

ADMISSIONS POLICY & PROCEDURES FOR AY 2019/20

Modelled on LA Policy

Approved by Governors: 6th February 2018

Review - Annually



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The Governors of Welland Park Academy have agreed this Admissions Policy for admissions September 2019. The Admission Number (PAN) for Welland Park Academy is 210 for September 2019.



1. Legal Position & Other Requirements: Summary

1.1 Welland Park Academy is its own admitting authority. The processing of school admission applications is delegated 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 Code 2014.

1.2 Welland Park Academy has an Admission Number (PAN) of 210 for Year 7 2019.

1.3 Parents whose preferences are refused have a right to appeal to an Independent Appeal Panel whose decision is binding, except for children with Education, Health & Care Plans whose parents can appeal to the Special Educational Needs Tribunal.

2. Welland Park Academy Admissions

2.1 Through the co-ordinated scheme, the Local Authority confirms the allocation of 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.

2.2 Places will normally be allocated up to the PAN. The school will not exceed the PAN or overfill **with in catchment movement**.

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

3.1 All mid-term transfer requests (in-catchment included) will be co-ordinated through the LA School Admissions Service.

3.2 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).

3.3 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.

3.4 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.

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

4.1 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 all preferences 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 are only considered after all other applications which were received on time, unless there is a significant reason for lateness.



5. Priority Criteria for Entry Autumn 2019 Admissions and Mid-term Applications during 2019/2020 Academic Year

5.1 All children whose Education, Health & Care Plan (EHCP) names the school; are successful in an appeal or are allocated a place under the Fair Access Protocol must be admitted regardless of PAN and the criteria below.

If the school is oversubscribed, priority will be given to children whose parents applied on time, in the following order.

1st	Children who are in public care and those children who were previously looked after children. (See 5.2)
2nd	Pupils who live in the catchment area. (See 5.3-5.5)
3rd	Pupils who will have an older brother or sister attending the same school at the same time.
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.) (See 5.6-5.7)
5th	Pupils who will have attended a feeder school for at least two years before the time of transfer. (See 5.8)
6th	Pupils living nearest to the school measured in a straight line distance (home to school front gate). (See 5.9)

5.2 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 child arrangement order or special guardianship order). Children who were previously looked after outside of England will be considered on a case by case basis.

5.3 The child's place of residence is the primary address of the parents. Where a child lives for part of the week with one parent and for part of the week with the other parent, the primary address is the one where the child lives for the majority of the school week. If a residence arrangement is found to be false or misleading, the child's place at the allocated school may be withdrawn even if the child has started attending.

5.4 The following circumstances are not deemed to constitute a primary address

- 5.4.1 purchase of a second property by a family, while the first property is retained;
- 5.4.2 rented accommodation, while a previous property is retained;
- 5.4.3 offers or exchange of contracts on intended purchases or sales of properties;
- 5.4.4 informal accommodation arrangements with friends or relatives.

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



5.6 The following circumstances are solely considered by the school to constitute exceptional social and domestic needs

- 5.6.1** Children of Crown Servants. An official government letter declaring a relocation date and intended address will be required. A unit postal address will be accepted, or if appropriate a “quartering area” address in the absence of a new home postal address.
- 5.6.2** Children subject to Child Protection Plans
- 5.6.3** Children of parents suffering from domestic violence

5.7 Documentary evidence must be provided in support of a serious medical condition or an exceptional social or domestic need. Any documentary evidence must be produced by a professional and is subject to challenge if the school requires.

5.8 The child must have been enrolled at the feeder school on or before the start date of the Autumn Term two years before transfer. Welland Park Academy’s feeder schools are:

- 5.8.1 Little Bowden, Farndon Fields, St Joseph’s, Lubenham, Great Bowden, Ridgeway, Meadowdale, Foxton, Church Langton and Market Harborough Church of England.

5.9 Measurement of distance is calculated in a straight line from the centre point of the property to the school’s main designated front gate, using a computerised mapping system. Where there is equal distance separating two students, lots will be drawn supervised by an independent officer.

6. Appeals

6.1 Parents whose requests are refused have a right to appeal to an Independent Appeal Panel whose decisions can reverse the initial school decision. In the case of parents whose children have an Education, Health & Care Plan, the appeal is to the Special Educational Needs Tribunal.

7. Transfers

7.1 If applying from outside the local authority you must to apply via the local 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.

8. Waiting List

8.1 Welland Park Academy in conjunction with the local authority will maintain a waiting list. The list is maintained from completion of the decision-making process for secondary transfer cycles to the end of the Autumn Term only. Welland Park Academy do not hold waiting lists for mid-term transfers.

8.2 Where applications are equal under the criteria in part 5, lots will be drawn supervised by an independent officer.



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

9.1 In the normal admissions round 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 must be taken up within 20 school days. For mid-term applications the offer must be taken up within 20 school days from the offer date.

The School Admissions Service will afford the parent 10 working days plus an additional 5 working days for a reminder to accept the offered place. If no acceptance is received the offered place will be withdrawn.

The school 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.

Offers of places may be withdrawn if they are based on a parent's address that changes before the child is admitted.