Admissions Criteria

Author's Name	CVEA and TfC
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SIGNATURES:

Principal	Mrs J. Owens
Chair of Governors	Mrs H. Mottram

The Trust Board of Castle View Enterprise Academy will be the Admission Authority for this Academy. The Trust Board intends to admit up to 210 students to Year 7 in September 2027.

The admissions policy is applied if the number of applications exceeds the number of places available. The admissions authority acknowledges the rights of parents/carers to express a preference for the school. However parental preference cannot be considered where the Academy is over-subscribed in a particular year.

Students with an Educational Health Care Plan naming Castle View Enterprise Academy will be offered a place.

The Trust Board of Castle View Enterprise Academy, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

1. **A 'cared for' child who was 'previously cared for' but immediately after being 'cared for' became subject to an adoption, residency/child arrangement or special guardianship order** – a child that is cared for by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was cared for, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and **a 'cared for' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted** – a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. **Children selected on the basis of aptitude.**
   There are 21 places available in total to students who fulfil the following criteria on the basis of aptitude.

   The individual student must be identified by an independent professional football, cricket or dance company who are a partner provider with CVEA (a student with an aptitude is one who demonstrates a particular capacity to success in playing cricket or football or performing in dance/music). In determining allocations, the Trust Board will consider if a child has an aptitude for cricket, football, or dance, a particular capacity to learn or to develop the skills in the chosen sport and will benefit from the expertise and facilities in the Academy sport and performance programmes.

3. **Attendance in Key Stage 2 (age 7-10+) at a designated cluster junior or primary school.**

4. **A sibling link -** an older brother/sister or older child (including adoptive, foster or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school at the time of admission.

5. **Exceptional medical or psychological reasons** (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form, (eligibility under this category will be considered by a meeting of Senior LA Officers).

6. Students who have expressed a preference to attend Castle View Enterprise Academy.

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the school, with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

The Trust Board will adopt the equal preference system, whereby all applications are considered at the same time, irrespective of the order of preference.

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore, all applications will be considered equally against the admission criteria. If a student then qualifies for a place at more than one school, the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where parents have twins, triplets or children from other multiple births and there are not sufficient places for all of the children, the parent will be notified in writing. The decision will then lie with the parent as to whether they take up the school place. However, where parents do not take up the school place, the place will be offered to the next child on the waiting list where appropriate.

Where it is not possible to offer a place at a school, the child will be placed on a waiting list. The waiting list is prioritised using the admission criteria and will be held in place until 31 December, after the children start school in September.

Parents who are refused a place have a statutory right of appeal (see appendix A). Further details of the appeals process are available by writing to the Chair of the Trust Board at the Castle View Enterprise Academy address.

Appendix A – The Appeals Process

At Castle View Enterprise Academy, we wish to be fair, reasonable and transparent about any decisions we take concerning admissions.

The process below explains the appeal process if you are unhappy about the governor's decision regarding the application of a place for your child into our Academy.

Please note that this does not apply to children with a Statement of SEND. Appeals for these children are dealt with by the SEND and Disability Tribunal.

If my child is not offered a place at our Academy, can I appeal?
Yes – if your child is not offered a place at our Academy, you have the right to appeal against this decision to an independent appeal panel.

How do I do this?
If it has not been possible to offer a place within our Academy, information would have been included with your letter from the School Admissions Team, or from the school for in year applications, which would direct you to telephone the Academy office for further information. If you wish to appeal against this decision you will need to request a form from the Academy office (Appendix B). You will then need to complete the form, outlining your reasons, and return it to the person indicated on the Appeals Form. In our Academy this is the Clerk to the School Admissions Panel of the City Council, who are administering the appeals on our behalf.

What happens next?
Appeal hearings are usually held between June and July but may still be held up to and during the summer holidays. You should complete and return your appeal form as soon as possible, so that an appeal hearing can be arranged.

You will be notified of the date of the appeal hearing at least two weeks prior to that date. A week before the hearing is due to take place, you will receive a copy of the Academy's statement of case. This will explain why it was not possible to offer your child a place at the Academy and the implications of more children admitted above the admissions number.

What happens at the appeal hearing?
The appeal hearings for our Academy may be held at the Civic Centre and you will be invited to attend, however, some meetings may be held virtually via Teams. Although there is a process to follow for the appeal hearing, the panel members do try to keep the meeting as informal as possible. It is possible to bring along a friend to support you.

The panel members are volunteers and are completely independent of our Academy.

As the decision that is made by the panel members is final, it is very important that you take the opportunity to put forward your reasons for a place in this Academy.

The panel will consider the Academy's case against your reasons and make a decision. You will be notified of the panel's decision in writing within five working days of the hearing via the Local Authority who are acting on our behalf.

What if my appeal is successful?
If your appeal is upheld (successful) then you have secured a place in the Academy for your child. Your child's details will be forwarded to the Academy and they will be included in any induction visits, etc.

Please note: If you have accepted a place in any other school/Academy (e.g. second or third preference school), then the offer of this place will be cancelled. Your child's name will be removed from the Academy's list.

What happens if my appeal is unsuccessful?
If your appeal is dismissed (unsuccessful), the decision is final. Your child will remain on the waiting list in case any vacancies arise.
It is only possible to have one appeal for the same Academy within the same year group, unless there is a significant change in circumstances.
The Schools Admissions Team will continue to encourage you to consider other schools/Academies for your child, whilst still remaining on the waiting list for our Academy.

What can I do if I'm unhappy about the Panel's Decision?
There is no further appeal. The letter that you receive explaining the decision of the Appeal Panel will inform you about the limited options that are available.

There is no right of appeal to the Secretary of State for Education. The Secretary of State cannot review or overturn decisions of appeals panels but has a limited power to intervene in very exceptional circumstances.

The Local Government Ombudsman is not able to overturn an appeal panel's decision but can investigate written complaints about maladministration on the part of an admission appeals panel. This is not a right of appeal and has to relate to issues such as a failure to follow correct procedures or a failure to act independently, rather than complaints where you simply feel that the wrong decision has been made.

Appendix B

Admission to Schools 2027/2028

Formal Notice of Appeal

1. Name of Appellant (i.e. Parent/Carer):

2. Name of child: D.O.B:

3. Is a translator required for your appeal hearing? Yes/No (please delete)
   If Yes, which language?

4. Address:

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5. Telephone:

6. Email address:

7. I have expressed a preference for (school):

8. In year group:

1. Grounds for Appeal

You may wish merely to indicate that the grounds of appeal are as already set out in previous documents, copies of which will be provided to the School Admission Appeal Panel. Alternatively, you may wish to add further details in the space provided below.

If there are medical factors, it is helpful to have copies of medical certificates, letters from doctors, or any other document in support of an appeal, sent in with this form. Such information is, of course, treated with the strictest of confidence. **Please note that this information must be provided to the appeals panel by parents/carers. It is not possible for the School Admission Appeal Panel to obtain this information**.

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2. Do you intend to be present at the Appeal Panel Hearing? Yes No

3. If YES please give name(s) and address(es) of those who will attend (please specify relationship i.e. parent/carer/friend etc.).

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Signed: ……. Appellant (i.e. parent/guardian)

Date: ……

This form is to be forwarded direct to the following address WITHIN 14 DAYS of receipt of this

The Clerk to the School Admission Appeal Panel
City Hall,
Plater Way,
Sunderland,
SR1 3AA

ADMISSION TO SCHOOLS IN 2027/2028 APPEAL

PROCEDURE

1. This note provides further information on the appeal procedures and the following paragraphs indicate the action you should take if you wish to appeal. Please keep this sheet for your information. If, at any stage, you decide not to pursue the matter, I should be grateful if you would inform the Clerk to the School Admission Appeal Panel.

2. A School Admission Appeal Panel is empowered to consider appeals from parents who are not satisfied with the Authority's response to their expressed preferences. The School Admission Appeal Panel is independent of People Services and the decisions of the School Admission Appeal Panel are binding on the Authority. Equally, the decision of the School Admission Appeal Panel is final, subject to review by the Secretary of State for Education and Skills or the High Court, in either case this would occur only in the most exceptional circumstances. All appeals are heard in private.

3. An appeal should be made in writing on the form attached, stating the grounds for the appeal. The School Admission Appeal Panel will have the original reasons for your preference so there is no need to repeat these on the form. You can, however, use the form to add to your original reasons, if you so wish. If you decide to use any medical reasons in support of your appeal, it is helpful if any medical certificates, a letter from your doctor, or any other document in support of your appeal can be included with your appeal form when you send it to the address shown below. Please note that it is not possible for the School Admission Appeal Panel to obtain this information. Parents are encouraged to attend School Admission Appeal Panel hearings and if they do, they will have the opportunity to speak and, at the discretion of the Panel, be accompanied by a friend or be represented by someone else. If a parent does not attend the hearing, the appeal will be decided by the Panel on the basis of the information on the written statements including the appeal form. If parents, who have said they will attend, do not, and there is no reasonable explanation, the appeal will be decided on the information available to the Panel at the time fixed for the appeal.

If you wish your appeal to be considered by the School Admission Appeal Panel, you should complete the attached form and return it to **The Clerk to the School Admission Appeal Panel, City Hall, Plater Way, Sunderland, SR1 3AA**, **within 14 days of receipt of the appeal forms**, from whom further advice can be obtained on the arrangements for the hearings. If no reply is received within **14 days**, it will be assumed that you do not wish to pursue the matter.

You will be given at least ten working days' notice of the hearing, which will be held at a local venue. Please note that you may waive this notice by stating clearly on the form that you wish to do so. At least seven working days prior to the hearing, the Clerk to the School Admission Appeal Panel will send to you (the Appellant) by post, a written statement summarising the application of the Authority's School Admission policy to the case in question and the reasons for the decisions taken. Please ensure that any change of address by you is notified to the Clerk to the School Admission Appeal Panel to enable relevant correspondence to be sent to you.

4. As explained earlier, the decision of the School Admission Appeal Panel is final and binding on the Authority. The Clerk to the School Admission Appeal Panel will communicate the decision and the grounds on which it is made, to you in writing, as soon as possible after the hearing.