

Chilton Trinity Technology College

Admissions Policy



Chilton Trinity Technology College is a Foundation School and as such the governing body is the admissions authority for the school.

All applications for admission, must be submitted to your home Local Authority by the closing date of 1st November 2010, and will be considered under the Equal Preference with Ranking system of allocation. The LA will forward all applications to the school and the governing body will rank them against the oversubscription criteria set out below. This list will then be returned to the LA under the co-ordinated admissions scheme and they will make a single offer of a place on 1st March 2011.

Over-subscription criteria

In the event of over-subscription at the September point of entry, applications will be ranked against the following over-subscription criteria set for the school. The Admission Number for Year 7 point of entry will be 200 pupils.

The school will be required to admit a child with a statement of Special Educational Needs (SEN) if the statement names the school before the following criteria are applied:

1. Children in Care (Children in the care of a Local Authority).
2. Children without a Statement of Special Educational Needs whose school placement has been identified by a multi agency professional team. (please also see important note 1)
3. Children living in the catchment area (please also see important note 3), with an older sibling at the school at the time of admission, and who live at the same address.
4. Children living in the catchment area.
5. Children living outside the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.
6. Children outside the catchment area, but nearest the school.

Important Notes:

1. Will provide priority for admission of non-statemented pupils to a school, provided that the appropriate multi professional teams identify a school as the one the child must attend.
2. If there are not enough places to satisfy all the applications under any one criterion, the following will apply:
 - For all children whose home is in the catchment area: priority will be given to those who have a longer (straight line measurement) journey, to an alternative school.
 - For children whose home is outside the catchment area: priority will be given to those living nearest the school (straight line measurement).
3. A copy of the schools Catchment map is available to view at the school and can also be made available upon request from the Local Authority.

Siblings

For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household.

Multiple birth applications (for example twins)

In the case of multiple birth applications, the published admission number will be increased at the point of allocation to ensure multiple birth siblings can be allocated places at the same school (sibling definition applies).

Parent or parent/carer

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

Home Address

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease or tenancy agreement. The Admissions Authority reserves the right to seek further documentary evidence to support your claim to residence.

Please note that the Admissions Authority is unable to allocate a place to anyone moving into the country from abroad prior to their arrival in the county. We would then require proof of residency as stated above. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats).

It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

You must notify The School Admissions Team, County Hall, Taunton of any change of address during the admissions procedure.

Issues relating to shared residency arrangements

Difficulties in the application process can occur where shared residence arrangements are in place and parents/carers of the child submit 2 separate applications for different schools. In this situation the Local Authority (LA) would ask parents try to resolve matters between themselves, and then inform the LA which application should be processed. Where possible the LA should not be involved in private disputes.

The LA does recognise however, that there may be situations where parents cannot reach an

agreement between themselves and it is necessary for the LA to reach a decision. Where this is the case the LA will try to establish the child's permanent address, as set out above. Each parent will be required to write to the LA and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the LA may ask for additional information including who is in receipt of child benefit. Once the LA has received all the necessary information from both parents a decision will be reached based on the evidence provided.

Distance Measurements

For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using the LA's GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

Equal Preference with Ranking allocation method

This approach requires the Local Authority to rank all applications against the published oversubscription criteria for the school concerned and where schools are over-subscribed, places will be allocated up to the published admission number in strict priority order. Where more than one school can be offered, the highest ranked preference will be allocated.

Catchment Map

A copy of the school catchment map is available to view at the school or by request through the Local Authority.

Waiting list

Where an application for a school place is unsuccessful, the application will be kept on a waiting (refusal) list until the end of the term to which the application. Should a place become available, it will be offered to the highest ranked application on the list at that time.

In-year Admissions

From September 2010 all in-year admissions will be coordinated by the LA and as such, all requests for school places should be made directly to the LAs School Admissions Team, using the Common Application Form (CAF). The CAF is available on the website at www.somerset.gov.uk or by calling Customer Contact on 0845 4564038 or by writing to:

School Admissions Team
Children and Young People's Directorate
County Hall
Taunton
Somerset
TA1 4DY

For full details on the In-Year policy, please visit Somerset County Council's website www.somerset.gov.uk/admissions where the policy is available to download.

All applications for the school will be considered against the over-subscription criteria detailed on page 1.