



Castleward Spencer Academy Admission Arrangements for 2021

If your child was born between 01.09.2016 and 31.08.2017 you will need to use the following process to apply.

Completing the application form and returning it to: Angela O'Brien on the following email address: newschool@satrust.com

Introductory Statement

Castleward Spencer Academy, is a one form entry primary school built within the new housing development of Castleward, in the centre of Derby. The school aims to give children the best possible start to their education through an innovative curriculum and by providing opportunities to explore and investigate. We want our children to be excited by the curriculum and challenged to achieve their full potential. By working closely with our parents and the community our aim for our school is for all to grow and achieve.

Castleward Spencer Academy, will be closely linked to Wyndham Primary Academy, a local outstanding school also within the Spencer Academies Trust. Castleward will also work closely with our four new schools that opened in September 2019, Chellaston Fields and The Mease, Highfields (2020) and Clover Leys (2021)

Admission number(s)

The school has an admission number of 30 for entry in year Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.



Application Process

The school will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other choices of school in addition to a separate application for this school.

Applications for this school should be sent to Angela O'Brien at the following address newschool@satrust.com

The closing date for applications is 15/01/2021

Offers will be made on 01/04/2021. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

Applications forms can be obtained by downloading the form above or calling 08455651870 to request an application form by post.

Oversubscription Criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Highest priority is given to looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Priority will next be given to children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission.
3. Priority will next be given to children living within the normal area at the time of application and admission. A map of the school's normal area is available on the



school's website. Children living on the boundary line will be considered to be living within the normal area.

4. Priority will next be given to siblings of pupils who will already be on the roll of the school at the time of the admission. For the purposes of this criterion, siblings shall include children brought up in the same household
5. Other

Tie break

If in categories 2-4 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. Children from multiple births will both/all be admitted if they meet this criterion.

Late applications

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.



Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested [and the year group in which they wish their child to be allocated a place].

When such a request is made, the academy trust will decide on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the principal and any supporting evidence provided by the parent.

Waiting lists

The school will operate a waiting list for Reception. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Information on how to lodge an appeal can be found [here](#).
The appeals process will be managed by Derby City LA.