

Castle Donington College



Admissions Policy for Entry in August 2025 and in-year from August 2025

Date Adopted	February 2024
Date Reviewed Annually	Autumn 2025

The College follows Guidance and Advice given by the Government when writing policies; in light of this, changes may need to be made after the adoption of this policy and prior to the review date.

Admissions Policy

For entry in August 2025 and in-year from August 2025

The admission authority for Castle Donington College is East Midlands Education Trust. The Trust is also responsible for arranging an independent appeal against refusal of a place at the school. It currently commissions this service from Leicestershire County Council.

Purpose Of This Policy

The purpose of the policy is to ensure that places at Castle Donington College are allocated and offered in an open and fair way.

Applying For A Place

A parent can apply for a place for their child at any state-funded school in any area. Parents apply to the local authority in which they live for a place at Castle Donington College and any other preferred schools. (For the College, this is usually Leicestershire).

Parents must apply through the LA online system or using the Local Authority's Common Application Form. The application form must be completed and submitted or returned by the national closing date. The annual closing date is 31 October for a place the following academic year.

The Decision

The Published Admission Number (PAN) for entry in August 2025 is 150 students.

Castle Donington will admit this number of students if sufficient applications are received. All applicants will be admitted if these numbers or fewer apply.

If Castle Donington College is undersubscribed, any parent that applies will be offered a place. When there are more applications for the College than there are places available, oversubscription criteria set out below will be applied, unless the application meets the needs of the Fair Access Protocol.

Children with an Educational Health and Care Plan (EHCP)

Children with an Education, Health and Care Plan (EHCP) that names Castle Donington College in the plan, will be allocated a place before any oversubscription criteria are applied

Oversubscription Criteria

When there are more applications for the College than there are places available, the following criteria will be used to allocate places (in the order listed):

- 1 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, 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).

The definition includes previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), including those children who the admissions authority determine, based on the evidence provided, that were in state care outside of England, but who were then adopted. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- 2 **Children living permanently in the Castle Donington College catchment area** (a map is available at the end of this policy) **with a sibling attending Castle Donington College in Year 7, 8, 9, or 10 at the time of application.** Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.
- 3 **Children in the Castle Donington College catchment area.** Priority for admission is given to children who live nearest to Castle Donington College. A map is available at the end of this policy.
- 4 **Children with a sibling attending Castle Donington College in Year 7, 8, 9, or 10 at the time of application.** Priority for admission is given to children who live nearest to Castle Donington College. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.

- 5 Children currently attending a feeder primary school.** Priority for admission is given to children who live nearest to Castle Donington College. The designated feeder schools are:
- Orchard Primary School
 - Hemington Primary School
 - St. Edward's Church of England Primary School
 - St. Hardulph's Church of England Primary School
 - Long Whatton Church of England Primary School
 - Diseworth Church of England Primary School
 - Kegworth Primary School
- 6 Children of staff,** where the member of staff has been employed at Castle Donington College on a permanent contract for two or more years at the time at which the application for admission to Castle Donington College is made.
- 7 Children who live nearest to Castle Donington College** as the crow flies.

Tie Break Arrangements

Where the number of applications exceeds the number of places available, children will be put in priority order by using a combination of the highest criterion and distance. Distances are measured in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system.

Random allocation will be used in a tie-break to decide who has highest priority for admission if the distance between two children's homes and Castle Donington College is the same.

Some admission authorities use other criteria when allocating places. For the purposes of clarity, Castle Donington College does not allocate places on the basis of faith, ability or aptitude.

Castle Donington College may need to ask for proof of the following when applying the oversubscription criteria: Address, Child's date of birth, a copy of an adoption order, residence order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Parents receive an offer from the local authority at the highest preference school at which a place is available on 1 March or the first working day thereafter in the year in which the child will be admitted.

Right to Appeal

Parents, and in some circumstances children, have the right to appeal against Castle Donington College's decision to refuse admission. The Local Authority, on behalf of Castle Donington College, will set out the reasons for the decision, confirm that there is a right of appeal and explain the process for hearing such appeals. An independent appeals panel will be established to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, Castle Donington College is required to admit the child.

Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing. When a parent is informed of a decision to refuse their child a place at the school, correspondence will include:

- The reason why admission was refused.
- Information about the right to appeal.
- The deadline for lodging an appeal.
- The contact details for making an appeal.

Withdrawing An Offer or A Place

Castle Donington College will withdraw an offer if:

- It has been offered in error.
- A parent has not responded within a reasonable period of time (the parent will be notified that the offer may be withdrawn and given an opportunity to respond and explain).
- It is established that the offer was obtained through a fraudulent or intentionally misleading application.

Castle Donington College will not withdraw a place once a child has started at the College, except where that place was fraudulently obtained.

Waiting List

If Castle Donington College is oversubscribed, the local authority, on behalf of the College, will maintain a clear, fair and objective waiting list for children in Year 7 up to 31st December in Year 7. Priority will continue to be based upon the oversubscription criteria. A waiting list will not be maintained after 31st December in Year 7, or in Years 7-11.

Priority will not be given to children based on the date their application was received or when their name was added to the list.

Admission Of Children Outside Their Normal Age Group

Parents of gifted and talented children, those with special educational needs 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. Castle Donington College will make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the College.

Children Of UK Service Personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to this area, Castle Donington College will:

- Allocate a place in advance, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address for considering the application against the oversubscription criteria.
- Ensure that arrangements support the Government's commitment to removing disadvantage for service children.
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Children From Overseas

Castle Donington College will treat applications for children coming from overseas in accordance with Home Office rules within the relevant statutory framework.

In Year Applications

Castle Donington College takes part in the Local Authority (LA) Mid-Year Arrangements. The LA work on behalf of the college. On receipt of an in-year application, the college will:

- Allocate a place if one is available.
- For applications to join Year 7, if a place is not available, add the child to the waiting list held by the local authority and consider the application against the oversubscription criteria.
- Inform parents of their right to appeal against the refusal of a place.
- Liaise with the Local Authority regarding 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.

Children With Challenging Behaviour

Castle Donington College will not refuse to admit children in the normal admission round on the basis of their poor behaviour elsewhere except where the child has been permanently excluded from two

or more schools.

Castle Donington College will participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. However, there is no duty for Castle Donington College or other admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

Where the Governing Board does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the Loughborough and North Charnwood Inclusion Partnership under the Fair Access Protocol. A fair access referral is only appropriate when the school is able to demonstrate a high proportion of children with challenging behaviour, or previously excluded children.

Castle Donington College will not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

Human Rights Act 1998

The Human Rights Act 1998 confers a right of access to education. This right does not however extend to securing a place at a particular school. Castle Donington College will consider parents' reasons for expressing a preference when making admission decisions, though this may not necessarily result in the allocation of a place.

The Admissions Timeline

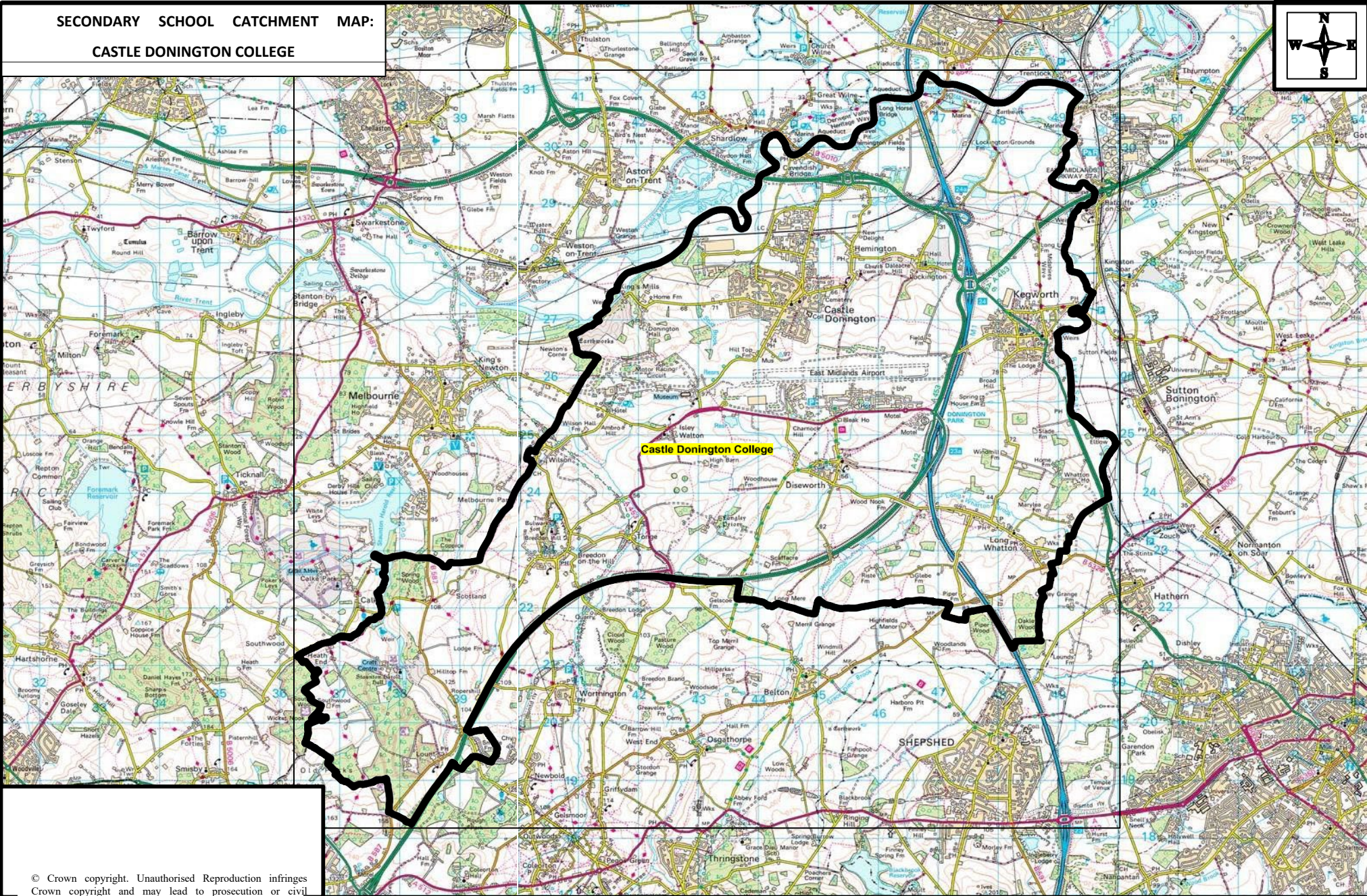
31 October 2025	Closing date for applications to the local authority.
28 February 2025	Publication of Castle Donington College appeals timetable on website.
1 March 2025	National offer day for secondary school places.
April and May 2025	Appeals process and outcomes.
August 2025	New intake starts at school.

Anyone who considers that Castle Donington College's arrangements are unlawful can make an objection to the Schools' Adjudicator. Objections must be referred to the Adjudicator by 30 June in the determination year. Further information on how to make an objection can be obtained from the Office of the Schools' Adjudicator:

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

Appendix 1

SECONDARY SCHOOL CATCHMENT MAP: CASTLE DONINGTON COLLEGE



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