



Admissions Policy (2022/2023)

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.
- We reserve the right to admit children of staff who are out of area to improve staff work life balance.

Our published admission number (PAN) is the number of children that we will admit to our school, which for Year 7 in 2022 will be 284. Applications should be made on-line at <http://www.worcestershire.gov.uk/schooladmissions> and must be submitted by 31st October 2021.

Late Applications will be dealt with in accordance with the LA's coordinated admissions scheme. This states that late applications received between 1st November 2021 and 31st January 2022 will be considered as being submitted on time only in the following circumstances:

- a) Where a family have just moved address.
- b) Where it is agreed that individual circumstances apply and the delay was reasonable given the circumstances of the case.

In each case, independent supporting documentary evidence will need to be submitted with the application. In all other circumstances, or if the applications not received until after 31st January 2022, late applications (including late changes to on time applications), will receive a lower priority and will only be considered after the applications received (or deemed to be) on time. You are encouraged to ensure that your application is received on time.

All applications for places are coordinated by Worcestershire Children First (WCF) on behalf of Worcestershire Local Authority (LA). Applications naming our school will be sent to us for prioritising WCF will notify all parents/carers of the outcome of their application for a place at Christopher Whitehead Language College.

Children whose final statement of special educational needs or their education, health and care plan (EHCP) names our school will normally be 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. Students living within the catchment area of the school. The catchment area search on the WCF website can be found at <http://www.worcestershire.gov.uk/schoolsearch>
5. 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).
6. 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.)
7. 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.
8. Children living outside the catchment area of our school who, at the time of application, attend one of our linked primary schools.
9. 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 5 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 WCF, who will make offers of places on behalf of the Governors of our school.

PARENTAL RESPONSIBILITY

Should more than one parent/carer have legal responsibility for a child, both parents/carers must be in agreement over the application.

WITHDRAWAL OF PLACES

The LA and CWLC have the right to withdraw the offer of a place before the student is admitted to school where it is found that the:

- Offer of a place has been made on the basis of a fraudulent or intentionally misleading application.
- Or where a parent/carer has not responded to the offer within a reasonable time of the offer being made.

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 term, when parents/carers with a child on our waiting list will need to contact the school to reinstate the student to the waiting list for the following term if they so wish.

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 (PAN) to admit students covered by the Protocol. Any such students take precedence over those on the waiting list. The Authority's Fair Access Protocol can be found at

http://www.worcestershire.gov.uk/info/20632/school_admissions_policies_and_appeals

IN-YEAR ADMISSIONS

These applications will be co-ordinated on behalf of all schools by WCF, School Admissions, on behalf of the LA. The coordinated scheme can be viewed at the following link:

http://www.worcestershire.gov.uk/downloads/file/10910/co-ordinated_scheme_in-year_applications

Applications for places 'in year' or outside the normal round of admissions will be dealt with in line with the criteria outlined above. The procedure is as follows:

- The family should in the first instance contact the school and arrange to meet with the Deputy Headteacher who has oversight of admissions.
- A common application form (CA1) should be completed, countersigned by the Headteacher of the student's current school, and then sent directly to School Admissions at WCF.

The 'In Year' application form (CA1) is available from:

Worcestershire Hub Centre (Tel 01905 822700)

Download form from WCC website (www.worcestershire.gov.uk)

Download form from CWLC website (www.christopherwhitehead.co.uk)

CWLC will notify WCF of its decision, School Admissions will write to parents. Where it is not possible to offer a place, parents will be notified of the right of an appeal.

If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

- 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. This is undesirable and the PAN remains the same.
- 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 Headteacher 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 Year 12, is 110.

Entry requirements

- There are two different pathways available for study. The entry requirements for each of these pathways will be detailed on our website.
- 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.
- Applications supported by a reference are always preferable.

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 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.

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.

WAITING LIST

When all available places have been allocated, we will operate a waiting list. Parents/carers 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 Admissions Criteria above 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.

- When a child's changed circumstances will affect their priority.
- At the end of each school term.

If parents/carers with a child on our waiting list should wish to remain on the list for the following term they should notify the Headteacher in writing or submit a new 'In Year' application.

APPEALS

Any parent whose child has been unsuccessful in securing a place can appeal. Appeals are heard by an Independent Appeals Panel, following procedures laid down in the Schools Appeals Code (February 2012) [School admissions appeals code - GOV.UK \(www.gov.uk\)](http://www.gov.uk). Appeals must be made within twenty school days of receiving notification of an unsuccessful application. The WCF information for appealing an admission decision can be found at [School Admissions Policies and Appeals | Worcestershire County Council](#)

LEGISLATION

This policy takes account of all relevant legislation including the Education Act 2011, the School Standards and Framework Act 1998, legislation on gender discrimination, race relations and disability, together with all relevant regulations and advice in the School Admissions Code (DfE – Published 19 December 2014 - Last updated 29 January 2021).

For more information on schools admissions, please visit the Local Authority's website, Worcestershire Children First: www.worcestershire.gov.uk/admissions