



Welland Park
Academy

ADMISSIONS POLICY & PROCEDURES FOR AY 2018/19

Modelled on LA Policy

Approved by Governors: 5.12.16

Review - Annually



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The Governors of Welland Park Academy have agreed this Admissions Policy for admissions September 2018. The policy is modelled on guidance from the Local Authority who are the admissions authority for this academy. The Admission Number (AN) for Welland Park Academy is 210 for September 2018 on a phased basis.



1. Principles

1.1 Welland Park Academy admissions policy should:

- i. Offer clarity regarding legal requirements and statutory guidance.
- ii. Identify different types of provision and associated requirements.
- iii. Seek to encourage partnership and avoid conflict at a local and an authority level.
- iv. Maintain parental rights and ease the process of admission for parents and children.
- v. Aim for one consistent first-time admissions date to mainstream education.
- vi. Ensure that extension of provision is a long-term commitment and not at the expense of other local provision.
- vii. Confirm that funding must not be used for groups of pupils outside the designated age- range:
~ Secondary (all through) 11-16/11-19

1.2 Children's entitlements at the normal round are as follows:

- ~ entitlement to a place in the catchment area school (dependent on the parent applying at the appropriate time),
- ~ entitlement to a place in a preferred school if there is room;
- ~ entitlement to be considered according to the same priority criteria as other children where the preferred school is oversubscribed.

2. Legal Position & Other Requirements: Summary

2.1 Welland Park Academy is its own admitting authority but delegated the processing of school admission applications to the Local Authority. Any changes to this policy or to our arrangement must follow a prescribed process as detailed in the national school admissions codes 2014 requiring a minimum 6 week consultation period between October and end of January. Parents and local groups with an interest in the local area must be consulted.

Consultation need only take place every seven years unless arrangements are not the same as in the previous consultation

2.2 The Local Authority is required to coordinate admissions for all residents in its area. To this purpose it must have an approved scheme for coordination.*

* Co-ordination includes first-time admission, secondary transfer and mid-term (in-year) admissions.

2.3 The Welland Park Academy Governing Body is responsible to run a consultation once every seven years, even if there is no change (before publication of admission arrangements).

2.4 The Local Authority has a duty to provide school places for all pupils resident in its area. Leicestershire achieves this by giving high priority to catchment area children, and by allowing parental preference wherever possible.

2.5 Parents have a right to express a preference for a school place, including where the child has an Education, Health & Care Plan. Parents must ensure suitable full-time education for their children by attendance at school or otherwise; they are not obliged to do this before the child has reached compulsory school age.

2.6 Welland Park Academy has an Admission Number (AN) of 210 for Year 7 2018. If this number needs to be altered, in some cases statutory notices must be published to allow interested parties to make representations.



2.7 The Local Authority or school cannot argue that a child should not be admitted unless the admission would prejudice the efficient use of resources or efficient education: this normally means that the Admission Number (AN) must have been reached.

2.8 Welland Park Academy must agree spare places in schools according to objective and published priority criteria. The Greenwich Judgement means that children from other Authorities must be treated in the same way as Leicestershire children. The Rotherham Judgement disallows priority being given to parents who do not express a preference over those who do.

2.9 Parents whose preferences are refused have a right to appeal to an Independent Appeal Committee whose decision is binding, except for children with Education, Health & Care Plans whose parents can appeal to the Special Educational Needs Tribunal. Pupils admitted following appeal to Welland Park Academy will have their admission confirmed by the Local Authority (this is because the Welland Park Academy has delegated its appeals duties to the Local Authority and will, in effect, admit the pupil in these circumstances).

3. Welland Park Academy Admissions

3.1 The Local Authority confirms school places on behalf of the Welland Park Academy to pupils, whether the child lives in the catchment area or otherwise. For any admission or transfer the parent must complete the Local Authority's online Common Application Form (paper forms are available on request). The School Admissions Service will need to check for factors such as exclusions or Education, Health & Care Plan, and will endeavour to process applications promptly. No child should be admitted without an offer from the Local Authority where you live.

3.2 Schools receive lists of pupils expected to transfer in advance of admission.

3.3 All requests, in-catchment and out-catchment, must be referred to the School Admissions Service.

3.4 Places will normally be allocated up to the Admission Number (AN), but for exceptions see the section on exceeding the AN.

3.5 Pupils admitted following appeal would have their admission confirmed by the Local Authority (the Local Authority having been directed, in effect, to admit the pupil in these circumstances).

4. In-Year (mid-term) Transfers (all year groups)

4.1 All mid-term transfer requests (in-catchment included) will be co-ordinated through the School Admissions Service for approval before admission takes place.

4.2 Before applying parents are encouraged to arrange to visit the school they wish to apply for after which the parent should complete the Local Authority's online Common Application Form (paper forms are available on request).

4.3 The aim, wherever possible, is to always process mid-term applications within 10-15 working days (5 days if child is indicated as in care or previously in care). Delays may occur where further evidence or proof is required i.e. proof of house purchase, tenancy agreement, fair access information for complex or out of authority applications etc.

4.4 Where the mid-term application is made through the Local Authority the decision letter will either offer the place or refuse the place because the school is full. A refusal letter will also explain to the parent their right to appeal, and how they should do this.



5. Parental Preferences & Criteria used for Prioritising Admissions to Schools

5.1 Application forms for school places allow parents to express up to three preferences for school places. Parents should rank their preferences, so that if more than one preference can be agreed the one which the parent wants most is offered. However, the Local Authority considers all preferences to have equal value, e.g. one parent's first preference and another parent's second or third preference are to be considered equally against the admissions criteria. Requests to Welland Park Academy are prioritised according to the admissions criteria below. Late applications receive the lowest priority, i.e. they are only considered after all other applications which were received on time, unless there is a significant reason for lateness (see separate section on late requests).

6. Priority Criteria for Entry Autumn 2018 Admissions and Mid-term Applications during 2018/2019 Academic Year

6.1 For all children whose Education, Health & Care Plan (EHCP) names a school, they must be admitted regardless of the criteria below. If there are too many requests, priority will be given to children, whose parents applied on time, in the following order (see note i below):-

1st	Children who are in public care and those children who were previously looked after children. <i>(See note ii.)</i>
2nd	Pupils who live in the catchment area. <i>(See note iii.)</i>
3rd	Pupils who will have an older brother or sister attending the same school at the same time. <i>(See notes iv and v.)</i>
4th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application.) <i>(See note vi.)</i>
5th	Pupils who will have attended a feeder school for at least two years before the time of transfer. <i>(See note vii)</i>
6th	Pupils living nearest to the school measured in a straight line distance (home to school front gate). <i>(See note ix.)</i>

Notes:

i. Combinations of the above criteria are used where appropriate, in priority order.

ii. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order Section 19 or special guardianship order).

iii. The child's place of residence is taken to be the parental home. Living in the catchment area does not guarantee you a place at your catchment school.

iv. Regarding brothers or sisters who will be of sixth form age, these are counted as brother/sister connections for criteria 3 or 6 above.



v. If criterion 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:-

- Crown Servants
- Children subject to Child Protection Plans
- Hard to Place children – who fall under the Fair Access Protocol
- Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional)
- A child for who transfer to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child having attended the present school for at least a year.)

Each case will be assessed on its individual merits.

vi. For criterion 5 above, the child must have been enrolled at the feeder school on or before the start date of the Autumn Term two years before transfer.

ix. For criterion 6 above, measurement of distance is in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Geocoding). Where there is equal distance then lots will be drawn, supervised by an independent officer.

7. Exceeding the Admission Number (AN)

7.1 Subject to paragraph 13.28 and 13.29, at the time of first-time admission, secondary transfers as well as mid-year transfers (i.e. in-catchment movement outside the normal round), if there are more requests for in-catchment children than the admission number (AN), the AN will be exceeded to accommodate the catchment area children.

7.2 In normal circumstances, the AN will not be exceeded in any one year group by the admission of out-of-catchment pupils. If there are more out-of-catchment requests than places available within AN, places will be allocated up to AN according to the priority criteria, with any outstanding requests normally refused.

7.3 Parents whose requests are refused have a right to appeal to an Independent Appeal Committee whose decisions can override local policy. (**NB:** In the case of parents whose children have an Education, Health & Care Plan, the appeal is to the Special Educational Needs Tribunal.)

7.4 It may be that in exceptional circumstances a school requests admitting out-of-catchment pupils above AN or the Local Authority asks a school to exceed its AN. These situations should be viewed as exceptional and not as precedents for subsequent years or for other schools.

Exceptional circumstances might be:

- (a) the admission of children who would have siblings in the school
- (b) if admission assists the Local Authority in fulfilling its responsibilities for the overall provision of places, within the context of efficient use of resources;
- (c) children in public care;
- (d) "Hard to Place" children whose cases fall within the Fair Access protocol.



7.5 If an exceptional request to exceed the AN is made to Welland Park Academy the governing body shall make the final decision.

(a) Parents' requests must still be referred to Welland Park Academy.

7.6 At transfer phase Welland Park Academy may apply to exceed the Admission Number on a 'one off occasion'. However a one off increase of more than 26-30 students may require a formal consultation to expand under significant enlargement rules to the EFA. Part of the assessment process will be for the Welland Park Academy to satisfy the LA, the EFA and neighbouring schools ill not negatively be impacted.

8. Co-ordinated Schemes

8.1 In accordance with the School Admissions Codes, Leicestershire must operate two statutory co-ordinated processes for the purpose of:

~ transferring to secondary school (statutory).

Leicestershire County Council will, however, in the best interest of the parent continue to co- ordinate:

~ mid-term (in-year) transfers on behalf of Welland Park Academy

8.2 For Leicestershire residents the School Admissions Service will act as the parent's agent when applying for a school place regardless of whether the school is in Leicestershire, in another Local Authority or is its own admitting authority. If applying from outside the authority you are encouraged to apply via the authority in which you live. If your move to Leicestershire is imminent, or the home authority do not operate a co-ordinated mid-term transfer process, then you should apply through Leicestershire's online system.

For a detailed breakdown of each process, please refer to relevant Co-Ordinated Scheme.

9. Miscellaneous

Children Who Are in Care or Were Previously in Care and Now Adopted

9.1 Children in care of a Local Authority and those children who were previously looked after children, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) are considered under high priority in Leicestershire.

9.2 In such circumstance confirmation must be sought from the last local authority that placed the child in care.

9.3 To be considered as '*in care or previously in care*', Welland Park Academy does not stipulate a minimum length of time the child is or has been in care.

Catchment Area Definition and How to Find Out About Welland Park Academy's Catchment Area

9.4 Welland Park Academy has its own catchment area. The child's full HOME ADDRESS determines the school where you would be given catchment PRIORITY admission.

If you are unclear in which catchment area your home address falls please contact the LA's Customer Service Centre in the first instance – (0116) 305 6684, who will be able to inform you in which school catchment your address falls. In addition you will also find in the primary and secondary '*Your Guide to Education*' booklets district maps that outline in general the schools located within the district you live.



Parental Proof of Residence

9.5 When, after reasonable enquiry, a school is unclear about a family address, the matter must be referred to the School Admissions Service to acquire proof of home address before a place can be offered.

9.6 The School Admissions Service will need to seek evidence of residence from parents where the matter is unclear.

Over-subscription Lists

9.7 Welland Park Academy in conjunction with the local authority will maintain an over-subscription list. The list is maintained from completion of the decision-making process for secondary transfer cycles to the end of the Autumn Term only. (This waiting list is ranked in the same order as the published oversubscription criteria and not by date of application.) Welland Park Academy do not hold over-subscription lists for mid-term transfers.

Tiebreak

9.8 In instances where more than one child has an equal weighting in accordance with our priority criteria, the tiebreaker used is measurement of distance in a straight line from the centre point of the property to the school's main designated front gate, with whoever is closer being offered the school place. Where there is equal distance then lots will be drawn supervised by an independent officer.

Children Who Move Out of the Catchment Area

9.9 A child who has started attending and whose place of residence changes to an out-of catchment address is entitled to retain his/her place in the school and should not be asked to leave or have their name deleted from the register.

9.10 Such an entitlement does not hold if the child changes phase of education in which case entitlement to a place is according to the new address.

9.11 If there are queries about transport in these situations, refer to the Customer Service Centre (E&T).

Excluded or Potentially Disruptive Pupils

9.12 Welland Park Academy does not allow the refusal of admission because the pupil may disrupt the education of other pupils, but will consider exceptions according to the School Admissions Code. The School Admissions Code allows the refusal of places for children with "challenging behaviour" only for those schools able to demonstrate particularly high proportion of children with challenging behaviour or previously excluded children. In such circumstances the governors must refer the case to the Fair Access Protocol.

9.13 Welland Park Academy is not able to refuse admission where such a pupil lives in the catchment area and the parent has applied properly, or where there is a place available within the AN. Welland Park Academy expects pupils excluded from a previous school to be admitted automatically to the catchment area school at normal age of transfer to the next phase of education (dependent on the parent making proper application), unless the parent prefers another school in which case a place will be allocated if there is room.

9.14 There is no obligation to comply with a parental preference for a child who has been permanently excluded from two or more schools, for a period of two years following the latest exclusion.



It is possible that a child may receive a second permanent exclusion just before he or she is due to transfer school (e.g. from high or upper school). In these circumstances the Local Authority will expect the receiving school to admit the child, if the child's second permanent exclusion is issued after a transfer allocation has been notified to the parent, but before the actual transfer to the new school.

9.15 A permanently excluded pupil will not be removed from the school register until any exclusion appeal is complete or until the time limit for notification of appeal has passed.

9.16 Pupils with special educational needs but no Education, Health & Care Plan (EHCP) are dealt with through normal admissions policy, and schools cannot refuse to admit a pupil because he/she does not have an EHCP or is being assessed for a Statement.

9.17 All governing bodies are required by section 324 of the Education Act 1996 to admit to a school a child with an Education, Health & Care Plan that names the school. This is not an oversubscription criterion and schools must admit children with EHCPs whether they have places or not.

Children from Overseas

9.18 The wording of the School Admissions Code applies.

Late Requests, Appeals (including class size appeals), Further Appeals and Errors

9.19 Late requests for school places, e.g. those received after a closing date, will be considered on their merits, but generally will have the lowest priority of all requests, even when the parents are requesting the catchment area school. This means that it is probable that a late request will not be allowed if the school is oversubscribed and there is no clear and significant reason (supported with documentary evidence) that it was beyond the parent's control for not applying at the appropriate time e.g. parent ill for some time or family returning from abroad.

9.20 Appellants do not have the right to a second appeal in respect of the same school for the same academic year unless, it can be demonstrated that there has been a significant exceptional or material change in circumstances of the parent, child or school. Examples being:

- change of address;
- it has been agreed that there were procedural faults in the original appeal;
- new significant evidence has come to light;
- medical reasons (apart from medical attention for distress or anxiety as a result of unsuccessful appeals);
- significant change to the school has come to light.

(This is not a finite list; each case will be considered on its merits by the lead admissions or appeals officer)

9.21 Where the local authority or Welland Park Academy has made an error in any aspect of processing school application, and it has been established that had the error not occurred it would have resulted in the applicant legitimately securing a school place, Welland Park Academy will honour the applicant a school place, even if the school is full.



9.22 Where it has been determined the error was made by the applicant the admitting authority will not be held responsible, i.e. an incorrect date of birth, failure to mention sibling(s), failure to provide supporting evidence etc.

Arrivals in Catchment and Late Applications

9.23 Catchment requests for all students that move into a school's catchment area will be agreed (subject to proof of residence) as a priority even if the school is oversubscribed if there are no other school(s) with places within a 'reasonable distance' (where reasonable distance from home to school is shortest walking route, 2 miles for primary and 3 miles for secondary) (all distances to be measured by the shortest walking route using an electronic mapping tool - MapInfo). A route is available if it is a route along which a child, accompanied as necessary, can walk with reasonable safety to school. However, where the application is submitted and agreed within 90 days of the house move, the maximum period the priority will be afforded to take up the offer and start at the school is by half a school term from the point the application was received. Applications will be regarded as late if the application is made after 90 days of the family's house move.

9.24 To enable the admitting authority to overfill the local school on the basis of taking up residency in the catchment area the parent/carer must have applied within 90 (calendar) days of the date the family moved into the school's catchment area (*mid-term conditions proof of residency must be met*).

9.25 Once the admitting authority is satisfied the application for a school place was made within 90 days of the date the family moved into the house the Local Authority will, on behalf of Welland Park Academy, aim to offer a place if there is no alternative school with space available in the relevant year group within 3 miles (secondary) of the home address (subject to proof of residence).

9.26 If a parent has not taken up an offer of a school place within 20 (school) days of the offer date, a reminder will be sent, parents will be afforded a further 2 (school) weeks to take up the school place. If a place is not taken up with 7 days of the reminder letter, the offer of a school place may be withdrawn.

Acceptance or Refusal of Offers; Withdrawal of Places or of Offers of Places

9.27 In the normal admissions round (i.e. when offers are made for first-time admissions national offer date 16th April or when offers for secondary transfers are made on national offer date of 1st March), it will be assumed by the School Admissions Service that the offer is accepted unless it is refused. Once the academic year begins the school place should be taken up within 20 school days. For mid-term applications (outside the normal round) the offer must be taken up within 20 school days from the offer date. If not the School Admissions Service will afford the parent a reasonable time (the regulations state 2 weeks) plus additional 7 days for a reminder, to accept the offered place. If no acceptance is received the offered place may be withdrawn. In addition the Local Authority reserves the right to withdraw a school place, or an offer of a place where the place has been obtained by false or misleading information, for example an incorrect address or date of birth. Schools should be vigilant about such matters. It may be appropriate for primary schools especially to ask for a sight of the child's short birth certificate before admission.

9.28 Offers of places are also withdrawn if they were based on an address and the parent's address changes before the child is admitted. For example, if a child was offered a catchment area place and the family moves out-of-catchment before admission takes place, the offer of the place may be withdrawn.

Home-School Agreements

9.29 The School Standards & Framework Act does not allow signing a home-school agreement to be a condition for admission.



Deleting a Child's Name from the Register

9.30 The Education Pupil Registration Regulations describe the circumstances in which a child's name can be deleted from a school's register. In normal circumstances it is not reasonable to delete a child's name from the school's register until it is confirmed that he/she is receiving education elsewhere. In unclear cases, please seek advice from School Admissions and Pupil Services.

Changes of Address

9.31 Principles:

- (a) Residence in the catchment area is necessary to be given highest priority for a school place when applying, subject to availability.
- (b) Where a school is over-subscribed or a family move into catchment after a published closing date for submission of applications, the School Admissions Service should seek to clarify parents' claims of change of address.
- (c) Generally, only one address is recognised for each family, and only one family for each address.
- (d) Places, or offers of places, may be withdrawn if they were based on incorrect information from the parents or their representatives.
- (e) Each case is considered on its facts.

9.32 When a family moves, the Local Authority will aim to offer a place in their new catchment area school on request for schools adhering to this policy (dependent on: proof of residence see verification of address below).

9.33 What is generally not accepted when allocating places in over-subscribed schools:

- (a) purchase of a second property by a family, while the first property is retained;
- (b) rented accommodation, while a previous property is retained;
- (c) offers or exchange of contracts on intended purchases or sales of properties;
- (d) informal accommodation arrangements with friends or relatives.

9.34 Exceptional circumstances:

The School Admissions Service on behalf of Welland Park Academy will always give serious consideration to any exceptional situations, such as where a family has been forced by circumstance to move into temporary accommodation, having lost their previous residence, or where there is a long-term separation between the parents and the child spends time in the week at two separate parents' addresses.

9.35 Verification of address:

- (a) Parents' written confirmation and declarations will be sought regarding important information. Parents will be asked to verify in writing that they are residing at the address claimed and intend to remain in the catchment area. Places will be withdrawn if such declarations are subsequently found to be incorrect or not honoured and the school is oversubscribed.
- (b) Documentary evidence such as Council Tax payment or Child Benefit letter information will be sought.



(c) Claims of new residence in a school's catchment area will be judged on circumstances and the documents provided; completion of both sale and purchase, where relevant, are normally necessary before a place is allocated.

(d) Officers may be authorised to visit addresses to clarify whether families are living at the addresses claimed. Such visits will be undertaken in a reasonable fashion, by officers carrying appropriate identification.

Significant Change of Circumstance

9.36 The School Admissions Service on behalf of Welland Park Academy considers fresh information in support of a parental preference for a school place, even if it is received at a late stage in the admissions process. In normal circumstance there will be no difficulty in meeting the parent's preference if all the school places have not been allocated.

9.37 Where places have all been allocated, the School Admissions Service will be unable to offer a place, but may give higher priority to the parent's request if a place subsequently becomes available, according to the family's circumstances, in accordance with the priority criteria.

9.38 Verification, e.g. from professional persons or bodies, may be sought from the parent to confirm a change of circumstances. In such circumstance it remains the parent's duty to gather and provide the evidence.

Children with Split Residence

9.39 Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the local authority is the one where the child lives for the majority of the school week. Where it is claimed that the weekly residence arrangement varies, both addresses will be valid, and in some cases the child will have two catchment area schools. These definitions depend on the written declaration of both parents, and if the claimed residence arrangement is found to be false, the child's place at the allocated school may be withdrawn even if the child has started attending.

Children of UK Services Personnel and other Crown Servants

9.40 Such children must be allocated a place in advance, dependent on an official government letter declaring a relocation date and intended address, if the applicant would meet the criteria on relocation.

A Unit postal address must be accepted, or if appropriate a "quartering area" address in the absence of a new home postal address.