



Admissions Policy

Author: Joe Cowell
Headteacher

Date Ratified by Governors: December 2012

Date of Review: December 2019

Admissions Policy

1. Policy Statement

Wollaston School is an inclusive school. Students will be admitted at the age of eleven without reference to general ability or aptitude. We aim to have a fair and equitable admissions policy and take responsibility for provision within the community as part of the local behaviour and attendance partnership. On occasions, as a result of the policy of the local authority (LA) and government statutory guidance, the school will admit students above the agreed published admissions number (PAN).

2. Aims of the Policy

We wish to:

- 2.1 Establish an open, transparent and fair approach to admissions.
- 2.2 Ensure a warm and supportive welcome for new arrivals.
- 2.3 Participate within the local behaviour and attendance partnership to the benefit of local children and young people.
- 2.4 Establish good relationships with parents and carers.

3. Procedure

This policy has been adopted by the governing body of the school. The governing body is the admissions authority and is responsible for determining the school's admissions policy. The deadline for admissions in September 2012 will be 31st October 2011. Applications will need to be submitted to the LA by that date. Late applications will be considered after all on-time applications have been fully processed. For the main admissions round, all on-time preferences will be considered at the same time and ranked according to the admissions criteria.

4. Admissions Criteria

This is an extract from our Published Admissions Criteria as advertised in the Parent Booklet.

As a secondary school serving both urban and rural areas, places will be allocated to pupils who have a statement of SEN that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

- i) Children in public care (looked after children)
- ii) Pupils who live in the designated villages i.e. Bozeat, Brafield-on-the-Green, Castle Ashby, Chadstone, Cogenhoe, Denton, Easton Maudit, Great Houghton, Grendon, Irchester, Little Houghton, Strixton, Wollaston, Yardley Hastings, Whiston.

iii) Pupils who will have an older brother or sister continuing at Wollaston School in September 2012.

iv) Pupils attending Wollaston School's designated contributory Primary Schools ie Bozeat, Cogenhoe, Denton, Grendon, Irchester, Little Houghton, Wollaston, Yardley Hastings on 1st November 2011 and continuing in attendance until the formal offer of places is made.

v) Pupils who live in Wellingborough and the designated surrounding villages and contributory parishes for Wellingborough: Earls Barton, Ecton, Finedon Sidings (Furnace Lane), Great Doddington, Great Harrowden, Hardwick, Little Harrowden, Little Irchester, Mears Ashby, Orlingbury, Wilby.

vi) Other pupils.

Distance Tiebreaker

If the admission number is exceeded within criterion (ii) priority will be given to those who live furthest from the nearest alternative school. If the admission number is exceeded within any other criterion priority will be given to those who live closest to the school.

5. Over-Subscription

Where the admissions limit is reached, prospective pupils will be placed on a waiting list, at the request of the parent, by completion of the appropriate form and submitting it to the LA. If places become available they will be allocated according to the published admissions criteria. At the end of the summer term the waiting list will be reviewed and parents will be asked if they wish their child's name to be kept on the list for the following school year. Placing a child on a waiting list does not affect the statutory right of appeal.

6. Admission Arrangements

6.1 The School Admissions (Co-ordination of Admission Arrangements) Regulations 2007 require local authorities to have a scheme covering every maintained school (but not special schools) in its area. The purpose of a co-ordinated scheme is to establish mechanisms for ensuring, as far as reasonably practical, that every parent of a child living within the LA who has applied for a school place in the normal admission round receives an offer of one, and only one, school place on the same day.

6.2 Parents must complete the online application or paper common admissions form and return it to the local authority. The online application form or paper common application form must allow parents to apply for any secondary or upper school, and to give reasons for their preferences. If parents apply directly to a school, the governing body must inform the local authority. All applications are co-ordinated by the county council.

6.3 Parents resident in one local authority who wish to apply for a place at a secondary or upper school maintained by another local authority must apply through the common application form (or online application form) for the local authority in which they live (their home local authority).

- 6.4 Local authorities and admission authorities in the area must exchange information on applications made and potential offers by the dates specified in the scheme. A maintaining local authority must inform the home local authority if it intends to offer a place at one of its schools to a parent living in a different local authority area. Local authorities should exchange information on applications across their borders and seek to eliminate multiple offers across local authority borders wherever possible.

7. Unsuccessful Applications

The LA will advise parents of their right to appeal to an independent panel.

8. In-Year School Places

The 'in year' application process is for children requiring a school place during the academic year, rather than at the usual transfer time into a school (starting primary school, moving to secondary school etc). From September 2010, it became a statutory requirement that applications are made through the local authority in which the family reside, or are moving to, and not to the school direct.

- 8.1 If you **live or are moving into Northamptonshire**, you must apply through Northamptonshire County Council for an 'in year' school place. The Admissions Team will co-ordinate the application process and advise parents, by letter, of the outcome of their application. The LA will require a confirmed address and moving date before they can process the application.
- 8.2 If you **live outside of Northamptonshire and are not moving**, but wish to make an application to our school, you must apply to your home local authority. They will co-ordinate your application and contact other councils as required.
- 8.3 If you **are moving out of Northamptonshire**, you must apply to the local authority to which you are moving to request a school place for your child. They may require a confirmed address and moving date before they can process the application.
- 8.4 If a child has a statutory statement of special educational needs please contact the Admissions Team for information on how to apply, as there is a different process for these applications.
- 8.5 If you **are requesting an alternative school place, but not moving**, you must complete the In-Year School Admissions Application form (**Appendix A**) and take this to the school your child currently attends for the head teacher (or head of year/learning manager) to complete the school section on the form. Failure to do this may result in a delay in processing an application. Please contact the Admissions Team at the Local Authority if you have any difficulties in completing this. Your application will, where possible, be processed close to the date the school place is required from. Once a school place has been offered the child should start attending the school within 10 school days.
- 8.6 Only one application can be made in any one academic year for any one school.
- 8.7 If there is a significant change in the circumstances of either the school, parent or child a second application may be considered by the county council. If you consider there has been a

significant change, in the first instance you must write to the Admissions Team with your reasons.

9. In-year Fair Access Placements

The local authority must ensure that all pupils are placed in schools as quickly as possible. Sometimes it is necessary for a pupil to be placed by the LA above the school's published admission number.

10. Has This Policy Been Successful?

The following questions will be asked by the reviewing group to ascertain the success of the policy:

- How many complaints have there been about admissions?
- How many complaints have been upheld?
- Do parents express satisfaction with the policy in the annual parents' survey?

11. Policy Review

This policy is due for review during December 2019.

Signed: _____
(Chair of Governors)

Date: _____

Signed: _____
(Headteacher)

Date: _____

In Year School Admission Request

Section one – Important information

This form should be used for all pupils who require an in year school place. This may be due to a house move or to request an alternative school place. If the child has a statutory statement of special needs please contact the Admissions Team for information on how to apply.

Before you apply

Please read the important information below before completing the application form. If you need any help with your application, contact the Admissions Team.

- Applications for in year school places must be made through the home local authority in which you live, or are moving to, even if you are requesting a place at a school outside of your area. Schools cannot offer places direct.
- The school place must be required within 2 months of the application date. Applications outside of this time scale will not be processed. School places cannot be reserved and we therefore process and allocate places, where possible, close to the date the school place is required. Once a school place has been offered the child should start attending the school within 10 school days otherwise the place may be withdrawn.
- We are unable to consider applications until you have a confirmed moving date. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a copy of your signed rental agreement may be required to support your application. Please include this with your application if possible to enable us to process your application.
- Children must be resident within the country before an application can be made. If your application is due to a move into the UK, documentary evidence to support your application will be required. A copy of the child benefit letter and medical card are normally acceptable, along with a copy of your rental agreement or exchange of contracts letter. Please send copies with your application. The county council reserves the right to seek further documentary evidence as it feels appropriate.
- Parents can state up to 3 preferences on their application form. If we are unable to offer a place at any of your preferences, a place will be allocated at the school nearest to your home address with availability. Only one application can be made each school year for one particular school.
- Some schools may require you to complete additional forms to enable them to apply their criteria i.e. Faith Schools. See our website or contact the Admissions Team for further information.
- Special conditions apply for UK Service and Crown Personnel. Contact the Admissions Team for further details.

School Section

If the child is currently attending a Northamptonshire school and your request is not due to a house move, the school section of the form is to be completed by the outgoing school. Failure to do this may result in a delay in processing your application. Please contact the Admissions Team if you have any difficulties in completing this.

Waiting Lists

If we are unable to offer a place at your preferred school/s, please indicate on the form if you would like to add the child's name to the waiting list for a Community or Voluntary Controlled school. Waiting lists for these schools are maintained by the Admissions Team and remain valid until the end of the academic year (August). You must contact us in writing or via email from the beginning of September if you wish to renew your interest for the next academic year. For Academies, Foundation, Trust and Voluntary Aided schools you will need to contact the school direct to discuss their waiting list policy.

Section two – Child details

***Indicates a mandatory field. Failure to complete these may result in a delay with your application. Please complete using block capital letters.**

Child's first name*

Child's legal surname*

Child's preferred surname

Gender

Male

Female

Date of birth*

/ /

Academic Year Group

Language spoken at home

Child's current address*

Post code*

Child's new address (if applicable)

Post code

Section three – Preferred schools

You can express preferences for up to three schools. We recommend that you use all 3 preferences.

School name (in order of preference)	If unavailable, would you like to be put on the waiting list?	Do you already have an older child attending the school?
1	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
2	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
3	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Date place required from*	<input type="text"/> / <input type="text"/> / <input type="text"/>	

Section four – Parent/carer details

The child's home address will be regarded as the address of the parent(s) (or guardian) with parental responsibility with whom they normally reside.

Parent or Guardian's name*

Relationship to child*

Contact telephone number*

Mobile number

Your email address

I give consent for all correspondence to be sent to the email address above. Yes

Section five – Additional information

Current or previous school*	<input type="text"/>	
Is your application due to a change of address?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date of moving/proposed move to above address	<input type="text" value=" / /"/>	
Does the child have a Statement of Special Educational Needs or are they undergoing statutory assessment?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the child registered disabled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the child in the care of a Local Authority?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the Education Welfare Service been involved with the family?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the child subject to a court order or known to another agency? (i.e. BACIN, Social Services)?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the child attend school regularly?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the child ever been excluded?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the child a Refugee or a Asylum Seeker?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Religion (if applying for a faith school)	<input type="text"/>	
Will you be filling in another application form for additional children within the same family?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, how many?	<input type="text"/>	
<p>Please give reasons</p> <p>Please add any information you would like us to know before we look for a suitable school place for the child. Include details of any siblings currently attending any of your preferred schools, reasons for leaving previous school, disabilities etc.</p>		
<input type="text"/>		

Section six – Declaration*

I certify that I am the person with parental responsibility for the child and that the information given is true and correct. I confirm that I have read the information in Section one and understand that the Admissions Team may need to share the information provided with other professionals within the county council relating to education. I understand that the council may contact the child's current school for information which may include attendance and exclusions data.

Signed*	<input type="text"/>
Print name*	<input type="text"/>
Date*	<input type="text" value=" / /"/>
Relationship to child*	<input type="text"/>

Please ensure you attach documentary evidence as requested in section one and ask the outgoing school to complete the school section, if applicable. Failure to do this may delay your application.