

# Admissions policy

## Wollaston School



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### 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

### 3. Definitions

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or

- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

### **Siblings**

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion. For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

### **Multiple Birth Groups:**

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the other children in the group will also be offered places, even if it means exceeding the Published Admission number.

In the case of siblings (see definition above) in the same year group, where there is only one place remaining which is to be offered to one sibling, the other too will be offered a place.

### **Home Address (Child's):**

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (31 October).

When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is;

- owned by the child's parent(s)/carer(s) or
- leased to or rented by the child's parent(s)/carer(s) under a lease or written rental agreement of not less than six months' duration.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

#### **4. How to apply for a school place in the Normal Admissions Round**

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry (Year 7), using the common application form provided by their home local authority.

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will be sent an offer of a school place directly from your local authority on National Offer Day (1 March or the next working day).

To apply for a place through Northamptonshire County Council, please visit [www.northamptonshire.gov.uk/schooladmissions](http://www.northamptonshire.gov.uk/schooladmissions)

#### **5. Requests for admissions outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group.

Please contact the headteacher if you would like the admission authority to consider a request.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission

arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **6. Allocation of places**

### **6.1 Published Admission Number (PAN)**

The school has an agreed PAN of 240 children for entry in Year 7.

Places will be allocated to children who have an Education, Health and Care (EHC) plan that names the school as appropriate provision.

If the school is not oversubscribed, all applicants will be offered a place.

### **6.2 Oversubscription criteria**

When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and previously looked after children
2. Children who attend Bozeat Community Primary School and Irchester Community Primary School (schools of the Nene Valley Partnership)
3. Children who live in the designated villages ie. Bozeat, Brafield-on-the-Green, Castle Ashby, Chadstone, Cogenhoe, Denton, Easton Maudit, Great Houghton, Grendon, Irchester, Little Houghton, Strixton, Whiston, Wollaston, Yardley Hastings
4. Children who will have a sibling continuing at Wollaston School at the time of admission of the child
5. Children attending Wollaston School's designated contributory Primary Schools, i.e. Cogenhoe Primary School, Denton Primary School, Grendon CE Primary School, Little Houghton CEVA Primary School, Wollaston Primary School and Yardley Hastings Primary School in the year of application and continuing in attendance until the formal offer of places is made
6. Children of staff at the school, in either or both of the following circumstances:
  - a) where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage
7. Children who live in Wellingborough and its designated surrounding village and contributory parishes, i.e. Earls Barton, Ecton, Finedon Sidings (Furnace Lane), Great Doddington, Great Harrowden, Hardwick, Little Harrowden, Little Irchester, Mears Ashby, Orlingbury, Wilby
8. Other children

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight line basis from the address point of the child's home to the address point of the school, using a Geographical Information System. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

### **6.3 Tie break**

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

## **7. Fraudulent or Misleading Applications**

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

## **8. Conflicting Applications**

The LA can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

## **9. Late Applications**

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 31 October (5pm). Late applicants will not receive an offer of a school place by the local authority on National Offer Day (01 March).

Late applications will be processed in the subsequent rounds of allocations between April and July (for more details, refer to the local authority's composite prospectus on the NCC website).

## **10. In-year Admissions**

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If the school's published admission number has been reached in a child's year group, we will not be able to offer a place at the school. Parents/carers can ask for their child's name to be added to the waiting lists (see below for more information).

If there are no spaces available at the time of your application, you can ask for your child's name to be added to the waiting list for the relevant year group (see section 8 for more information on waiting lists).

Applications for in-year admissions should be completed via the Northamptonshire County Council website.

## **11. Waiting Lists**

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists are held for all year groups by the the Local Authority.

Waiting lists will be cleared at the end of each school term. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team in writing by email, by the start of each subsequent term (ie: during the Christmas and Easter breaks) to renew your interest.

When a place becomes available it will be allocated to the child at the top of the waiting list. The waiting list is ranked in accordance with the oversubscription admission criteria which can be found in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest and children being allocated places under the Fair Access Protocol will be given priority. A new application will be required for a new academic year.

## **12. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and have the right of appeal against the decision not to offer your child a place. If you wish to appeal, you must set out the grounds for your appeal via the Northamptonshire County Council website.

Please visit [www.northamptonshire.gov.uk/appeals](http://www.northamptonshire.gov.uk/appeals) for more information and to complete the form.

If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to [appealsteam@northamptonshire.gov.uk](mailto:appealsteam@northamptonshire.gov.uk) within 10 working days of the submission of the appeal.

**Appeals must be lodged in writing, giving the reasons for appeal, by 5pm on 29 March 2022.**

**Appeals received after this date will still be heard, but there is no guarantee they will be heard before the end of the school year in which the application is made.**

NB: For appeals concerning places not offered during the normal admissions round, there is no deadline.

### **13. Monitoring arrangements**

This policy will be reviewed and approved by school governors on an annual basis.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.