

JOHN CABOT ACADEMY ADMISSIONS ARRANGEMENTS 2019 ACADEMIC YEAR

If you wish to apply for a place at John Cabot Academy, you are required to complete your **home Local Authority common application form** on line or by post by 31 October 2018. John Cabot Academy will consider all applications for places. Where fewer applications than the published admission number of 160 are received, John Cabot Academy will offer places to all who have applied. Where the number of applications for admission is greater than 160, we will apply our over subscription criteria and applications will be considered in the order as set out as follows.

- Children with Statements of SEND or an EHC Plan will be allocated places. Parents/Carers of children who fall into this category should contact their child's lead practitioner for information on the application process.
- Places will be allocated to Children in Public Care and previously in Public Care. Children in Public Care are those looked after by a Local Authority within the meaning of Section 22 of the Children Act 1989. Children previously in Public Care are those who were looked after, but ceased to be so because they were adopted, (or became subject to a residence order or special guardianship order). Please refer to the Admissions Policy for full details.
- Siblings. To be considered as a sibling, an applicant must have a sibling currently attending John Cabot Academy in Years 7 to 11. In order for a Year 12 age student at Post 16 within the Cabot Learning Federation (CLF) to be considered as a sibling, they must have completed KS4 at John Cabot Academy and continue to attend the CLF on the date of admission of the applicant. A Year 13 student in the CLF will not be classed as a sibling for admissions. If the number of applicants with a sibling exceeds the number of remaining places available, random allocation would be used to determine the places.
- Remaining places will be allocated by a random allocation process.

(Please note that twins/multiple birth applicants are treated as individuals. As such, this may result in a situation where a place could be offered to one child and not to the other/s.).

We are holding our Open Evening for 2019 entry into Year 7 in September 2018, date to be confirmed.

The Local Authority (LA) common application form must be completed and returned to your home Local Authority by 31st October 2018. The LA will send application data to John Cabot Academy late in November.

Waiting list and late applications

Applicants who complete the admissions process and are not offered a place at John Cabot Academy as their preferred school will normally have the option to be placed on a waiting list. **Late applications will not be considered until all first round offers have been made.**

Applications received by the Local Authority after the closing date will be treated as 'late applications' whatever the reason for such late application and (unless there are exceptional circumstances determined by the Academy) will **not** be considered with on time applications. If places become available after the first round of allocated places, late applications will be considered in accordance with the 2nd round over subscription criteria along with on time applications on the waiting list.

APPEALS PROCEDURE & CONTACT DETAILS

If you complete the admissions process and your child is not offered a place at John Cabot Academy you normally have the right to appeal to an independent panel. This part of the process will be organised on behalf of John Cabot Academy by South Gloucestershire Council Democratic Services. Parents have 20 days after notification of not being offered a place at John Cabot Academy to lodge an appeal. The Appeals process will commence May 2019. Information on how to appeal will be available with the offer of a secondary school place notification made by the local Authority on the 1st March.

For the full Admissions Policy please refer to our website.

Or contact us by the following means

Tel: 0117 976 3000 Fax: 0117 976 0630 Email: info@jca.cabot.ac.uk