



Castle Donington College

Admissions Policy

For entry from August 2026

Date agreed by the Local Governing Body: February 2025

Date for review: Autumn 2026

Castle Donington College follows Guidance and Advice given by the Local Authority and 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. Data will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

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.

1. Aims

The purpose of the policy is to ensure that places at the college are allocated in an open and fair way. The policy aims to:

- Explain how to apply for a place at the college.
- Set out the college's arrangements for allocating places to the pupils who apply.
- Explain how parents can appeal against a decision not to offer their child a place.

2. Legislation and guidance

This policy is based on the following Department for Education publications:

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Notes

The **normal point of entry** is the period during which parents can apply for state-funded school places at the school's normal point of entry (when children move from primary to secondary school for entry from year 7), using the common application form provided by their home local authority.

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)

The Castle Donington College **catchment area** is the area indicated on the map in appendix 1 of this policy.

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. In cases where there is one remaining place available and the next child on the waiting list is one of twins or of another multiple birth group, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the admission number will be exceeded.

Section 576 of the Education Act 1996 defines **parent** to include: all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

For the purpose of processing a school application a **single home address** must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim equal or dual residency they must prioritise one address over the other, or risk the application not being processed. For children of UK service personnel (UK Armed Forces) and crown servants a unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address prior to arrival into the UK.

The designated **feeder primary schools** for Castle Donington College are as follows:

- 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
- Foxbridge Primary School

4. Applying for a place

For applications at the normal point of entry, parents should use the online application system operated by their home local authority (regardless of which local authority the schools are in). The closing date for applications to be considered as 'on time' is 31st October in the calendar year preceding admission. After applying, parents will receive an offer of a school place directly from their local authority. National Offer Day is 1st March (or the next working day). Decisions on National Offer Day are deemed as accepted unless the LA is contacted requesting the place be withdrawn.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 5. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

In-year applications

Parents can apply for a place for their child at any time outside the normal point of entry.

Castle Donington College takes part in the local authority coordinated admission arrangements for midterm transfers. The local authority works on behalf of the college. On receipt of an in-year application, the college will:

- Allocate a place if one is available.
- Inform parents of the outcome of their in-year application within 15 school days.
- Inform parents of their right to appeal against the refusal of a place.
- 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 set out in section 5 of this policy.
- 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.

5. Children with Education and Health Care Plans (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.

6. Allocation of places

The published admission number (PAN) for entry into year 7 in August 2026 is 150.

If the school is not oversubscribed, all applicants will be offered a place.

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.

7. Oversubscription Criteria

In the event that the school receives more applications than the number of places it has available, places will be given to those pupils who meet any of the criteria set out below, in order, until all places are filled.

1. Looked after children and previously looked after children as defined in section 3 of this policy.
2. Children who live in the college catchment area on the closing date for applications and who, at the time of admission, will have a sibling attending the college.
3. Other children who live in the college catchment area on the closing date for applications.

4. Children who live outside the college catchment area and who, at the time of admission, will have a sibling attending the college.
5. Children who attend a feeder primary school on the closing date for applications.
6. Children of staff, where the member of staff has been employed at the college on a permanent contract for two or more years at the time of application.
7. Children living nearest to the college in a straight line distance.

Tie break criteria

Where two or more applications cannot be separated by the oversubscription criteria outlined above, the college will use the distance between the school and a child's home as a tie breaker to decide between applicants. The definition of the straight-line distance measurement is a geo-coded central point from the home-address to the school's designated main front gate, using a computerised geo-coded mapping system that will measure to at least 3 decimal places. Priority will be given to children who live closest to the school.

Where two or more applications cannot be separated by the oversubscription criteria and distance measure outlined above, the school will then use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

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 a short birth certificate), 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.

Children of UK Service Personnel (Armed Forces)

For families of service personnel with a confirmed posting to this area, the 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.

Children from overseas

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

Children with challenging behaviour

The college will not refuse to admit a child on behavioural grounds at the normal point of entry or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply (i.e. where section 87 of the School Standards and Framework Act 1998 is engaged).

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Loughborough and North Charnwood Inclusion Partnership under the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans naming the school.

Fair Access Protocol

We participate in Leicestershire County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place within 20 days of the partnership's decision.

Withdrawing an offer or a place

The 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.

Waiting list

If the college is oversubscribed, the local authority will, on behalf of the college, 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 set out above. A waiting list will not be maintained after 31st December in year 7 or in years 8 to 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.

Appeals

Parents have the right to appeal if they do not accept the decision of an admission authority not to offer a place at a particular school. 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. More information from Leicestershire County Council regarding appealing a school place decision can be found [here](#).

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.

Details of the appeals timetable will be published on the school website [here](#).

Monitoring Arrangements

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Appendix 1: Castle Donington College Catchment Area

