Castle View School

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Admissions Policy Academic Year 2027/2028

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This Policy was approved by the Governing Body on:	October 2025
This Policy will be reviewed on:	September, 2026
This policy will be reviewed by:	Full Governing Body

Castle View Admissions Policy 2027/28

Admissions Policy and Numbers to admit:

Pupils will be admitted to the school at age 11. The Published Admission Number for the year commencing 1st September 2027 for Year 7 will be 240.

The school's Published Admission Number (PAN) only applies to the usual point of entry in school – at Castle View School this would be Year 7. For other year groups, which are not the usual points of admission, it will be for the admission authority to determine whether there are available spaces or whether admission beyond a particular level would cause prejudice to the provision of efficient education, causing problems in delivering appropriate education provision for its existing pupils. Castle View School will publish their operational capacity for each year group by 31 July 2027 for the academic year 2027-2028.

Oversubscription Criteria:

Where the number of applications for admission exceeds the published admissions limit (i.e. the number of places available), places will be allocated by the Governing Body in accordance with the co-ordinated admission arrangements and following criteria in the following numbered order of priority:

1. Looked after Children and previously looked after children. A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, (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 2014), or (c) those children who appear (to the admission authority) to have been in state care outside of England and be in state care as a result of being adopted.

2. Children living in the priority admission area for the school who have a sibling currently enrolled at the school at the time of the application. Siblings are defined as children with a brother or sister, (or a stepbrother / sister,) living at the same address at the time the application is submitted.

3. Children of staff working at the school: Any member of school staff who has been working at the school for a minimum of 2 years at the time of application (on a permanent contract), or to fulfil a vacancy in an area in which it is difficult to recruit. Staff must still be working at the school on 1 March (national offer day)

4. Children living in the priority admission area for the school.

5. Remaining Applications.

In the event of a 'tie' between applications in any criterion, priority will be determined by straight line distance from home to school, those living closest being given the higher priority. Straight line distances are calculated by the LA as described in the Secondary Education in Essex 2026/2027 booklet.

Children with a Statement of Special Educational Needs or an Education, Health and CarePlan

All children with a Statement of Special Educational Needs or an Education, Health and CarePlan (EHCP) that name the school on the statement / plan are required to be admitted to the school regardless of their place in the priority order.

Applications for a place into Year 7:

If you are an Essex resident you must apply for your child's school place via Essex County Council's website: www.essex.gov.uk/admissions. (If you live in Essex, your council tax will be payable to one of the following District Councils: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring or Uttlesford.) Parents who are resident in another council area may make an application for a place at our School via their Home Authority.

The application process is in accordance with the co-ordinated scheme for secondary admissions and involves completion of the Common Application Form – either online or in paper format via www.essex.gov.uk/admissions.

The Governing Body will apply the admission arrangements in accordance with the co-ordinated scheme for Essex and as such all deadlines and requested proof of residence within that scheme should be adhered to by applicants.

Prospectuses are available from the school.

Parents wishing their child to be considered for entry to Castle View School must name the school as one of their preferences on the application form. Information about admission to the school will be available from the Local Education Authority in the annual publication to parents on secondary school's admissions.

The online application system will open in September 2027

The closing date for applications is 31 October 2027.

Offers of places will be sent on 1 March 2028

Home address

Applications will normally be processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement can be provided to the Local Authority by their published deadline date.

The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week.

Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases it is expected that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

Distance tie breaker

For admissions purposes straight line distances are used as part of the allocation of places process. The definition of the home address is as described above. Straight line distance is measured from the address point of the home address to the address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home. In the unlikely event of two applicants with an identical distance competing for a single place at the school the place will be offered to one applicant on the basis of lots drawn by a person independent person to the admissions process with the exception of twins, triplets etc.

Priority Admission Areas

There is no guarantee of a place to children living in the priority admission area of the school. Details, including a map of the priority admission area, are available on request from the School and from the Local Authority. Parents are also able to check in which school's priority admission area their address is located (if any) using the online 'Priority admission (catchment) area finder on Essex County Council's website www.essex.gov.uk/admissions.

Twins, Triplets etc.

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the Admissions Authority will ensure both twins are offered a place at the school. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the Admissions Authority will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place.

For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc.) and the majority can be offered a place then a place will be offered for the remaining child(ren).

However, where the family does not move addresses but just wishes to transfer the children to another local school where there are insufficient places for all of them then a place would not normally be offered for all.

Withdrawal of an offer

If a school place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

Waiting Lists

For main round applications the Local Authority will hold waiting lists for all oversubscribed schools until 31 August 2027 and will continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria. After 1 September 2027 the school will hold the waiting list and parents should contact the school directly for details of the waiting list process.

Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

Late Applications

Applications received after the National Closing Date will be handled in accordance with the co-ordinated admissions scheme published by the child's Local Authority. For children resident in Essex this is published in the Secondary Education in Essex booklet.

Mid-Year Admissions Procedure

An application for a mid-year admission should be submitted directly to the school for consideration. Forms can be obtained from the school or the Local Authority.

If a place is available a formal offer is made by the Castle View School. If a place is not available a letter is sent out advising the applicant to this effect and the applicant has the right to appeal. The letter will also be sent to the Local Authority.

If the applicant is offered a place, once they make contact with the school a meeting will be arranged with the appropriate school staff to register the admission and explain the terms of the admission.

At Castle View School the following apply:

Castle View School aim to inform parents / carers with the outcome of their in-year application in writing within 10 school days of receiving the application form.

In any event, Castle View School will inform parents / carers of the outcome of their in-year application in writing within 15 school days.

Castle View School will notify the Local Authority of every application and every outcome within 2 school days of the decision being made.

Castle View School will provide the Local Authority with details of the number of places available whenever this information is requested, no later than 2 school days following receipt of the Local Authority request.

Castle View School will notify the Local Authority of their intention to manage their own mid-year admissions by 31 August every year.

Appeals against admission decisions

Parents have the right to appeal against admission decisions to an Independent Appeal Panel. Information about how to appeal against a refusal of a school place will be sent with the determination letter. Notice of appeal should be sent to the Clerk to the Independent Appeal Panel, PO Box 11, Chelmsford, CM1 1LX. Further information and guidance about admission appeals can be found at www.essex.gov.uk/after-your-school-offer/appeals