

# Winterstoke Hundred Academy

## Admission Policy

### September 2020 Intake

#### **1. Introduction**

- 1.1 Winterstoke Hundred Academy (the Academy) is a secondary academy with a sixth form in North Somerset providing education to children aged 11 to 19 years.
- 1.2 The Academy will establish an ethic of excellence wherein pupils experience a rich and innovative curriculum.
- 1.3 This Admission Policy sets out the arrangements for the admission of children to the main school and the sixth form, and has been developed to ensure that the Academy is open to children from all backgrounds, and that there are no barriers to success.
- 1.4 The Academy is committed to having fair clear and objective admission arrangements which are compliant with the School Admissions Code 2014, the School Admission Appeals Code 2012 and other admission law, along with other legislation and statutory guidance such as the Equality Act 2010 and the Special Educational Needs and Disability Code of Practice: 0 to 25 Years (SEND Code of Practice).
- 1.5 The Academy welcomes applications from children with special educational or other needs, and will not discriminate against applicants or pupils with protected characteristics, including disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- 1.6 In this policy, the term 'parent' includes a natural or adoptive parent (irrespective of with whom the child lives or whether that person has parental responsibility for or contact with the child), as well as persons who are not a natural or adoptive parent of the child, but who have care of, or parental responsibility for, the child, as defined in the Education Act 1996.

#### **2.0 Responsibility for Admission to the Academy**

- 2.1 The Academy is part of Cabot Learning Federation (the Trust), which is a multi-academy trust and the 'admission authority' for the Academy.
- 2.2 The Trust delegates the implementation of the Academy's admission arrangements to the Academy Council for the Academy, including formal determination of the admission arrangements each year where no changes are to be made.
- 2.3 The Trust retains responsibility for any proposed changes to the admission arrangements.

#### **3.0 Published Admission Numbers (PAN)**

- 3.1 The 'published admission number' (PAN) is the number of pupils that may be admitted to the Academy in its normal year groups of entry.

- 3.2 The Academy's normal year groups of entry are Year 7 and Year 12.
- 3.3 The Academy's PAN for Year 7 is 150.
- 3.4 The Academy's PAN for Year 12 is 30.
- 3.5 The PAN for Year 12 (the Academy's Sixth Form) refers to the number of places available to external candidates only, as existing Year 11 pupils currently on the roll will simply transfer to Year 12 (if they want to and achieve the minimum academic entry criteria - see below for further details) rather than being admitted.
- 3.6 The total number of places available in Year 12 is 100. Once the number of existing Year 11 pupils transferring to Year 12 is known, it may be possible to admit additional external candidates over the PAN of 30.

#### **4.0 Children with an Education Health and Care Plan**

- 4.1 Children with an EHC plan are admitted under separate statutory procedures which are managed by the child's home Local Authority, rather than under this Admission Policy.
- 4.2 Parents of children with an EHC plan who would like them to attend the Academy should liaise with the Local Authority in this respect, rather than submitting a standard application for admission. Full details of the procedure which must be followed are set out in the SEND Code of Practice.
- 4.3 Children with an Education Health and Care plan (EHC plan) which names the Academy as the child's education provider will be admitted.
- 4.4 Where the child is to be admitted in the normal admission round, the number of places that are available within the PAN will be reduced by this number before all other applications for admission are processed. At all other times, the child will be admitted even if this means exceeding the PAN.

#### **5.0 Oversubscription Criteria**

- 5.1 Where there are more applications for admission than there are places available, places will be allocated in the following order of priority:

- 5.1.1 Looked after and previously looked after children

Places in this category will be allocated to children who are looked after or previously looked after at the closing date for applications.

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.

A 'previously looked after child' is one who was looked after (as defined above) but ceased to be so because they were adopted or made subject to a child arrangements order or special guardianship order.

Applications in this category must be supported by an original signed letter from the child's social worker confirming their status.

#### 5.1.2 All other children

All other children will be allocated places in this category.

### **6.0 Tie Breaker**

- 6.1 Where the number of applications exceeds the number of places available in any of the above oversubscription categories, the order in which places will be allocated will be by reference to the distance between the address point for the child's home address (as defined below) and the main entrance marker for the Academy measured in a straight line by North Somerset Council using their computerised system.
- 6.2 Where two or more applications cannot be separated because the distance between the child's home address and the Academy is equal, places will be allocated by independently verified random lottery.

### **7.0 Child's Home Address**

- 7.1 The child's home address will be the residential address at which the child lives and sleeps with at least one parent (as defined above) for more than 50% of their time from Monday to Friday during term time. It will usually be the address at which child related benefits are claimed (if eligible) and at which the child is registered with their GP, hospital, dentist and/or optician. The Academy reserves the right to request documentary evidence of the child's home address.
- 7.2 Where the child will be moving house after the closing date for applications, but before national offer day, the application will be processed using the intended new home address of the child where supporting evidence is provided on or before the closing date for applications in the form of an original signed solicitor/conveyancer's letter confirming that contracts have been exchanged on the purchase of the child's new home, or a certified copy of a signed tenancy agreement for the child's new home. The Academy reserves the right to also request documentary evidence that the child's previous address has been vacated (for example, an original or certified copy of a final utility account).
- 7.3 Where documentary evidence of the child's new home address is not provided by the closing date for applications, the application will be processed using the original home address in the first round of allocations and, if a place is not achieved, re-processed as a late application using the new home address after the first round of allocations has been completed.
- 7.4 In the case of children of UK Service personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, applications will be accepted ahead of the child's change of address where they are accompanied by an official letter confirming the expected relocation date and a Unit postal address or quartering area address for the child.

## 8.0 Twins, Triplets and Siblings of a Higher Multiple Birth

8.1 Where a child who is one of a set of twins, triplets or siblings of a higher multiple birth is allocated a place in the first round of allocations in the usual way, but their twin, triplet or siblings of a higher multiple birth do not, all of them will be offered a place even though this means going over the PAN.

## 9.0 Application Process for Admission in September to Year 7

9.1 Admission to Year 7 in September (known as 'admission in the normal admission round') is coordinated by the home Local Authority for the child. Parents should therefore carefully consider the Coordinated Scheme for Admissions published by their home Local Authority before applying for admission.

9.2 For children living in North Somerset, the relevant Local Authority is North Somerset Council, whose contact details are:

Website: [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions)

Email: [admissions@n-somerset.gov.uk](mailto:admissions@n-somerset.gov.uk)

Telephone: 01275 884078

Address: North Somerset Council  
School Admissions Team  
Town Hall  
Walliscote Grove Road  
WESTON-SUPER-MARE  
BS23 1UJ

9.3 Applications for admission to Year 7 in the normal admission round must be submitted to the relevant Local Authority using their Common Application Form (CAF).

9.4 The closing date for applications for admission to Year 7 in the normal admission round is **31 October 2019**.

9.5 All applications will be considered equally, regardless of the Academy's ranking in the order of preference expressed in the CAF.

9.6 Applications received after the closing date for applications will be processed as late applications, after the first round of allocations has been completed. This is likely to significantly reduce the child's chance of being allocated a place at the Academy.

9.7 The day in which the first round of offers is made (national offer day) is **1 March 2020**.

9.8 Providing inaccurate, false or intentionally misleading information in the application form (for example, providing an address which the child does not and will not be living it) is likely to result in an offered place being withdrawn.

## **10.0 Application Process for Admission in September to Year 12 (Sixth Form)**

10.1 Admission to Year 12 (the Academy's Sixth Form) is not coordinated by the Local Authority, and applications must therefore be made directly to the Academy.

10.2 All existing Year 11 pupils seeking to transfer to Year 12 and external candidates seeking admission to Year 12 must meet the Academy's minimum academic entry criteria, which is set out below.

10.3 Existing Year 11 pupils are not required to make a formal application for admission under this policy, and should speak to their Head of Year or the Head of Sixth Form to progress their application for transfer.

10.4 External candidates must complete a Sixth Form Application Form - External Candidates and submit it by the closing date for Year 12 applications, which is **31 January 2020**. The earliest date that an application form may be accepted is 1 September 2019. The application form is available to download from the Academy's website or is available as a paper copy from the Academy's main office.

10.5 All external candidates will be invited to attend an advice and guidance meeting. The purpose of this meeting is to discuss the options available to the candidate to assist in making course choices. Parents are encouraged to attend the advice and guidance meeting with the external candidate.

10.6 The advice and guidance meeting is not an interview for a place, and the outcome of the meeting will not play any part in the decision as to whether or not a place will be offered. This is because places are allocated strictly in accordance with the minimum academic entry criteria set out below, and the oversubscription criteria set out above.

10.7 Conditional offers will be made for the first round of allocations on or before **31 March 2020**. These offers are conditional only upon the external candidate achieving the minimum academic entry criteria when their results are known later that year.

## **11.0 Minimum Academic Entry Criteria for Year 12**

11.1 The Academy is permitted to set minimum academic entry criteria for Year 12, which will apply equally to existing Year 11 pupils 31 to transfer to Year 12, and external candidates seeking admission to Year 12.

11.2 The Academy's universal minimum academic entry criteria for all sixth form courses is 5 GCSEs (or equivalent) at Grade C/4 and higher, along with subject/course specific entry requirements as set out in detail in the Academy's Sixth Form Prospectus, which is available to download from the Academy's website or as a paper copy from the Academy's main office.

11.3 The Academy is not a selective school - once an existing Year 11 pupil or external candidate has met the minimum academic entry requirement, their application will be processed strictly in accordance with the oversubscription criteria set out above, not in relation to the actual grades they achieved.

## **12.0 Late Applications**

12.1 Applications received after the closing date for applications are deemed to be late applications.

12.2 Late applications will not be considered during the first round of allocations, except (in the case of applications to Year 7 in the normal admission round) where both of the following criteria are met:

12.2.1 The application was received by North Somerset Council before it had sent details of applications to other councils; and

12.2.2 The child's home Local Authority had accepted the application as if it had been submitted by the closing date for applications.

12.3 All other late applications will not be processed until after the first round of allocations has been completed, which will significantly reduce the child's chance of being allocated a place at the Academy, as all places may have been exhausted in the first round.

## **13.0 Statutory Right of Appeal**

13.1 Parents have a statutory right of appeal against the refusal of a place in any year group at the Academy, which will be heard before an Independent Admission Appeal Panel. This includes the refusal of a place in Year 12.

13.2 Full details of the right of appeal, including the closing date for lodging an appeal and grounds of appeal, will be notified to parents when the refusal of a place is notified to them.

13.3 Further details as to way in which admission appeals are considered is set out in the [School Admission Appeals Code 2012](#).

## **14.0 Waiting Lists**

14.1 The Academy will operate a waiting list for all year groups throughout the year.

14.2 The waiting lists will be ranked strictly in accordance with the oversubscription criteria stated above and not by reference to the date on which the application was received. This means that a child's name may move down, as well as up, the waiting list as further applications for admission are received.

## **15.0 In-Year and Other Year Applications**

- 15.1 Applications for admission made in-year or to other year grounds are known as applications for admission 'outside the normal admission round'.
- 15.2 North Somerset Council manages applications for admission outside the normal round for the Academy, and parents must therefore submit these applications direct to North Somerset Council using their In-Year Application for Admission Form, which is available to download from their website. Alternatively, a paper copy of this form can be obtained from the Academy's main office.
- 15.3 Where a place is available in the year group sought and there are no names on the Academy's waiting list, it will be offered following receipt of an application made outside the normal admission round.
- 15.4 Where a place is not available in the year group sought, parents will be able to indicate whether they want their child's name to be placed on the waiting list for that year group. Parents will also have a statutory right of appeal, details of which will be included when they are notified of the refusal of a place.

## **16.0 Requests for Admission Outside Normal Age Group**

- 16.1 Parents and external candidates have a right to request that their child/they be admitted to a year group other than the normal year group for their age. This may be a year group above or below their child's/their own normal year group, and could be for a variety of reasons (for example, because of lengthy illness leading to missed education, or because the child/candidate is considered to be gifted).
- 16.2 Such requests should be made by completing the Request for Admission Outside Normal Age Group form, which is available for download from the Academy's website or as a paper copy from the Academy's main office, and sending it to the Clerk to the Academy Council at *email address to follow*.
- 16.3 Requests should clearly set out all of the reasons why the parents/candidate consider it to be in their child's/their own best interests to be admitted outside their normal age group (having particular regard to the factors that the Academy Council will consider, which are set out below), and attach relevant documentary evidence in support, where appropriate.
- 16.4 Where parents are seeking admission to Year 7 one year later than usual, they are strongly recommended to make their request to the Academy Council (and, indeed, any other preferred secondary schools) at least 1 month before the closing date for applications (31 October each year) for admission to their child's normal age group, so as to avoid a situation where no application for a place was made at the normal time, and a subsequent request for them to be admitted to the year group below was refused. Parents will then be able to make informed decisions as to when to apply for admission and to which year group.
- 16.5 The Academy Council will consider all requests received from parents/candidates for admission outside normal age group in a timely manner, and will decide whether or not to agree the request in principle, or to refuse it. Parents/candidates do not have an absolute right to be admitted to a different year group - this is for the Academy Council to decide.

- 16.6 The Academy Council will make all decisions on the basis of the circumstances in each case and in the best interests of the particular child/candidate concerned. This will include (but is not limited to) having regard to:
- 16.6.1 the parent/candidate's views;
  - 16.6.2 information about the child/candidate's academic, social and emotional development;
  - 16.6.3 where relevant, the child/candidate's medical history and the views of a medical professional;
  - 16.6.4 whether the child/candidate has previously been educated out of their normal age group;
  - 16.6.5 whether the child/candidate may naturally have fallen into a lower age group if it were not for being born prematurely;
  - 16.6.6 the views of the Headteacher.
- 16.7 Parents/candidates should note that a request for admission outside normal age group is not an application for admission - an application for admission will need to be made in the usual way, and there is therefore no guarantee of a place. Where the request for admission outside normal age group has been agreed in principle by the Academy Council, notification of the decision should accompany the application for admission. The application for admission will then be considered with all other applications received, and the oversubscription criteria applied as necessary.
- 16.8 Parents/candidates should note that, while they have a statutory right of appeal against the refusal of a place, they do not have a statutory right of appeal against the refusal of a request for admission outside normal age group.