

# POLICY

## ADMISSIONS POLICY 2025/26

**Senior Team Responsibility:**  
Principal

**Reviewed:**  
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# Statutory

## Admission Arrangements - CASTERTON COLLEGE RUTLAND September 2025

### Introduction

The college is its own admissions authority and as such is responsible for setting the criteria for admission and their interpretation; at all times however it will act in accordance with the Schools Admissions Code published by the Department for Education. This policy was consulted upon in January 2023 and was last determined by the governing body on 11th December 2023.

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 must be returned to the home authority by the specified date, which is published annually.

**The planned Admission Number (PAN)** for Year 7 is 180 and the College will admit children up to this number.

The college will admit a child with an Education, Health and Care Plan (EHCP), which names the college as part of that plan. The number of places within the PAN will reduce accordingly.

The purpose of the admission arrangements are to ensure that student places at Casterton College Rutland are allocated and offered in an open and fair way. Casterton College Rutland must act in accordance with admission legislation and School Admissions Code.

### Oversubscription Criteria for entry September 2025 admissions, and mid-term applications during 2025-26 academic year.

Where there are more applications for Casterton College Rutland than places available, then the following criteria, or combination of the criteria, will be used to allocate places

1st	A looked after 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 those children who were previously in care outside of England.
2nd	Children of staff directly employed by Casterton College Rutland, where: <ul style="list-style-type: none"><li>• either the member of staff has been employed at the College for more than two years at the time at which the application for admission to the college is made, and/or</li><li>• the member of staff is recruited to fill a vacant post for which there is a demonstrable shortage.</li></ul>
3rd	A sibling currently attending the college in Year 7 -10 at the time of application. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/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.
4th	Students living in the "catchment villages" of Casterton College Rutland (See note i)
5th	Students living nearest to the college measured in a straight line distance. The distance is measured from the centre point of the child's home address (including flats) to the main entrance of the college (PE9 4AT). (See note ii)

**Note:**

i) Criterion 4 above, the child must have been resident in the catchment village at the point of application. The villages are:

Cottesmore	Greetham
Empingham	Horn
Exton	Little Casterton
Great Casterton	Market Overton
Ketton	Pickworth
Ryhall	Stretton
Barrow	Tickencote
Belmesthorpe	Tinwell
Clipsham	Thistleton
Essendine	Whitwell
Geeston	

ii) Home residence is defined as the address of the parent or carer with whom the child spends the majority of time, as a child of a family, during term-time. Proof of the home address should be in the form of a utility bill. Where a child resides with parents on a 50:50 basis, e.g. three days one week and two the next, we accept both addresses in these circumstances.

Where there is equal 'ranking' following the application of oversubscription criteria, lots will be drawn.

**Other Circumstances**

Children of UK Services personnel and other Crown Services can be assured that their needs are taken into account and they will be considered for allocation of a college place in advance, pending proof of the posting [eg. an official government letter from MOD, FCO or GCHQ]. This should include a relocation date and an intended address. The Unit postal address or quartering area address will be used for consideration against the oversubscription criteria.

**Late Applications**

Any applications received after the closing date will be accepted but considered only after those received prior to the closing date. Parents are therefore encouraged to ensure that applications are submitted on time. All supplementary information i.e. medical consultant letters as proof of change of address, remains the parent's responsibility to supply.

Applications for a school place received after the national closing date are classed as late. If an application is late, an appeal must be made within 20 school days of being refused the place. An appeal will be heard up to 40 school days from the date it was lodged.

Circumstances that may be considered under this heading would include, but not be confined to a lone parent's illness during the application period, a family moving into the area, or a family returning from abroad.

**Waiting List**

If Casterton College Rutland is oversubscribed for

Year 7 applicants, it will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the oversubscription criteria and will be subject to a review of ranking when any new child is placed on the waiting list.

The waiting list will be maintained for the first academic term in the year of admission. The waiting list may change; this means that a child's waiting list position during the year could go 'up' or 'down'.

The waiting list makes no distinction between on time or late applications. It is important to note that the list does not operate on a "first come, first served" basis and that places will be offered according to the oversubscription criteria if they become available.

**In-Year Admissions**

Parents who wish to apply for a place outside the normal admissions round should do so by completing the request for school placement form on the college website or contacting the college directly. The College is responsible for handling in-year applications as it is its own admissions authority.

**Right to Appeal**

If a child has been refused a place at Casterton College Rutland, parents/carers retain the statutory right to appeal. Casterton College Rutland has engaged the services of the Leicestershire Local Authority to conduct its appeals. Therefore, an appeal can be submitted using the Leicestershire Local Authority's 'Notice of Appeal' procedures. Leicestershire Local Authority will arrange the appeal on behalf of the governors to be heard by an independent panel, whose decision is binding on all parties.

**Education out of year group**

Whilst there is no statutory barrier to children being admitted to school outside of their chronological year group, there is no duty to agree to such a request. In each case it is for Casterton College Rutland to make the decision based on the circumstances of the case and what is in the best interests of the child.

Parents should discuss the matter with the college prior to making such a request. Parents must provide supporting evidence alongside their application, which clearly highlights why the admission would be in the best interests of the child. It will be for the college to determine whether (subject to places being available) to accept the child out of year group or offer a place in the chronological age group.

Parents have the right of appeal against a refusal, where a place is offered in the chronological age group.

**Exclusions**

Casterton College Rutland may refuse admission to applicants who have been permanently excluded from two or more other schools, where the date of the last exclusion was less than two years before the application for admission is made. Casterton College Rutland will coordinate its arrangements with the Rutland Fair Access Protocol.

**Fair Access Protocol**

Casterton College Rutland will participate in full with the LA's Fair Access Protocol in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number of a school that is already full, if it is appropriate.

### **Withdrawing Offers**

Once an offer of a school place has been made it is only reasonable for an admission authority to withdraw that offer in very limited circumstances. These may include when a parent has failed to respond to an offer within a reasonable time or the admission authority offer the place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence by distance from the college) which effectively denied a place to another child; or where a place was offered under co-ordination by the Local Authority, through an administration error.

### **Equality Act**

The two key duties in the Equality Act are written to ensure that educational establishments do not discriminate against disabled students. The expectation is that schools:

- do not treat disabled students less favourably
- do make reasonable adjustments to avoid putting disabled students at a disadvantage.

Within the admissions policy, the Governing Body recognises its duty under the Equality Act

- To promote equality for disabled students in their admissions and exclusions, and provision of education and teaching and learning
- To treat disabled students as favourably as able-bodied students

### **Point of Contact**

Admission arrangements at Casterton College Rutland, are carried out in accordance with the Schools Admission Code ([www.education.gov.uk](http://www.education.gov.uk)) For information or interpretation of this policy please contact the College Admissions Officer on 01780 762168.