



Campion School

Admissions Policy (KS3, KS4 and 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.

In-Year Admissions

Campion 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.

Right to Appeal

Parents have the right to appeal against the school's decision to refuse admission. When the school informs a parent of a decision to refuse their child a place at the school, it will include:

- The reason why admission was refused.
- Information about the right to appeal.
- The deadline for lodging an appeal.
- The contact details for making an appeal.

Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal. Warwickshire County Council will arrange for an independent panel the school's behalf. Please use the link provided [Warwickshire County Council](#) website to register an appeal or their contact details are as follows: School

Appeals Team

Warwickshire County Council

Shire Hall

Warwick

CV34 4RL

schoolappeals@warwickshire.gov.uk 0845 155 1793

Withdrawing an Offer or a Place

Campion School will withdraw an offer if:

- It is established that the offer was obtained through a fraudulent or intentionally misleading application.
- A parent has not responded within a reasonable period of time to the offer of a place (20 school days). During this 20 school day period the parent will be notified that the offer may be withdrawn and given an opportunity to respond and explain.
- It has been offered in error.

The school will not withdraw a place once a child has started at the school, except where that place was fraudulently obtained.

Timescales Between Accepting a School Place and Starting School

Upon parent/carers receiving an offer, they should respond within 10 school days informing the school if they wish to accept or decline the offer. Upon accepting an offer, The school expects the child to start school within 20 school days from when the offer has been accepted. If the parents/carers are moving to the priority area, The school would request that they apply for a place in line with these timeframes. If parents/carers are unsure of a house move date, they should apply once a move date has been established.

Waiting Lists

If the school is oversubscribed, it will maintain a clear, fair and objective waiting list for each year group. Priority will continue to be based upon the oversubscription criteria and will be subject to re-ranking when new applicants are added to the list. The waiting list will be maintained for the first academic term in the year of admission by WCC for year 7 entry. The waiting lists from 31st December for Year 7 cohorts and for all remaining year groups will be cleared at the end of June each year. If you would like your child to remain on the waiting list after these dates you will need reapply for a place.

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>

Post-16 Admissions Policy

Application process

1. Applicants will be required to formally apply to Campion School Sixth Form through the completion of an application form. They must also attend an interview, where suitability for courses will be discussed.
2. Acceptance onto courses is subject to the student meeting the entry requirements outlined below (Article II). In addition:
 - a. internal students will be required to demonstrate a commitment to the ethos of Campion School through positive behaviour and a positive attitude towards learning;
 - b. external students will be required to provide a character reference from their current provider.
3. Your place at Campion School will be jeopardised if you do not follow the policies in place for the whole school. These include the, Behaviour policy, Attendance policy and Anti bullying policy. Please be advised that if you fail to meet the basic requirements of a course or fail to make sufficient progress, you will not be able to continue on that course and will be advised of alternative routes/courses. These will include courses at alternative post 16 providers.
4. The deadline for all applications will be the last Friday of January in the calendar year of entry.

5. Applications after this date may not be considered.
6. The application form for Campion Sixth Form can be found on the school website entitled 'Post 16 Application Form'.

Minimum entry requirements for Campion Sixth Form

7. To access Level 3 qualifications, all students must achieve five GCSE grades 9 to 4, including GCSE English and GCSE Mathematics as well as meeting individual subject requirements.
8. Individual subject requirements can be found on the school website entitled 'Post 16 Minimum Requirements'.
9. Under exceptional circumstances we may consider students who do not meet this threshold, for example, if a student has recently moved to the United Kingdom from elsewhere.

GCSE retakes

10. Students studying at Campion Sixth Form who achieved a GCSE Grade 3 or lower in English or Mathematics, will be required to attend GCSE re-take classes, alongside their option subjects. Attendance to resit classes is compulsory, until students have achieved a Grade 4 or above.

Enrolment

11. Students are required to formally accept their sixth form offer on GCSE results day.
12. If a student has met the conditions of their offer they will enrol on to their chosen courses.
13. If student has not met the conditions of their offer, they will have a meeting with a member of the Sixth Form team to discuss an alternative suitable course/(s).
14. Students join Year 12 on a probation period of up to six weeks – we reserve the right to ask students to leave the sixth form during this period based on point(s) b to e, outlined in section VIII, paragraph 21.

Late applications

15. Late applications (after the Autumn Term has started) will only be considered up to the date of the school census in early October.

Oversubscription

16. In the event that the number of eligible students exceeds the places available at Campion Sixth Form, the criteria listed below, in order of priority, will be used to select students:
 - a. children in the care of, or provided with accommodation by, a local authority OR children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), subject to meeting the entry requirements
 - b. internal students, subject to meeting the entry requirements
 - c. external students, subject to meeting the entry requirements.
17. In the event of continued oversubscription of the Sixth Form or a particular course, average GCSE point scores will determine entry.