopher Whitehead Language College, which should only serve to confirm that their predicted grades meet the requirements for their chosen pathway and courses as published in our prospectus.

### **Oversubscription Criteria for Entry in to Sixth Form**

In the event that Christopher Whitehead Language College Sixth Form is oversubscribed the oversubscription criteria will be followed. The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place in the Sixth Form. The Governors' Admissions Committee takes considerable time and the utmost care to ensure that the system is applied fairly. The Governing Body have the authority to determine whether an applicant meets the criteria for admission.

Where there are more applications than places, students who fulfil the entry criteria will be offered provisional places, subject to availability in the agreed pathway and courses, in the following order of priority (for definitions of the words in bold, see the section below on Definitions):

1. **Looked After Children and Previously Looked After Children** meeting our entry criteria.
2. Students with a **sibling** on roll at Christopher Whitehead Language College at the date of application who is likely to remain on roll at the date of admission.
3. **Children of staff** who have been employed at Christopher Whitehead Language College and Sixth Form on a permanent contract for a period of at least two years at the date of application or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Students whose **home** is nearest the school by the shortest direct line.

Where there are too many applications from within the first category, applications will be given priority if they meet the conditions of the second category. Applicants for remaining places will be given priority according to the third category. In the event of a tie-break on distance from **home** then lots will be drawn for any available place. This process will be supervised by someone independent of 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](http://www.christopherwhitehead.co.uk)

Responses to these proposals are invited, and should be emailed to: [office@cwlc.email](mailto:office@cwlc.email)