



Policy:	Admissions Policy 2021-2022
Date of review:	November 2019
Date of next review:	November 2020
Lead professional:	Principal
Status:	Statutory

1 Admissions arrangements

1.1 Cathedral Academy is a comprehensive academy predominantly serving its locality in central Wakefield. It is part of the Trinity Multi-Academy Trust. The policy on admissions to Cathedral Academy is determined by the academy's governing body. The administration of admissions is the responsibility of the School Admissions Team within Wakefield Council's Children and Young People Service.

2 Context for admissions

2.1 The published Admission Number (PAN) for Cathedral Academy is 210.

2.2 90% of the annual intake for the academy follows a broad and balanced curriculum on Cathedral Academy's Main Curriculum Pathway. The main pathway leads to a broad range of qualifications allowing students to access a wide range of career options and further education. The academy also has a particular flair for and specialism in the Performing Arts. 10% of our intake are selected by aptitude for performing arts and follow a specialist provision called CAPA Juniors. Students interested in this pathway will follow a wide range of subjects and also spend time focused on Dance, Drama and Music.

3 Expressing a preference

3.1 For admission to Cathedral Academy (including CAPA Juniors), applications from Wakefield residents should be made on Wakefield's Common Application Form which is available from The School Admissions Team, Room 42, County Hall, Wakefield, WF1 2QL.

3.2 Applications, at any time, from residents outside the Wakefield District should be made in accordance with the applicant's "home" LA's Common Application Form.

3.3 Applications for CAPA Juniors must also complete a Supplementary Information Form which is available from the school and should be returned to Cathedral Academy.

4 Deadline for applications

4.1 All applications received will be considered in the following order:

1. Applications received by the closing date in the normal admissions round:
 - for secondary applications the closing date is **31 October 2020**; and
2. For late applications received between the closing date for the normal admissions round and the end of the summer term the following date will apply:
 - applications for secondary places received up to and including **23 November 2020** will be accepted as if they had been received by the closing date;

4.2 Applications received after these dates will be regarded as late applications and will be considered after all applications received on time.

5 Calendar for Admission for CAPA Juniors

5.1 *End of July 2020*

Cathedral's supplementary Information Form available online, for download from the Academy website or as a paper copy from Reception.

September 2020

An Open Evening Event will be held – date to be confirmed on the Cathedral Academy website.

Friday 2 October 2020

Deadline for receipt of the Supplementary Information Form.

Friday 9 October 2020

Auditions will be held for applicants whose Supplementary Information Form is received by the deadline. Applicants will be invited to attend.

In line with the School Admissions Code, parents will be informed of the outcome of the audition prior to the deadline for the Common Application Form, although this does not equate to a guarantee of a place.

6 Allocation of places

6.1 If the number of preferences to Cathedral Academy does not exceed the Admission Number, all preferences will be met. If there are more applications for admission than there are places available, preference will be given in the following order:

- a) Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see note 14.1);
- b) Children who live in the school's catchment area, who have brothers and sisters attending the school at the time of admission (see note 14.5);
- c) Children who show a particular aptitude for one or more of the performing arts: dance; drama; music. This will be determined through an audition process (see note 14.3). Students who are allocated on this basis will be placed on the CAPA Juniors Pathway (see note 14.2). **This criterion applies only for 10% of the intake (21 students);**
- d) Other children who live in the school's catchment area;
- e) Children who have brothers or sisters in attendance at the school;
- f) Other children, with priority being given to those living nearest to the school.

6.2 In all cases "live" means the child's permanent home address. A child is normally regarded as living with a parent or carer and the LA will use the parent or carer's address for admission purposes. An applicant cannot lodge a child with a friend or relation (eg. for childcare purposes) in order to gain a place at a school.

6.3 For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one parent/carer, at different addresses, the LA will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence

6.4 When decisions have to be made between children satisfying the same criterion (except in the case of Criterion c), children living nearest to the school, measured as the crow flies, have priority. The distance measured will be from the central (centroid) point of the applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house admission system and mapping software.

6.5 Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation.

6.6 Where the admission of siblings from a multiple birth (eg twins, triplets) would cause the school to rise above its Planned Admission Number (PAN), all of the children from the multiple birth will be admitted.

6.7 Children will be placed in the appropriate category depending upon their circumstances at the closing date for receiving applications for admission to Cathedral Academy. Changes in address will be accepted in accordance with the provisions of the Secondary Co-ordination Scheme. In cases where there is an anticipated change in circumstances, documentary evidence will be required.

In the event of any category being over-subscribed, places will be offered in the order of priority (a)-(f) detailed above.

7. Children with a Statement of Special Educational Needs or Education, Health and Care Plan

7.1 Children with a Statement of Special Educational Needs or Education, Health and Care Plan are dealt with under a different mechanism. Any child with a school named on their statement or Education, Health and Care Plan will automatically gain a place at the school named in the statement or Education, Health and Care Plan via the statementing process. Any child with a statement of special education needs or Education, Health and Care Plan who is admitted to a Cathedral Academy will be counted against the school's admission number.

7.2 Special Educational Needs is a term used if a child has difficulty accessing the curriculum, which may mean that he/she may need to have some form of specialist provision made for them in order to learn. It may be a general learning difficulty, an emotional, behavioural, sensory or physical disability or it may be a difficulty related to communication or speech and language. Further information can be obtained from the Special Educational Needs Assessment and Review Team at Wakefield Council or the Special Educational Needs and Disability Information Advice and Support Service (SENDIASS).

8. The Offer of a Place at a school

8.1 Decisions will be posted 2nd class to parents on the 1 March 2021.

8.2 Parents who have applied electronically will be able to access their offer of a school place via Wakefield LA's on-line website after 12.00 midnight on the respective offer date.

9 Point of Entry

9.1 Pupils will start school in the in-take year (i.e. Y7 for secondary schools) on the first day the school is open following 1 September 2021.

10 Waiting Lists

10.1 Where a pupil is refused a place they will be added to the waiting list for Cathedral Academy in accordance with the provisions of the Secondary Co-ordination Scheme or In-Year Co-ordination Scheme.

10.2 Places will be allocated from the waiting list when the number of pupils in the relevant year group falls below the admission number. Waiting lists will be kept in strict priority order against the oversubscription criteria above.

10.3 The waiting list will be reviewed and revised each time a child is added to or removed from the waiting list and/or when a child's changed circumstances will affect their order of priority for a school place.

10.4 The waiting list will be established on the offer day and will be maintained up to the 31 August 2022. Any parent wishing to be placed on the waiting list for the subsequent academic year will have to reapply for that academic year.

11 In-Year Admissions

11.1 All applications made outside the normal admissions round (i.e. in-year applications) for Cathedral Academy should be made on the Wakefield's Common Application Form, which is available from the School Admissions Team, Room 42, County Hall, Wakefield, WF1 2QL. Applications will be processed in accordance with the "In Year Co-ordination Scheme". Parents can express up to 5 school preferences. The Supplementary Information Form, which is available from Cathedral Academy, must also be completed for all applications for CAPA Juniors.

11.2 Where there are sufficient places, an application will normally be agreed. The Admission Number for a school is set for the school's in-take year. As a general rule, this admission number then remains with that year group as it moves through the school. There may be exceptions, for example, if

accommodation in a school is removed, then the admission number may change for subsequent year groups.

- 11.3 If a place is not available, a refusal letter is sent outlining the right of appeal. If the application is from a Wakefield resident then a place will be allocated at the next nearest community and voluntary controlled school with places. Should the child be already attending a Wakefield school then no school will be offered as an alternative. The child's name will be added to the waiting list for the school in the order against the Admissions Policy above. All waiting lists are re-ranked when new applicants have been added. Should a vacancy arise at the school, the place will be offered to the child at the top of the waiting list.

12. Fair Access Protocol

- 12.1 Wakefield LA has agreed a Fair Access Protocol with its secondary schools. This means that, in some circumstances, pupils defined in the Protocol will have a higher priority for admission to schools and/or year groups which are already full, than all other pupils seeking admission to that school. Full details of the Protocol can be obtained from Wakefield LA.

13. False Information

- 13.1 Where the LA has made an offer of a place at Cathedral Academy on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn.
- 13.2 Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at school.
- 13.3 Where a place or an offer has been withdrawn the parent will be asked to submit a new application form. This new application form will then be considered afresh against the relevant admissions policy and co-ordination scheme.
- 13.4 It is for the parent/carer to satisfy Wakefield LA of their circumstances, as they apply to the admission criteria at the time of the application.

14. Explanatory Notes

14.1 Children in Public Care

This refers to children who are:

- subject to a care order made by the courts under section 31 of the Children Act 1989 – for the courts to grant a care order they have to be satisfied that a child is suffering or would suffer 'significant harm' without one;
- Children who are accommodated by the local authority on a voluntary basis under section 20 of the Children Act 1989; and
- Children who have been adopted from Local Authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children.

14.2 CAPA Juniors Pathway

The academy will admit one CAPA Juniors class per academic year. Places in that class will be filled through a combination of students who meet the oversubscription criteria 6.1(c) above and have shown an interest in the performing arts as a career (up to 21 students) and then filled with students who meet criterion 6.1(a-b and d-f) above.

14.3 Audition process for CAPA Juniors

The audition process will take place in October 2020. Parents or carers interested in applying for a place on the CAPA Juniors pathway should contact the academy directly and ask to be added to the mailing list for further information.

14.4 Catchment Areas

Wakefield LA believes it is important that schools should serve their local communities and so each one has its own catchment area. However, parents are required to express a preference, stating their choice of school, even if this is within their catchment area.

Whilst every effort is made to ensure that there will be a place for every child in its catchment area school, it cannot be guaranteed that this will always be the case. Cathedral Academy will serve largely its own catchment area through this admissions policy.

If parents/carers are in any doubt about their catchment area they can find out which school is their local school through the Wakefield LA website using catchment area search. Alternatively you could contact the school directly to find out.

14.5 Brothers and Sisters

This category includes children with brothers or sisters (including step-brothers or sisters residing at the same address) of statutory school age, living at the same address, in attendance at the same school, or a school on the same site, on the date of admission.

14.6 Families Living Outside the District Boundary

Children from families living outside the Wakefield Metropolitan District boundary will be considered alongside those who live within the Wakefield Metropolitan District.

14.7 Address

Wakefield LA will investigate any queries about addresses and, depending on what is found the offer of a school place may be withdrawn. When an offer is made, it is assumed the parental address will be the same in the following September as is held on the LA's records. If a parent plans to move or has moved house, the parent must let us know immediately. If the house move is after the 6 January 2021, the parent must tell the LA the new address. The date of the move may affect the category of the child and the LA may have to offer the child a place at another school. If the parent fails to tell Wakefield LA that they have moved, the LA will still consider the application under the new address and the offer of a school place may be withdrawn or the LA may offer a place at another school.