



The Shared Learning Trust

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THE CHALK  
HILLS ACADEMY

# The Chalk Hills Academy Admission Arrangements 2022-2023

Title: Admissions Policy 2022/2023  
Reviewed by: The Board of Trustees  
Approved:  
Review date: Autumn 2022  
**Background to The Chalk Hills Academy**

The Chalk Hills Academy is part of The Shared Learning Trust, which currently also comprises The Stockwood Park Academy, The Linden Academy, The Vale Academy and The Rushmere Park Academy.

The Chalk Hills Academy is a co-educational, mixed-ability secondary school for children aged 11-18, situated within Luton Borough Council, located at its site on Leagrave High Street, Luton.

The agreed admission number is 300 for the Year 7 intake in 2022-2023.

### **Admissions to The Chalk Hills Academy for 2022-2023**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools and academies to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Educational Health and Care) plan that names the school.

The Chalk Hills Academy Admission arrangements 2022-2023 shall apply to applications made in the Academic year 2021/22 onwards, for admission to The Chalk Hills Academy in the Academic year 2022-2023.

Where numbers of applications for year 7, or other year groups, exceed the published admission numbers the following oversubscription **rules** will apply in consecutive order:

#### **Over subscription criteria**

##### **Rule 1. 'looked after children'**

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 (section 22(1) of the Children Act 1989).

##### **Rule 2: Children of staff**

This refers to children of staff employed by The Shared Learning Trust. Where the member of staff has been employed for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

##### **Rule 3: Children who have siblings currently at The Chalk Hills Academy**

Siblings are defined as meaning two or more children who have at least one parent in common and/or who reside at the same house.

To obtain a place under the sibling rule, the older sibling must still attend the school at the time the younger child joins the school. This means the older sibling must be in Year 7 to Year 12 at the time of application.

##### **Rule 4: Children who live in the Catchment Area.**

The Chalk Hills Academy will draw its students from the Academy's catchment area. Details of these catchments are published on the Local Authority and Shared Learning Trust websites.

##### **Rule 5: Children who attend the Trust's feeder primary schools.**

Applicants who have been on the admission roll at the close of the previous year of either of the designated feeder primary schools.

The following named schools are regarded as feeder schools to The Chalk Hills Academy for the year 2022-2023.

- a. The Linden Academy
- b. The Vale Academy

##### **Rule 6: Shortest Distance**

Children who live closest to the academy measured in a straight line from the main front entrance of the academy and the pupil's home address.

In any situation where the application of the above (admission) rules results in a situation where there are more children with an equal right to admission to the academy than the number of available places, a distance tie-break will be used, giving priority for admission to the child living closest to the school. The tie break will be the distance from the school, measured in a straight line, using an approved computerised mapping system. Those living closer to the academy will be accorded the higher priority. The home address will be measured from a point at the address identified in the Local Land and Property Gazetteer to the school gate on Leagrave High Street. Priority is not given within each criterion to children who meet other criteria.

### **Notes on the Admissions Arrangements:**

#### **Application Form**

For admissions in 2022-2023 during the normal admission round, applications can be made on the common application form provided by the Local Authority in which you live. This should be returned to your Local Authority.

Applications for normal admissions at year 7 for children living within the Central Bedfordshire area should be made to the Central Bedfordshire Local Authority.

Applications for normal admissions at year 7 for children living within the Luton area should be made to the Luton Local Authority.

Parents can express up to three preferences on the application form. The national closing date for the normal admission round for secondary school applications is 31<sup>st</sup> October 2021.

#### **Late applications**

Application forms received after the closing date will not be considered in the initial allocation of places, except in very exceptional circumstances (i.e. if there is independent written evidence of exceptional medical, pastoral or compassionate grounds).

Where parents have submitted a transfer form before the closing date, but then seek to change their preference after the closing date, this late expression of preference will be treated as a "late" application and will not be considered in the initial allocation of places.

#### **In Year Admissions**

In-Year admissions are applications to enter a year group that has either already started at the academy or has expanded providing additional year group places. The Shared Learning Trust is responsible for co-ordinating all in-year applications for children wishing to access a Trust academy.

In year applications, which are outside the normal admission round which name The Chalk Hills Academy as a preference can be made on the form provided by the Local Authority and this should be forwarded direct to The Shared Learning Trust Admissions Dept, c/o The Vale Academy.

#### **Proof of residence**

Applicants may be required to provide proof of address/residence. The Chalk Hills Academy regards a pupil's home address as where she or he spends the majority of the school week (Monday to Friday including nights) with his or her parents or carer. The address of a childminder or family member who looks after the child before or after school cannot be used. The Governing Body reserves the right to seek verification from the Local Authority in which the home is situated.

### **In Year Fair Access Protocol**

Priority may be given to the admission of challenging pupils in accordance with the In-Year Fair Access Protocol exercised by the Local Authority. Such placements take place outside the usual co-ordinated admission arrangements; this includes the admission of children above the planned admission number.

Admission numbers for 2022-2023 will be defined by year group as shown below:

<b>Year Group</b>	<b>Planned admission number (PAN)</b>
Year 7	300
Year 8	300
Year 9	300
Year 10	240
Year 11	270

Parents will be notified of the admission number for future years, with details published through the Local Authority and Trust websites.

### **Where fewer applications are received**

The Chalk Hills Academy will consider all applications for places. Where fewer than the published admission number apply, the academy will offer places to all those who have applied.

The Chalk Hills Academy may refuse admission to particular applicants in cases where fewer than the published admission number have applied. The ability to refuse applications applies to applicants who have been permanently excluded from two or more other schools. The ability to refuse admission runs for a period of two years from the date of the last exclusion.

Exclusions, which took place before the child concerned reached compulsory school age, do not count for this purpose and this provision does not apply to:

- Children with Statements of Special Educational Needs (SSEN) or EHC Plans.
- Children who were reinstated following a permanent exclusion
- Children who would have been reinstated following a permanent exclusion had it been practicable to do so.

### **Twins**

In the normal admission round The Chalk Hills Academy will admit over PAN to ensure twins/multiple birth children are not split if only one child is allocated an available place. If in such cases the PAN is exceeded, further admissions will be delayed until the roll returns to PAN.

### **Offer of places**

For Year 7 applicants within the normal admissions round letters notifying applicants of the outcome of their application or transfer request, will be sent to parents living within Luton via email (if they have applied on-line) or via their child's junior or primary school. Children living outside Luton will receive their offer letters by post or via their home LA's on-line system (if they have applied on-line) in accordance with the Luton Council co-ordinated admissions arrangements on 1 March 2022.

For in year admissions for any year group, including Year 7, letters notifying applicants of the outcome of their application or transfer request, will be sent by the Academy.

### **False information**

Where it is reasonably believed by The Chalk Hills Academy that an offer of a place has been made based on a fraudulent or intentionally misleading application, the offer of a place may be withdrawn.

### **Children with Statements of Special Educational Needs or EHC Plan**

A statement of Special Educational Need (SEN) is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for a named child. The Chalk Hills Academy will admit any child where it is named in the child's SEN/EHC Plan as the school to meet the child's needs.

### **Admission of Children Outside of Their Normal Age Group**

Parents seeking a place for their child outside of the chronological age group should submit their written case to the Trust. Parents should include information regarding the child's academic, social and emotional development; and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application. Applications will be discussed with the headteacher(s) of the preferred school(s) and other relevant professionals. The Trust will make a decision on the basis of the circumstances of each case and parents will be informed of the reasons for the decision in writing.

### **Post 16 Admissions**

The overall admission number for The Chalk Hills Academy Sixth Form comprising year groups 12 and 13 has been agreed as 250 for the intake in 2022-2023.

A summary of the academic requirements for entry to sixth form courses is given below and are the same for students on roll in Year 11 at The Chalk Hills Academy and external applicants. More detailed information on the general and subject / course specific academic entry requirements for all students can be found within The Shared Learning Trust Sixth Form website, which should be consulted before making a formal application. Each application will be considered on an individual basis to ensure that the appropriate course is chosen for them. If either internal or external applicants fail to meet the minimum course requirements they may be given the option of pursuing an alternative course for which they meet the minimum academic requirements:

<b>A Levels:</b>	A minimum of 5 GCSEs including maths and English grades 9-4 minimum average GCSE score 4.2
<b>Level 3 Extended Certificate, Diploma or Extended Diploma:</b>	4 GCSEs at grades 9-4. maths and English grades 3
<b>2 A Levels and one Extended Certificate:</b>	A minimum of 5 GCSEs including maths and English grades 9-4 minimum average GCSE score 4.2
<b>Level 3 Diploma and 1 A level:</b>	A minimum of 5 GCSEs or equivalences including maths or English grades 9-4
<b>Level 3 Diploma and 1 Extended Certificate:</b>	A minimum of 5 GCSEs or equivalences grades 9-4
<b>3 Level 3 Extended Certificates:</b>	A minimum of 5 GCSEs or equivalences grades 9-4.

### **Appeal Procedure**

Applicants who are unsuccessful in being offered a place at The Chalk Hills Academy will be notified of their right to appeal to an Admission Appeals Panel. Parents can lodge an appeal by writing to the admissions clerk and setting out their grounds for appeal within 20 school days of receipt of the refusal letter.

Appeals in relation to applications will be heard within 40 school days of the appeal being lodged. For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged.

The Admission Appeal Panel will decide the following in relation to an appeal:

Whether The Chalk Hills Academy admission arrangements (including the area's co-ordinated admission arrangements) comply with the mandatory requirements of the School Admissions Code, the School Admission Appeals Code and relevant admissions law as amended from time to time and in force at the time of the appeal (including part 3 of the School Standards and Framework Act 1998);

- a. Whether the arrangements were correctly and impartially applied;
- b. Whether the admission of another student would prejudice the efficient education and use of resources within the academy.

The Appeals Panel is independent of The Chalk Hills Academy and will exercise its discretion, balancing the degree of prejudice to The Chalk Hills Academy against the appellant's case for the child being admitted, before arriving at a decision.

The Chalk Hills Academy may, if it considers it appropriate, enter into an agreement with the Local Authority or any other external organisation for it to recruit, train and appoint appeal panel members, and also arrange for the appeals panel process to be administered and clerked independently from The Chalk Hills Academy.

Full details of the Admission Appeals Panel procedure will be sent to parents with the decision letter.

### **Waiting list**

In addition to the right to appeal, unsuccessful applicants for year 7 will automatically be placed on the waiting list, years 8 – 11 will be offered an opportunity to be placed on a waiting list. Parents who wish their child to be included on the waiting list must inform The Chalk Hills Academy in writing. The order of placement on the waiting list will be determined in accordance with the over-subscription criteria set out above, not in the order in which applications are received or added to the list.

If vacancies occur, places will be offered from the waiting list using the priority oversubscription criteria set out above with no account being taken of the length of time on the waiting list.

For the new school intake (Year 7) names will be held on the waiting list until 31 July 2023, however, applications received in the summer term 2023 will remain on the waiting list until July 2024. Parents will need to reapply for a place at their preferred school after this date if they wish their child's name to be carried forward on the waiting list.

For all other year groups, unsuccessful applications received from the start of the autumn term 2022 until the end of the spring term 2023 will be placed on a waiting list until 31 July 2024. Applications received from the start of the summer term 2022 to the end of the academic year will be placed on a waiting list until 31 July 2023.

### **Contact us**

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