



Campion School

Admissions Policy (KS3, KS4 & KS5) for entry 2025

Dated: Jan 2024

Review: Jan 2025

Campion School

Determined Admission Arrangements for 2025/26

Introduction

The Governing Body of Campion Academy Trust, being the admissions authority for the school, proposes the following arrangements for entry to the school in September 2025.

The academy's admission arrangements are part of the Warwickshire County Council co-ordinated scheme.

Details of the academy's priority area can be found on the Warwickshire County Council website:

<http://www.warwickshire.gov.uk/mapsecondaryschools>

Further priority area descriptions can be found on the Warwickshire County Council website as above.

Purpose of this Policy

The purpose of this Policy is to ensure that places at Campion School are allocated and offered in an open and fair way in accordance with the School Admissions Code.

Applying for a place

A parent can apply for a place for their child at any state-funded school. A parent requesting a place at the school in Year 7 must apply to the local authority – Warwickshire County Council. The annual closing date for applications to be made to the local authority is 31st October for a place the following September.

The school / academy's Published Admission Number (PAN) is 210 for entry into Year 7. If Campion School is undersubscribed, any parent that applies will be offered a place. If oversubscribed, it will rank applications in order against its published oversubscription criteria below.

Admissions Criteria

In the event that there are more applications than places available the following oversubscription criteria will be used:

1. A 'looked after child' or a child who was previously looked after. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services' functions (see the definition in section 22(1) of the Children Act 1989). A previously looked after child is (1) a child who was looked after by a local authority in England but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order or (2) a child who appears to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children living in the priority area who will have a sibling at the school at the time of admission. For these arrangements the term brother or sister includes half brother or sister or legally adopted child being regarded as the brother or sister who are living in the same household;
3. Other children living in the priority area for the majority of the school week;
4. Children living outside the priority area who will have a sibling at the school at the time of admission;
5. Children of staff employed: 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;

6. Other children living outside the priority area.

Please note:

- a) Children with an Education, Health and Care (EHC) Plan that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.
- b) Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

Campion School's admission arrangements are detailed below. The school adopts the spirit and ethos of the Warwickshire County Council Coordinated Admissions arrangements who act as our Admissions coordinator.

The following terms and definitions will apply to the oversubscription criteria named above in line with Warwickshire Community Schools

➤ **Priority Area / Catchment Area**

Many of the secondary schools in Warwickshire have an area identified as their priority area (some admission authorities refer to this as a 'catchment area').

Full details of priority areas are available on the Warwickshire County Council website and can be viewed using interactive maps.

Secondary School Priority Area Maps and Descriptors can be accessed at:
<http://www.warwickshire.gov.uk/mapsecondaryschools>

➤ **Priority within each oversubscription criterion**

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

Distance will be calculated by using a straight-line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

Transport Assistance will not be approved on the sole basis that the school offered is the catchment school and will only be provided in accordance with Warwickshire County Council's Home-to-School Transport Policy. This may mean that the nearest appropriate school – for transport purposes – may be a school in a different priority area.

➤ **Sibling, i.e. brother or sister, attending the school at the time of admission**

Sibling is defined as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living in the same address who is being Looked After by a local authority; a step-brother or sister; or the child of a parents' partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

➤ **Definition of Home Address**

Where the child normally resides during the school week and where they sleep for at least 50% of the school week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

Where a child's address changes after National Offer Day, the Local Authority (acting on behalf of the school, in some cases) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits.

➤ **Postal Address File (PAF)**

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

- **Applications made from the same multiple dwelling which shares a single Postal Address File (PAF), and;**
- **Other applications where the distance from home to school is identical**

Where required, individual priority for such applicants within a criterion will be determined by a random number generator allocation. The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

➤ **Waiting Lists**

Waiting lists are held when school places are over-subscribed. Waiting lists will be held by Warwickshire County Council Admissions Service for the Champion School admissions process. A child will move up or down a list based on factors such as pupils leaving the school or children with higher priorities. Where your child is on the waiting list is therefore only ever a guide. The Admissions Service will, however, contact you if your child reaches the top of the list.

➤ **In-Year Admissions**

Champion School is responsible for administering in-year applications. A parent requesting a place at the school should download an application form from the school's website. On receipt of an in-year application the school will:

- Allocate a place if one is available.
- If a place is not available, inform parents of that fact and the reasons why and inform parents of their right to appeal against the refusal of a place.
- Notify the local authority of both the application, and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

➤ **In-Year Fair Access Protocol**

As required by the School Admissions Code, Campion School will participate in the Fair Access Protocol arrangements.

➤ **Children out of normal age group**

The vast majority of children are educated in the year group determined by their date of birth. Paragraph 2.18 of the School Admissions Code does, however, allow parents to request that their child is educated outside of their normal age group; for example, if their child is gifted or talented or has experienced problems such as ill health. If a parent/carer wishes to request that their child is taught out of year group they should submit their request to Campion School along with their reasons. Parents are encouraged to do this ahead of the relevant closing date for applications.

Parents may also wish to submit other information in support of their request; for example from professionals who have worked with their child. Each request for a child to be taught out of year group will be looked at on an individual basis with all available information considered. Any decision taken will be on the basis of what is in the child's best interests. Decision as to whether or not a child is educated out of year group will be taken by the admissions authority.

➤ **Twins, Triplets or other multiple-births**

Where the final place of a year group is offered to one of twins, triplets or another multiple-birth child, place(s) will normally be offered to the other multiple-birth child(ren) where Campion School agree – even if this means going above the school's Published Admission Number.

➤ **Timetable for 2025 Entry**

The full formal timetable for the Warwickshire County Council Admissions Arrangements can be found on the website:

<http://www.warwickshire.gov.uk/admissions>