

# EMMANUEL COLLEGE

## ADMISSIONS AND APPEALS POLICY



### Years 7-11

Please read very carefully if you are interested in applying.

### Policy

#### 1. Catchment Area

All applicants must live in the catchment area as defined jointly by the College and the Secretary of State for Education. This requirement means that from the date of application up to and including the first day of the child starting the College, the child's permanent address and that of his/her legal guardian(s), must be within the catchment area. Proof of address will be required and verification of this information may be made with the applicant's primary school and the relevant local authority. Any falsification of information on this point or the use of relatives' addresses in the catchment area will immediately invalidate any application at whatever stage of the process such falsification is discovered.

The College catchment area, which includes most of the Gateshead Metropolitan District and large parts of Newcastle, incorporates the following areas: NE1 (part of), NE4, NE5 (part of), NE8, NE9, NE10, NE11, NE15 (part of), NE16, NE21 and DH9 9.. The Newcastle northern and eastern boundary follows the line of Stamfordham Road and its continuation into the A167 to the River Tyne. The Newcastle western boundary is defined by North Walbottle Road and its continuation into Walbottle Road, the A6085 west and Station Road to the River Tyne.

It is also demanded of the College that the social mix of the catchment area is fully reflected within each intake. This is done with reference to the Income Deprivation Affecting Children Index (IDACI), taken from the Department for Communities and Local Government, which assigns a deprivation index to each postcode.

#### 2. Student Ability

It is demanded that the College ensures a normal distribution curve across the full range of ability within the intake for each Year 7 population. This is achieved by children sitting a non-verbal reasoning test used by all City Technology Colleges and their results being mapped according to cognitive ability and standardised for age.

#### 3. Student Age

All students admitted into Year 7 must be 11 years of age on 1st September in the year in which they join College.

#### **4. Further Determining Factors**

It is also determined of the College that each successful applicant can satisfy the Principal's judgment that he/she is sufficiently motivated to succeed within the ethos of the College where Christianity and technological emphasis are paramount and that he/she is likely to benefit from the type and style of education provided. This is achieved by children sitting a test which assesses their aptitude for technology, the results of which are age standardised..

Children who are currently under the care of the local authority (known as 'looked after'), or have previously been in care of the local authority and were subsequently adopted or cared for under a special guardianship order or child arrangement order (known as 'previously looked after') will be given a priority place, if their first choice of school is Emmanuel College.

#### **5. Entry after Year 7 September Intake**

Such entry is available to those who fulfil the criteria above under Policy Points 1 and 4 and for whom a vacancy has arisen in the relevant year group. Application in such circumstances is to be made directly to the "Admissions Officer" and will only be processed after it has been clarified that a vacancy does exist. (See also below - Procedure.)

Emmanuel College is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give priority to a student where admission is requested under any local protocol that has been agreed by the governing body for the current school year, even when admitting the student would mean exceeding the published admission number.

### **Procedure**

#### **1. Invitation to Apply**

The College must advertise in the local press both the opportunity available for children to apply to College and the catchment area within which applicants must permanently reside. The closing date for applications to have been received by College must also be given and this date must be strictly adhered to. The closing date is always midnight on 31 October of the year preceding the proposed year of entry. This advertisement will usually appear at the start of the autumn term of the year preceding entry (e.g. September 2020 for Year 7 admission in September 2021). An open evening for interested parents will be held early in the autumn term and will also be advertised with the closing date.

#### **2. Application**

Application must be made on the relevant College application form and must bear the signature of both legal guardians, where two exist. Application forms are obtainable on request by sending an A4 SAE to "The Admissions Officer", by calling into the College reception during office hours, or can be downloaded from our website. Applications must be received in hard copy and may only be submitted once the child has passed their ninth birthday. Applications cannot be processed if either the address falls outside the catchment area (see Policy point 1 above) or the application form is received after the closing date for applications. It is the responsibility of the parent(s)/guardian(s) to ensure that their application has been received by the College. For this purpose, if you require an acknowledgement of receipt in College of your application form, please send a SAE with your application form.

#### **3. The Selection Process**

All applicants are invited to attend tests in order for the College to ascertain their academic ability and so ensure that the **full range of ability** is reflected in the final intake population (see Policy point 2 above).

Admissions tests take place on the 2<sup>nd</sup> and 3<sup>rd</sup> Saturday in November of Year 6 and applicants **must** be available in case they are called to attend during either the second or third Saturday that month. Every child's application is then considered by the Principal who makes recommendation to the Board of Governors for the offer of the 240 places funded by the Department for Education. Emails offering these places are sent by the end of January of Year 6 and parents are expected to confirm an agreement with College in relation to major College rules if they are accepting a place.

Acceptance must be received by College on or before the date specified and via the means specified in the offer email. All students not being offered a place receive an email by the end of January and, if the parents still wish their child to be considered if any further vacancy arises, they are asked to request to be placed on the waiting list.

After the date for acceptance has passed, the College may offer any unaccepted places to students on the waiting list. Places will be filled with reference to the ability information obtained through the tests. This means that, for example, the place of a middle ability student will only be offered to a child of similar ability and from a postcode with a similar deprivation index. However, once the academic year has begun, should any space become available, the Principal shall decide to whom the place should be offered, taking into account the waiting list as well as issues such as sibling links, how settled a child might be at their current school and the degree of difficulty a child would have in catching up with work missed.

#### **4. Sibling and Staff Member Links**

Where applicants meet all of the criteria set out above, an additional factor for consideration would be where one has a brother or sister already in the College. It must be clear for all to understand that having a sibling link can never be a guarantee of acceptance.

Priority will be given to children of staff living in the catchment area in either or both of the following circumstances:

1. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
2. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

## **Appeals Procedures**

Should there be clear evidence that the College has not adhered to any particular part of the College Admissions Policy and Procedure outlined above, written appeal by letter or email can be made to the Principal for the decision to be reviewed. Such appeal must be received **within two weeks** of the postmark on the College letter stating that the child has not been offered a place.

The Chairman of the College Board of Governors shall appoint two Board members annually to review any such appeals to establish whether the Admissions Policy and/or Procedure has not been followed to the detriment of any child's application. The Chairman may also seek independent advice from appropriate bodies or experts, such as the Local Authority School Admissions Team or SENCO. This Admissions Appeals Group shall have access to all the relevant information and shall be informed by the Principal and others responsible for the admissions process for the purpose of fully establishing the facts of any case.

Where such clear evidence is forthcoming, the Admissions Appeals Group shall have the authority to decide whether or not the case should be reviewed, and this decision shall be final. The review of appeals

shall take place four weeks after the final date for the receipt of any appeals and the outcome shall be communicated by email to the appellant within one week following the review.

## **Years 12-13 Policy**

### **1. Catchment Area**

There is no catchment area restriction but College must be satisfied that any daily travel distance is reasonable and does not mitigate against full participation in College life and studies.

### **2. Student Ability**

Applicant's performance at GCSE or equivalent will be used to assess suitability for their choice of Sixth Form courses. Entry requirements for each course are detailed within the Sixth Form prospectus.

### **3. Student Age**

Students admitted into Year 12 must be 16 or 17 years of age on 1st September in the year in which they join College.

### **4. Further Determining Factors**

It is also demanded of the College that each successful applicant can satisfy the Principal's judgment that he/she is sufficiently motivated to succeed within the ethos of a College where Christian and technological emphasis are paramount. This determination must also be reflected in the applicant's clear intention to continue their education through two years of the College Sixth Form and in the support demonstrated by his/her parent(s) or guardian(s) to each and all of these factors.

Children who are currently under the care of the local authority (known as 'looked after'), or have previously been in care of the local authority and were subsequently adopted or cared for under a special guardianship order or child arrangement order (known as 'previously looked after') will be given a priority place, provided they meet the general entry criteria for Sixth Form and the entry criteria for selected courses, as detailed in the Sixth Form prospectus.

## **Procedure**

### **1. Application**

External applicants are invited to apply at any stage after they have begun their GCSE courses, usually in Year 11, after which they will be informed whether or not a provisional offer is being made, conditional upon GCSE performance. A variety of information events will be held during the year and informal visits at other times can be arranged by appointment.

Application must be made on the relevant College application form and must bear the signature of both legal guardians, where two exist. Application forms are obtainable on request by sending an A4 SAE to "The Admissions Officer", by calling into the College reception during office hours, or can be downloaded from our website. Applications must be received in hard copy. Supporting letters are encouraged.

### **2. The Selection Process**

The Department for Education has determined that funding for entry into Year 12 is limited to 150 students (subject to annual review). The governing body has set its admission number at a maximum of 15 pupils to Year 12 for external applicants to the Sixth Form.

Optimum course sizes are set at 18, but the Principal reserves the right to extend this to 20 if oversubscribed. In the event more than 20 applicants are eligible for a course, students will be selected on the basis of their GCSE exam performance (highest to lowest).