

WAKEFIELD LA  
COMMUNITY, VOLUNTARY CONTROLLED AND ASPIRE  
TRUST SCHOOLS  
ADMISSIONS POLICY 2009/10

Elaine McHale  
Corporate Director, Family Services

## **PROPOSED WAKEFIELD LA ADMISSIONS POLICY FOR THE 2009/2010 SCHOOL YEAR**

### **Admissions to Community, Voluntary Controlled and Aspire Trust Schools**

The policy on admissions to community, voluntary controlled and Aspire Trust schools is determined by the Council following consultation with governing bodies. The administration of admissions is the responsibility of the School Admissions Team of Family Services.

### **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.

Repeat applications made for entry to the same year group at the same school will not be considered unless there has been a material change in circumstances since the original application. Examples of a material change include a change of address. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

Where parents submit a Common Application Form under a Co-ordinated Admissions Scheme which names more than one Community or Voluntary Controlled school, all applications will be treated equally and eligibility for a school place will be decided in accordance with admissions policy below.

### **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 **17 October 2008**; and
  - for primary applications the closing date is **14 November 2008**.

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 **28 November 2008** will be accepted as if they had been received by the closing date;
  - applications for primary places received by **12 December 2008** 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 in Public Care (Looked after Children) (see note 6);
- (b)
  - (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);
- (c) Children who have brothers or sisters in attendance at the school (see explanatory note 4);
- (d) Other children, with priority being given to those living nearest to the school.

In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian's address for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at a 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. The distance measured will be from the central (centroid) point of applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house admission system and mapping software.

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.

For admissions purposes only one address can be used as a child's permanent address. 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)-(d) detailed above.

### **Children with a Statement of Special Needs**

Children with a Statement of Special Needs are dealt with under a different mechanism. Any child with a school named on their statement will automatically gain a place at the school named in the statement via the statementing process. Any child with a statement of special education needs who is admitted to a mainstream Community/Voluntary Controlled school will be counted against that school's admission number.

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.

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

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

Secondary school : **2 March 2009**  
Primary, infant & junior schools : **3 April 2009.**

### **Point of Entry**

For Junior and Secondary schools pupils will start school in the in-take year (ie Y7 for Secondary schools and Y3 for Junior schools) on the first day the school is open following the 1 September 2009.

For Infant/Primary schools pupils will start school in the in-take year (ie full-time in Reception Year) based on the following dates:

Born between 1 September and 31 March - start school on the first day the school is open following the 1 September 2009.

Born between 1 April and 31 August – start school in the day the school is open following the 1 January 2010.

### **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.

### **Waiting Lists**

Pupils will be added to the waiting list(s) of community schools where they were refused a place in accordance with the provisions of the Primary and Secondary Co-ordination schemes.

Places will be allocated from the waiting list when the number of pupils falls below the admission number for that school. Waiting lists will be kept in strict priority order against the admission policy above.

### **In-Year Admissions**

All applications made outside the normal admissions round (ie in-year applications) should be made on the Wakefield's Change of School Application Form, which is available from the School Admissions Team. Parents can express up to 3 school preferences.

Where there are sufficient places an application will normally be agreed. The Admission Number for a school is set for the school's in-take year. As a general rule this admission number then remains with that year group as it moves through the school. There may be exceptions, for example, if accommodation in a school is removed, when the admission number may change for subsequent year groups.

If a place is not available a refusal letter is sent outlining the rights of appeal. If the application is from a Wakefield resident then a place will be allocated at the next nearest Community/Voluntary Controlled school with places. Should the child be already attending a Wakefield High school then no school will be offered as an alternative. The child's name will be added to the waiting list for the school in the order against the admission policy above.

Should a vacancy arise at the school the place will be offered to the child at the top of the waiting list on the day the vacancy arose.

### **Fair Access Protocol**

In line with the Government's 5 Year Plan for Education the LA has agreed a Fair Access Protocol with both its Primary and Secondary 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.

### **6<sup>th</sup> Form Applications**

The following Community/Voluntary Controlled schools in Wakefield have a sixth form provision:

Hemsworth Arts and Community College  
Minsthorpe Community College, A Specialist Science College  
Ossett School  
Outwood Grange College of Technology

Each school is required to publish in their school prospectus the minimum entry requirements for entry into Year 12.

Application for admission to the sixth form, including pupils currently attending the school, must be made in writing direct to the school.

A pupil will only be admitted to the sixth form of a school provided they meet the sixth form admission criteria of the school preferred.

### **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 (2008/2009).

#### **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 School 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.