



**The Corsham School Admissions Policy**  
part of  
**The Corsham School Care & Guidance Policy**

<b>Policy Operational from</b>	July 2002
<b>Policy Agreed (date)</b>	November 2022
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<b>Next Review date</b>	November 2023

#### Rationale

The Corsham School is a comprehensive school and students will be admitted without reference to ability, aptitude or culture.

#### General

- **Applications within the normal admissions' round for entry into Year 7** are made through the coordinated admission system of the Local Authority in which a family lives (e.g. Wiltshire, BANES). This conforms with the Academy Funding Agreement Annex B Para 3. Wiltshire applications should be made **either** on a standard form known as the School Common Application Form (SCAF) used for the admission of students into the first year of secondary education available from the school or Local Authority and returned to County Hall Trowbridge **or** on line at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)
- **Applications made outside the normal Year 7 admission round** should also be made direct to the Local Authority using the SCAF.
- **Relevant Area:** The meaning of relevant area for the purposes of consultation requirements in relation to admission arrangements is that determined by the local authority for maintained schools in the area. (Academy Funding Agreement Annex B paras 6 & 7)
- **Students with a statement of special educational needs** are automatically entitled to a place at The Corsham School if it is the named school on the statement (Annex B para 9a)
- The Published Admission Number (PAN) is 260 for year 7 in 2023 and those who joined in 2022. Years 8,9,10 and 11 have a PAN of 248.

## Normal Admissions' round for entry into Year 7 2024

- The deadline for applications for places at The Corsham School in Year 7 2024 is 31<sup>st</sup> October 2023 at noon. Applications are possible after this date, but they will be treated as late admissions under Wiltshire's agreed procedures.
- Parents and carers of Year 6 students will be notified of decisions by the Local Authority on 1<sup>st</sup> March 2024.

## Priority for Admission

The priority for admission conforms with Annex B para 9b and will be:

- Looked After Children/Previously Looked After Children:** Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [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. 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).
- Vulnerable Children:** Children from families registered with the National Asylum Support Service, children with a medical condition where written evidence is available from a senior clinical medical officer and the child's general practitioner or specialist showing that it would be detrimental to the child's health not to admit him/her to the school, children with particular educational needs where written evidence is available from Central SEN services to show that it would be detrimental to the child not to be admitted to the school. For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required.
- Designated Area and Shared Area Multiple Births:** Children who are twins (or other children of multiple births) applying for places at the same time and who are living at the same address which is within the designated area or shared area of the school.
- In Area Siblings:** A child is considered under this criterion if a sibling is attending the school and where the child lives within the designated area or shared area at the same address as the sibling. The sibling must not be in year 11, 12 or 13 of the school at the deadline date. Step, half and foster siblings are included in this category.
- Other In- area Children:** Children resident within the designated area or shared area who do not qualify under one of the criteria above.
- Other Multiple Births:** Children who are twins (or children of other multiple births) applying for places at the same time and who live at the same address which is outside the designated or shared area for the school.
- Out of area Siblings:** A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives at the same address as the sibling. The sibling must not be in year 11, 12 or 13 at the deadline date. Step, half and foster siblings are also included in this category.
- Other Children:** Children to whom none of the above criteria apply.

## **Places will be offered up to the school's Published Admission Number (PAN)**

If the school is oversubscribed the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey Grid reference for both the school and home address. Those living closer to the school will be given priority.

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted then the available places will be decided by means of casting lots.

In the event of oversubscription, a waiting list will be maintained, ranked according to the criteria set out above. Applicants will join the waiting list according to these criteria regardless of the order in which the application is received. When a place becomes available, it will be allocated to the child at the top of the waiting list.

### **Under Age Entry to Year 7**

In exceptional circumstances the Governors' School Admission Panel will consider under age entry to Year 7 from primary school.

Applications will be considered on the following basis:

- A student has a statement which stipulates an early secondary education or;
- The parents request early entry and give valid educational and social reasons

When an application is made without the support of a statement of educational needs, the following will be required:

- Detailed information from the Head teacher of the primary school on:
  - academic maturity
  - social development
  - physical maturity
- Discussion with the parents and student, organized by the Primary Liaison Co-ordinator.
- The advice of the Local Authority's Educational Psychologist

When the primary school is unable to support the application, the recommendation of the Local Authority's Educational Psychologist will be placed before the Governors' Admission Panel.

When the primary school supports the application, the Admission Panel may choose not to request the advice of the Local Authority's Educational Psychologist

The above procedures for under age entry to Year 7 will work in conjunction with the admission criteria to determine all admissions to the The Corsham School irrespective of age

### **Admission of children of UK Service personnel and other Crown servants (including Diplomats) outside the normal admissions' round**

- Applications will be considered in advance of a move into the county. Until a fixed address is given, the unit address will be used and a school place will be allocated accordingly.
- Proof of posting should be sent to the local authority as soon as possible
- A letter of support from the CO will be used as evidence of a move if a posting note does not indicate the housing arrangements.

- Children will be considered to be siblings if any other brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly.
- **NB: It isn't always possible to admit to popular schools so no school place can be guaranteed.**

### Applications for school places outside the normal round

Parents contacting the school to seek admission outside the normal round will be asked to complete an 'Admission Enquiry Form' on which they will be asked to indicate basic details of their potential request. If they decide to make a formal application, this must be done direct to the Local Authority using the School Common Admission Form (SCAF) who will forward details to the school.

Other applications for admission to Years 7-11 beyond the normal transfer age should be made to the Local Authority, although Governors will first consider whether places are available up to the year group's Published Admission Number (PAN), if available places remain oversubscribed, applicants will join the waiting list according to the criteria described above. The Corsham School will follow the agreed Local Authority Fair Access Protocol for hard-to-place children.

**Over-subscription criteria Years 7 to 11** - as for Year 6.

### Corsham6th Admission Policy

Priority for admission to the Corsham6th will be given to students in Year 11 at the school. The school will take into account the following factors when deciding whether to offer a student a place in the Corsham6th:

- that a minimum of three courses are followed
- that the prospective student has met the qualifications for admission to the Corsham6th and for the separate courses chosen.
- For the Advanced Level pathway of three or more A level courses students need to achieve 5 grade 5 GCSEs. In most cases, particularly for the traditional subjects, students will require a grade 6 to start the courses.
- For the vocational pathway students will need to achieve 5 grade 4 GCSEs.
- All cases will be judged on individual merit.
- that the student's attendance and conduct in KS4 indicate that they will benefit from a place in the Corsham6th
- that there is a suitable combination of courses available;
- that there are sufficient places on individual courses;
- that students are prepared to commit themselves to the expectations
- of a Corsham6th student as set out in the "Corsham6th Agreement".

Where an applicant to the Corsham6th does not meet the above criteria, they may be admitted at the school's discretion, on a personalized contract, for a probationary period of three weeks. Full admittance to the Corsham6th will be subject to the successful completion of the contract.

Additionally, Subject Leaders will assess the suitability of *all* students on their chosen courses in the first three weeks of the school year in Year 12. Continuation on Corsham6th courses is subject to successful assessment at the end of this three-week period. Students who are not demonstrating the potential needed to be successful will be given support and advice on courses where success is more likely.

- The Year 12 Admissions Number of **external** entry is 25.
- Students to be enrolled in the Corsham6th for a maximum of 3 years
- Progression from Year 12 to 13 will be dependent on the student attaining at least a Grade D at external AS exams or pass grade at the internal mock examinations.

- If, after all the factors listed above have been taken into account, the school is oversubscribed for external admissions to Year 12, the final offer of places will be decided by applying the over-subscription criteria that are used to determine admission at the normal age of transfer.
- A full description of the courses available, including the GCSE qualifications required, is in the current Corsham6th Prospectus. The summary of qualifications is also at Appendix 2

### **Oversubscription Criteria for External Year 12 Candidates**

If there are more applications than places available, the Governors' Admission Panel will apply the following selection criteria:

- The student has a sibling attending at the time of admission.
- Students resident in the designated area for The Corsham School as defined by the Local Authority Map.
- All students not previously covered by these criteria.

In the event of a tie with regard to the above criteria, the Panel will make the decision based on distance. Distances supplied by the Local Authority will be used and they will measure the straight-line distance using the Ordnance Survey Grid reference for both the school and home address. Those with the least distance will be given priority. Should this prove to be inconclusive, random selection by casting lots will be applied.

### **Right to Appeal**

Parents and carers have the right to appeal in writing stating reason to an Independent Admission Appeals' Panel if their child is not offered a place at The Corsham School. This should be made to the Local Authority who will administer and present appeals on the school's behalf.

The appeal process is straightforward and non-confrontational. Both the clerk and the panel are completely independent of the school and are trained to work within a legally-defined appeals' procedure which conforms with Academy Funding Agreement Annex B paras 2 & 5 and the School Admissions Code and School Admissions Appeal Code published by the DfE.

The determination of the appeal panel is binding on all parties.

### **Responsibilities**

#### **Role of the Governors' School Admission Panel**

The Governors' School Admission Panel will meet as part of calendared Governors' Care Guidance and Support for Learning Committee. This panel will:

- Confirm the number of places to allocate
- Allocate places for in-year transfers, if necessary using the over-subscription criteria
- Rank all students in Year 6 who have indicated The Corsham School as a preference by reference to the over-subscription criteria

The following responsibilities will be reflected in the appropriate job descriptions:

#### **Support Staff (Administration)**

- To notify Transition Coordinator

**Transition Coordinator**

- To follow procedure in Admission Protocol documentation
- To report to Governors' School Admission Panel
- To inform Year Learning Manager of prospective admission to the year group

**Head of Year /Head of House**

- To follow procedure in Admission Protocol documentation
- To notify CTLs if cause for concern / SEN

**Curriculum Team Leaders**

- To allocate appropriate teaching groups

**Deputy Headteacher – Pastoral**

- To oversee all aspects of admissions
- To report to Governors' School Admissions Panel
- To report to and attend all Independent Admission Appeals

**Reference should also be made to:**

- **Academy Funding Agreement, Annex B 'Requirements for the admission of pupils to The Corsham School' the terms of which shall prevail if there is any discrepancy between the Annex and the contents of this policy.**
- **LA Fair Access Protocol**

## Appendix 1

### Wiltshire Council Fair Access Protocol

Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children and includes those children and young people of compulsory school age in some or all of the following categories:-

- ◆ those who are in care of a Local Authority (previously known as Looked After) \* (see below)
- ◆ those attending a YPSS centre who need to be reintegrated back into mainstream education;
- ◆ those who are permanently excluded\*;
- ◆ those who are out of education for longer than one school term.
- ◆ those whose parents have been unable to find them a place after moving into the area because of a shortage of places;
- ◆ those withdrawn from schools by their family following fixed term exclusions and unable to find another place.
- ◆ those who are refugees or asylum seekers;
- ◆ those who are homeless;
- ◆ those without a school place and with a history of serious attendance problems;
- ◆ those with unsupportive family backgrounds, where a place has not been sought;
- ◆ those known to the police or other agencies;
- ◆ those who are carers;
- ◆ those who have special educational needs (SEN) but without statements;
- ◆ those who are travellers; and/or
- ◆ those with disabilities or medical conditions.

\* Exception to this protocol- The Local Authority (Wiltshire) has the legal power to direct a school to admit a child in its care to a school best suited to that child's needs. This action will be taken in the best interests of the child.

In the vast majority of cases children and young people requiring a school place will continue to be admitted in accordance with the usual admission procedures rather than through this protocol

## Appendix 2:

### SUMMARY OF QUALIFICATIONS REQUIRED FOR ADVANCED LEVEL COURSES

To start A Level or Level 3 BTEC courses you will need at least five GCSE passes at Grade 5 or equivalent qualification. Individual cases judged on merit.

The qualifications listed below are the normal expectations but please enquire if any special difficulties may have led to you not gaining them.

Art (Fine Art)	GCSE Grade 5 in Art, Graphics, Textiles or Photography	
Art (Textiles)	GCSE Grade 5 in Art, Graphics, Textiles or Photography	
Biology	GCSE Grade 6 in Combined Science or Biology. Grade 4 in Mathematics	
Business	GCSE Grade 5 in English and Maths	
Chemistry	GCSE Grade 6 in Combined Science or Chemistry. Grade 5 in Mathematics	
Computer Science	GCSE Grade 5 in Computing or a Pass Grade in Cambridge National. GCSE Maths at Grade 4	
Core Maths	GCSE Grade 4 Maths	
Drama & Theatre Literature at GCSE	GCSE Grade 5 in Drama, if taken at GCSE. Grade 5 in English Language and	Studies
Economics	GCSE Grade 5 in both English Language and Maths	
English	GCSE Grade 5 in both English Language and English Literature	
Film Studies	GCSE Grade 5 in English Language or Literature	
French	GCSE Grade 6 in French	
Further Maths	GCSE Grade 7 in Mathematics	
Geography	GCSE Grade 6 in Geography or similar subject	
German	GCSE Grade 6 in German	
History	GCSE Grade 6 in History or a Grade 5 or above in English Language or Literature.	
Mathematics	GCSE Grade 6 in Mathematics	
Media Studies	GCSE Grade 5 in English Language or Literature	
Physical Education	GCSE Grade 5 in PE Theory if taken at GCSE. GCSE Grade 5 in Combined Science or equivalent and regular participation and training in at least one sport or activity is also required	
Photography	GCSE Grade 5 in Art, Graphics, Textiles or Photography	
Physics	GCSE Grade 6 in Combined Science or Physics. Grade 5 in Mathematics	
Politics	GCSE Grade 6 in History if taken at GCSE or Grade 5 in English Literature or Language	
Psychology	GCSE Grade 5 in both English Language and Maths	
Religion, Philosophy & Ethics	GCSE Grade 5 in Sociology of Belief or English Language or Literature	
Sociology	GCSE Grade 5 in Sociology of Belief, History, English or another essay based subject	
Spanish	GCSE Grade 6 in Spanish	

BTEC LEVEL 3 OR CAMBRIDGE TECHNICAL COURSES: Five GCSEs at Grade 4 or equivalent

GCSE Pathway is available for students with three GCSEs at Grade 3/D