



# Chiltern Academy admission arrangements for 2018

## Introductory statement

Chiltern Academy is a 1200 place, mixed sex mainstream secondary school within the Chiltern Learning Trust, for students aged 11-16. The school follows the national curriculum with specialist areas in Sports, Engineering and Business.

## Admission number

The school has an admission number of 240 for entry in Year 7.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

## Application process

Applications for this school should be sent to Luton Borough Council's Admissions Team at the following address: Admissions Team, Town Hall, George Street, Luton, LU1 2BQ.

The closing date for applications is 31/10/2017

Offers will be made on 01/03/2018. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

The application form can be obtained from [www.luton.gov.uk/admissions](http://www.luton.gov.uk/admissions)

Please contact the Luton Borough Council Admissions Helpline on 01582 548016 for further information.

## Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup>
2. Priority will next be given to the children of staff who have been recruited to fill a skill-shortage area.
3. Priority will next be given to children living within the catchment area as defined at the end of this policy.
4. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the LA with the application, a child's medical or social needs cannot be considered.
5. Other children

## Tie-break

If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line.

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-5 to decide who has highest priority for admission if the distance between a child's home and the academy/free school is equidistant in any two or more cases

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our PAN.

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<sup>1</sup> 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).

## **Late applications**

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

## **Waiting lists**

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the LA and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Council's Schools Appeals Team on 01582 548019, or by email to [admissionsappeals@luton.gov.uk](mailto:admissionsappeals@luton.gov.uk) by 29/03/18 for information on how to appeal. Information on the timetable for the appeals process is on the Council's website at:

[http://www.luton.gov.uk/Education\\_and\\_learning/Schools\\_and\\_colleges/School%20admissions/appeals-policies-arrangements/Pages/Appeals%20process%20for%20schools%20admissions.aspx](http://www.luton.gov.uk/Education_and_learning/Schools_and_colleges/School%20admissions/appeals-policies-arrangements/Pages/Appeals%20process%20for%20schools%20admissions.aspx).

## Notes:

Home address:

All applicants will be required to provide proof of address/residence. The school regards a pupil's home address as where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. Chiltern Learning Trust reserves the right to seek verification from the Local Authority in which the home is situated.

Sibling:

The term 'siblings' includes both natural, adopted and step brothers and sisters. It also includes fostered siblings, where foster care has been arranged by the Local Authority. Other family relationships such as cousins will not be considered under this criterion.

Staff

For the purpose of this document, and in the first year of the school's operation, a member of staff is defined as someone recruited to fill a vacant post for which there is a demonstrable skill shortage.

Medical and Social Need:

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school 'Medical need' does not include mild medical conditions.

Catchment Areas

Parents can look up their catchment areas on the Council's website at [www.luton.gov.uk/admissions](http://www.luton.gov.uk/admissions)

Attached is a list of roads within the catchment area.