

WAKEFIELD LA

COMMUNITY & VOLUNTARY CONTROLLED SCHOOLS  
ADMISSIONS POLICY 2007/08

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## PROPOSED WAKEFIELD LA ADMISSIONS POLICY FOR THE 2007/2008 SCHOOL YEAR

### Admissions to Community and Voluntary Controlled Schools

The policy on admissions to community and voluntary controlled schools is determined by the Council following consultation with governing bodies. The administration of admissions is the responsibility of the Admissions Team of Family Services based at County Hall.

### Expressing a Preference

In the case of application for admission to primary, infant and junior schools within the Wakefield area, all applications should be made on Wakefield's Common Application Form.

For admission to secondary schools, applications from Wakefield residents should be made on Wakefield's Common Application Form. Applications from other residents should be made in accordance with your home LA's Common Application Form.

### The Admissions Policy

If the number of preferences received for a school does not exceed the Admission Number, all preferences will be met (see explanatory note 1).

All applications received will be considered in the following order:

1. Applications received by the closing date in the normal admissions round:
  - for secondary applications the closing date is **20 October 2006**; and
  - for primary applications the closing date is **17 November 2006**.
  
2. Late applications received between the closing date for the normal admissions round and the end of the summer term, for these applications, the following dates will apply:
  - applications for secondary places received by **30 November 2006** will be accepted as if they had been received by the closing date;
  - applications for primary places received by **11 December 2006** will be accepted as if they had been received by the closing date.

Applications received after these dates: these will be regarded as late applications and will be considered after all applications received on time.

However, if there are more applications for admission to a school than there are places available, preference will be given in the following order:

- (a) Children with a statement of special educational needs which names the school;
- (b) Children in Public Care (Looked after Children) (see note 6);
- (c)
  - (i) Children who live in the school's catchment area, who have brothers and sisters attending the school at the time of admission (see explanatory note 4);
  - (ii) Other children who live in the school's catchment area (see explanatory note 2);
  - (iii) Children who live in that part of the primary school's catchment area which is designated as an option area (see explanatory note 3);
- (d) Children who have brothers or sisters in attendance at the school (see explanatory note 4);
- (e) Other children, with priority being given to those living nearest to the school.

In all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, measured as the crow flies, have priority.

Where a family of twins or triplets request admission and there is only one school place available, it will be left to the family to decide whether or not they wish to take up the place for one of their children and appeal for the second or third child in the same year group, or to decline the place.

Where a child resides with more than one parent/carer, at different addresses, we will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.

Children will be placed in the appropriate category depending upon their circumstances at the closing date for receiving applications for admission to school. Changes in address will be accepted in accordance with the provisions of the Secondary and Primary Co-ordination schemes. In cases where there is an anticipated change in circumstances, documentary evidence will be required. In the event of any category being over-subscribed, places will be offered in the order of priority (a)-(e) detailed above.

For children with a statement of special educational need, certain other conditions also have to be satisfied. Further information can be obtained from SEN Group or Parent Partnership.

## **Hard-to-Place Protocol**

In line with the Government's 5 Year Plan for Education the LA has agreed a Hard to Place Protocol with its High Schools. This means that, in some circumstances, pupils defined in the Protocol will have a higher priority for admission than all other pupils seeking admission to that school. Full details of the Protocol can be obtained from the LA.

## **The offer of a Place at a School**

Decisions will be posted 1<sup>st</sup> class to parents on

Secondary school : **1 March 2007**

Primary, infant & junior schools : **30 March 2007.**

## **Unsuccessful Applications**

If a Wakefield pupil is not eligible for a place at any school, one will be allocated at another Wakefield Community School in accordance with Wakefield Co-ordinated Admission Arrangement Schemes.

Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal panel.

## **Explanatory notes**

### **1. Admission Numbers**

Each maintained school has an Admission Number (AN). This is the number of children who can be admitted in the school year (2007/2008).

### **2. Catchment areas**

The LA thinks it is important that schools should serve their local communities and so each one has its own catchment area. However, parents are required to express a preference, stating their choice of school, even if this is the catchment area school.

Whilst every effort is made to ensure that there will be a place for every child in their catchment area school, it cannot be guaranteed that this will always be the case.

If parents are in any doubt about the catchment area school for the area in which they live, they need to contact their local school or the Admissions Team at County Hall.

### **3. Option Areas (Primary schools only)**

The home addresses of some parents may fall into an area that forms part of the catchment area of two schools. Parents will be informed if they live in such a designated 'option area' and will be asked to indicate their preferred school.

**4. Brothers and Sisters**

This category includes children with brothers or sisters (including step-brothers or sisters residing at the same address) of statutory school age, living at the same address, in attendance at the same school, or a school on the same site, on the date of admission.

**5. Families Living Outside the District Boundary**

Children from families living outside the District boundary will be considered alongside those who live within the Wakefield Metropolitan District.

**6. Children in Care**

This refers to children who are subject to care orders and interim care orders, or who are accommodated by a local authority in full time placements.