



## ADMISSIONS POLICY For admissions from September 2027

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### CONTENTS

INTRODUCTION.....	1
OVERSUBSCRIPTION CRITERIA .....	2
LATE APPLICATIONS .....	3
WAITING LIST .....	3
IN-YEAR ADMISSIONS.....	3
RIGHT TO APPEAL.....	3
WITHDRAWING OFFERS.....	4
ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP .....	4
CHILDREN OF UK SERVICE PERSONNEL.....	4
APPENDIX: IN-YEAR ADMISSIONS APPLICATION FORM.....	5

### INTRODUCTION

The College is its own admissions authority and as such is responsible for setting the criteria for admission and their interpretation; however, at all times it will act in accordance with the School Admissions Code published by the Department for Education.

This policy was consulted upon in 2022 and was last determined by the governing body on 11 December 2025.

All parents wishing to apply for a place at the College for Year 7 intake should do so via their 'home' authority (i.e. the authority where they live). Parents have a right to express a preference for the school they want for their child. Application forms can be obtained from the home authority and must be returned to the home authority by the specified date, which is published annually.

The Published Admission Number (PAN) for the College is 240 and the College will admit children up to this number.

A child with an Education Health Care Plan (EHCP), which names the school as part of that plan will be admitted. The number of places within the PAN will reduce accordingly.

## OVERSUBSCRIPTION CRITERIA

Where the number of applications for places exceeds the number of places available, as specified by the Published Admissions Number, the following criteria, in priority order, will be applied to determine those children that will be offered a place: -

### 1. Looked After Children

A looked after child is a child who is in the care of a local authority or provided with accommodation by that authority. Priority under this criterion will also be given where the child was previously in care but ceased to be so because they were adopted under the terms of the Adoption and Children Act 2002 (or became subject to a child arrangement order or special guardianship order). This priority is also given to children who were previously in care outside of England.

### 2. Where there is already a sibling at the College and the sibling will either still be at the College or have attended the College within the last five years at the time of admission

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, foster brother or sister, or the child of the parents/carer's partner where the child for whom the College place is sought is permanently living in the same family unit at the same address as that sibling.

### 3. A child who has attended College's feeder School Catmose Primary School, Sandringham Close, Oakham, Rutland, LE15 6SH for at least one academic year

Catmose Primary is part of the Rutland and District Schools' Federation, a Multi-Academy trust which also includes Catmose College. The school has the same Executive Principal as the College, sharing staffing and resources across the two sites.

### 4. A child of staff at the College

Where the member of staff has been employed at the College for two or more years at the time at which the application for admission to the College is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### 5. Children who live nearest the College by distance

Distance is measured from the centre point of the child's home address to the centre point of the College (LE15 6RP). The route is defined as a driving route or safe walking route, whichever is the shorter, using a computerised mapping system.

In the case of there being oversubscription in criteria 1 – 4, places will be allocated using the distance criterion in 5.

Applicants living in the same block of flats will be regarded as living the same distance from the College. In the unlikely event that two or more children live in the same block of flats and in all other ways have equal eligibility for the last remaining available place at the College, the names will be issued a number and drawn randomly to determine which child shall be offered the place.

A child's home address is considered to be the residential property that is the child's only or main residence at the time of application. Where the parent/guardian/carers of the child have separated, the home address of the child will be regarded as the address at which the child sleeps for the majority of the weekdays. Places will be allocated in advance of a family moving into the area where suitable confirmation, such as proof of property purchase, or a letting agreement [for a minimum of 6 months] has been received.

### LATE APPLICATIONS – NORMAL ADMISSIONS ROUND

In the event of the College being oversubscribed, applications received after the closing date in October, which is published each year, will be relegated to the waiting list.

### WAITING LIST

In the event of over-subscription, the College holds a waiting list for places which may become available. All applications declined through the over-subscription process will be given the opportunity to be placed on the waiting list which will be maintained until 31 December of each year for the normal admission round and for In Year admissions held for 3 Catmose terms, which is approximately six months.

Being placed on the waiting list does not remove an applicant's right to appeal. It is important to note that the waiting list does not operate on a first-come, first-served basis and that places will be offered according to the over-subscription criteria if they become available. Therefore, the waiting list will be ranked again each time a name is added.

Children who are allocated a place to the College in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Fair Access Protocols exist to ensure that access to education is secured quickly for children who have no school place but for whom a place at a mainstream school or alternative provision is appropriate.

### IN-YEAR ADMISSIONS

Parents who wish to apply for a place outside of the normal admissions round should do so by completing the in-year application form on the attached Appendix and post this to the College directly.

On receipt of an in-year application, the College will notify Rutland 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

If the College informs a parent of a decision to refuse their child a place, we will include the reason why the admission was refused; provide information about the right to appeal, the deadline for lodging an appeal and the contact details for making an appeal.

If a parent wishes to appeal, they must set out their grounds for appeal in writing. Any appeal must be heard within 40 school days of the appeal being lodged.

## WITHDRAWING OFFERS

Once offered, places will not be withdrawn except in the following cases: -

- where the place was offered on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence at an address which effectively denied a place to a child with a stronger claim);
- where the place was offered under co-ordination by the local authority in error;
- where a parent has not accepted the offer of the place and does not respond to a reminder letter from the College within a reasonable time (defined as 21 days from the issue of the reminder letter).

## ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. The College will make decisions on the basis of the circumstances of each case, of which there is a right to appeal.

This right does not apply if they are offered a place at the College but it is not in their preferred age group.

## CHILDREN OF UK SERVICE PERSONNEL

Applications for a child of UK service personnel will be considered in advance of a move to the area if the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address. The Unit postal address or quartering area address will be used for consideration against the over-subscription criteria.



## APPENDIX: IN-YEAR ADMISSIONS APPLICATION FORM

This data is being collected and processed according to our Federation Privacy Notices which can be viewed online at [www.rutlandfederation.com/policies](http://www.rutlandfederation.com/policies)

### DETAILS OF THE CHILD

Child's Legal Surname: .....

Child's Legal Forenames: .....

Date of Birth: ..... Gender: M/F Current Year Group: .....

*Address: the address given should be the address of the parent/carer which whom the child spends the majority of time as a child of a family during term-time.*

Address:

.....

.....

County: ..... Postcode:.....

Is the child 'looked after' by a Local Authority? YES/NO

***(sometimes referred to as 'being in care')***

***This includes whether the child is 'Previously Looked After';***

***i.e. a child who was looked after (in care), but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).***

If YES, which Local Authority:

.....

Does the child, or family member, have a special educational, medical or domestic need?  
YES/NO

If so, please give details below and if necessary continue on a separate sheet. You must also attach supporting evidence from a recognised professional. If such evidence is not attached, your application will not be considered as a special educational, medical or domestic need.

.....

.....

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Does the child have an Education, Health and Care Plan? (EHCP) YES/NO

**Current School:** .....

Please note that we will contact the child's current school to obtain details relevant to process this application. If you do NOT wish us to contact their school please tick this box:

☐

**Please give your reasons for this application:**

.....

.....

**PARENT /CARER DETAILS:**

Parent/Carer Full Name .....

Relationship to Child: .....

Do you have responsibility for this child: YES/NO

Has your child been adopted (optional) YES/NO

The Children Act 1989 defines parental responsibility as the biological mother of the child, the father must have acquired legal responsibility for his child through either jointly registering the birth of the child with the mother, by a parental responsibility agreement with the mother or by an order made through the courts. Adoptive parents must have an adoption order over the child.

(If you answered NO to the 'legal responsibility, question, please contact us to provide further details).

Home telephone number ..... Mobile.....

Email address:.....

If the parent/carer address is the same as the child's address detailed above  
you need only tick this box:

☐

If address is different, please complete the address details below:

Address: .....

.....

County: .....

Postcode: .....

### **OTHER DETAILS:**

If your child has a sibling already attending the College (or has attended within the last 5  
years) please give details below:

Name:

.....

Parent/Carer signature:

.....

Parent/Carer name: .....

Date.....

### **FOR OFFICE USE ONLY:**

Date Application Received: ..... Current No. in Year Group .....

Criteria

Initials of SLT ..... Outcome .....