

Admissions Policy

Purpose

1. To ensure compliance with the charitable purposes of the Academy Trust (henceforth “the Academy”)
2. To identify young people who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of the Academy.

Introduction

3. The Academy is one whose vision is to prepare young people for entry to leading universities and success in leading careers – as such, only young people who meet the academic criteria set out in, or referred to by, this policy will be admitted
4. This policy should be read in conjunction with its annex – “Admissions Arrangements for 2018”
5. Details on the Pupil Admission Number (PAN) are included in the Annex

Equal Treatment

6. The Academy will welcome children from different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected and will be balanced with the lawful needs and rules of the Academy’s community and the rights and freedoms of others. All candidates for admission will be treated equally
7. It is expected that all students will respect the Academy’s ethos and attend events/assemblies relating to that ethos
8. The Academy will ensure its policies, procedures and practices concerning admissions comply with its legal and moral responsibilities under the Equality Act 2010.

Disability and SEND

9. The Academy will comply with its legal responsibilities under the Special Educational Needs and ability Act 2001 and subsequent secondary legislation. The Academy will accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the Academy can cater adequately.
10. The Academy needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure.
11. By virtue of paragraph 9, above, parents of a child who has any disability or special educational needs should provide the School with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place.
12. The information described in paragraph 10 above will enable the Academy to assess the student's needs and consult with parents and other relevant bodies about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the Academy can cater adequately for the pupil should an offer of a place be made.
13. The Academy will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary.
14. If special education needs or a disability become apparent after admission, the Academy will consult with parents about reasonable adjustments in order to allow the child to continue to be successful at the Academy.

Procedures and Entry Requirements

15. The Academy will admit youngsters who fulfil the academic requirements of the Academy and will benefit from the culture, environment and ethos provided by it.
16. The Academy will normally only consider applicants for entry to the Academy in Year 12. Applications to enter the Academy at year 13 will be considered in exceptional circumstances
17. Candidates will be required to
 - a. Submit an application form including a statement of predicted grades and

- b. Attend an interview
18. All candidates will be required to achieve our minimum entry criteria which are described in the paragraphs below
19. Entry Grades:
- a. GCSE Maths, at least Grade 4;
 - b. GCSE English Language, at least Grade 4
 - c. Individual subjects will have separate entry requirements which will be determined by the Head Teacher after consultation with the faculty leaders and SLT. The “minimum entry grade” will be suggested by teaching staff and confirmed by the Senior Leadership Team before October 7th 2017.
20. Details of an academic referee
21. Demonstrating, through the application form and interview, a sufficient commitment to learning, to the satisfaction of the Academy’s staff that they will benefit from the culture, environment and ethos of the Academy
22. Achievement of at least “the minimum entry grade” at GCSE at any subject they wish to pursue at A-Level, if they have sat this subject at GCSE. The “minimum entry grade” may vary from subject to subject and may apply to specific modules sat only or to subjects other than the praise subject.
23. Where students have not sat the subject at GCSE and therefore where the “minimum entry grade” is not applicable, the Academy may require students to pass an internal admissions test to determine admission to a particular programme of study.
24. Candidates who meet the minimum entry requirements will be eligible to be offered a place at the Academy

Oversubscription

25. In the event of oversubscription the Academy will allocate places based on the following oversubscription criteria (in the following order):
- a. Young people in the care of a local authority or who have been in the care of a local authority within the last three years
 - b. Students who live within the Chapeltown Catchment (please see the annex to the Admissions Policy – “Admissions Arrangements for 2017”)
 - c. Students who attend a “Local Secondary School” (for details of these secondary schools please see the annex to the “Admissions Arrangements for 2017”)
 - d. Students who are eligible for Free School Meals
26. If oversubscription criteria (a) – (d) do not distinguish candidates then, the distance of a student’s residential postcode from the centre of Chapeltown. Distance will be

measured by a straight line on a map from the front door of the young person's permanent home address using an electronic mapping system for example Geographic Information Systems. In the case of the home address being a building of multiple occupancy, priority will be given to the dwelling which has the lowest identifying number or letter. The permanent home address is that which the young person is normally, or for the most part, resident.

Offers

27. The Academy reserves the right to make offers conditional, particularly on the achievement of particular GCSE Grades and receipt of the academic reference.
28. In exceptional cases, the Academy reserves the right to withdraw offers made if it later becomes apparent that the student will not benefit from the environment, ethos and culture provided by the Academy.
29. A conditional or unconditional offer of a place at the Academy does not, necessarily, equate to admission to a particular A-Level programme of study – if, following a conditional offer of a place, a situation arises where the Academy cannot allocate a student's subject preferences arrangements will be made to discuss this with the student. This will usually be made clear in a student's offer letter

Late and Post-GCSE applications

30. Applicants who have applied initially and do not receive a conditional offer or who have not applied initially are welcome to contact the Academy when they receive their GCSE results. If they meet requirements, and classes in their chosen Y12 subjects are not full, the Academy will consider offering places.

Waiting List

31. It may be that some applicants do not achieve their conditional offer, or decide not to attend the Academy for whatever reason. We will therefore establish a waiting list, with applicants prioritised in line with our over subscription criteria. The waiting list will operate up to the end of the first half term of any academic year. In-year admissions will not be accepted after this point due to the specialist nature of the provision

Appeals

32. Parents / carers of applicants who have not been offered a place are able, if they wish, to appeal to the Admissions Appeals Committee, an independent panel established by the Governing Body. Parents / carers wishing to appeal should put their request in writing to the Chair of Governors. Details of appeal arrangements and procedures will be sent to parents / carers who request them in writing. Requests for appeal arrangements must be made not later than 20 days after the applicant receives the decision letter. The Chair of Governors, Dr. Andy Wright, can be contacted at awright@chapeltownacademy.com

Annex - Admissions Arrangements for Entry in September 2018

Purpose and Introduction

1. To set out, in outline, the admissions arrangements and timeline for Chapelton Academy in September 2018. This should be read in conjunction with the Academy's Admissions policy.

Eligibility to Apply

2. Any student, studying for GCSEs or equivalent and who will have reached the age of sixteen by September 1st 2018, is eligible to apply.

PAN (Published Admissions Number)

3. The capacity of the Academy is 300, with 150 Year 12 students being admitted each year. The published admissions number for 2018 is 150.

"Local Secondary Schools"

4. "Local Secondary Schools" are referenced in the Academy's admissions policy. These, generally are those 11-16 schools in and around Chapelton who do not have their own attached sixth form. For admission in 2018 these are as follows:
 - a. Ecclesfield School
 - b. Yewlands Academy
 - c. Hinde House School
 - d. Firth Park Academy
 - e. Stocksbridge High School
 - f. Wingfield Academy
 - g. Winterhill School
 - h. Kirk Balk Community College
 - i. Chaucer School
 - j. Fir Vale School
 - k. Horizon Community College
 - l. Outwood City Academy

“The Chapelton Catchment”

5. The Chapelton Catchment is referenced in the Academy’s admissions policy. A student’s residential postcode falling within “The Chapelton Catchment” is an important criterion to distinguish candidates in the event of oversubscription. The Chapelton Catchment comprises the following postcode sectors (not listed in priority order): S5, S6, S35, S36, S74, S61, S4, S62

Application Form: Content

6. Students will be required to complete an application form providing their basic personal details, a named referee who will later be able to provide an academic reference (usually a teacher or careers adviser), a statement of predicted GCSE grades, a Personal Statement of Interest and their initial A-Level Subject preferences.

Application Form: Accessibility

7. This annex to the policy as well as the policy itself can be made available in large or other accessible formats as required.
8. The application form will be available as follows:
 - a. It will be possible to apply directly via the chapeltonacademy.com website
 - b. It will be linked via the “UCAS Progress” website
 - c. It will be available as a hard copy for pdf download and postal return
 - d. It will be made available in hard copy to the Local Secondary Schools
 - e. It will be available by post, on request
 - f. In each case, on receipt by the Academy, applications for admissions will be acknowledged by email.

The Interview

9. Applicants will be expected, at interview, to show a desire to learn and to demonstrate their suitability for an environment where extra-curricular activities and enrichment are compulsory. The interview is not designed as a rigorous academic selection tool.
10. Applicants will be made to feel at ease and the interview will be an opportunity for them to talk about their interests and commitment to learning.

Timeline

11. **September 30th 2017:** Initial application opens for entry in September 2018
12. **October 7th 2017:** “Chapelton Open Day” information event hosted by the Academy
13. **During October-November 2017:** The Academy will attend careers and post-16 evenings hosted by our local secondary schools and where possible, other schools in the wider region
14. **October 3rd 2017:** Interview period begins
15. **December 9th 2017:** Initial interviews.
16. **December 9th onwards:** Initial offer letters will be sent to students who applied, immediately after applications have been processed.
17. **March 3rd 2017:** Date from which admissions decisions can be communicated to applicants, if they have applied during the Academy’s second application window.
18. **February 2018 – Results Day 2018:** If places remain, these will be processed in order of receipt and any waiting-list which operates will be prioritised in order of receipt (and not in order of the oversubscription criteria). The oversubscription criteria set out in the Admissions Policy will not apply to applications received after February 10th 2018. The minimum entry criteria will continue to apply
19. **Thursday 23rd August 2018 (GCSE Results Day):** All previously made conditional offers confirmed on receipt of GCSE Results and possible opening of fourth application window

Commitment to Applicants with Disabilities or Learning Difficulties

22. The Academy welcomes applications from students who may have a physical or learning disability, medical condition or mental health issue. The Academy recognises the rights of **all** students to not only be treated fairly, but to be catered for such that their disability represents the least significant barrier to realising their potential.

23. As regards every opportunity within the curriculum and beyond it, Chapelton Academy will seek to make arrangements such that all students have fair and appropriate access.
24. A full statement of the Academy's Equality and Diversity Policy is available on the Chapelton Academy Website.
25. The application form will include a section enabling the applicant to highlight any disability or learning difficulty and this will be used when preparing individual support plans (ISPs). These will exist for every single student.

Commitment to Applicants with English as an Additional Language

26. One of the minimum entry criteria is achievement of a Grade 4 in GCSE English Language. A decision has been taken by the Governing Body that where a student has been in the country for a short period of time or other extreme extenuating circumstances apply and they have not achieved this floor target but they have met the other minimum academic entry requirements and they seek to pursue a particular range of subjects (e.g. maths, physics and chemistry) that they may be admitted to the Academy without a grade 4 in English. Any such decision will be made by the Head Teacher.

FIRST Signed by ___ Laura White ___ & _Juliet Park _____

Date ___ August 2013 _____

Agreed by TGB

Agreed by TGB – August 2013

Reviewed and Updated:

- August 2014 (Signed: ***RMaxted, AWright***) (v2.0)
- ***August 2015 (signed: RMaxted, AWright)(v3.0)***
- ***August 2016 (signed: ADexter, AWright) (v4.0)***
- ***January 2018 (signed: _A Wright, D Coe) (v5.0)***

Next Review Date: August 2018