



# WOODFIELD ACADEMY

## ADMISSION POLICY 2020-21

Ratified on 26<sup>th</sup> September 2018

Signed (Chair of Governors)..... Date.....

## Admission Policy for Woodfield Academy 2020-21

### Section 1 – General Principles

Woodfield Academy is a 9 -13 mixed comprehensive middle school and one of several middle schools in the town of Redditch. We do not have any requirement for aptitude from prospective students.

The main principle of admission to Woodfield Academy is to maintain the character of the school as an inclusive comprehensive school, providing for the needs of young persons within the 9 – 13 age range, who live in Redditch and the surrounding areas defined below. There is no guarantee of a place for children living in our priority admission area.

Admission to our school is not dependent on any ‘voluntary’ contribution.

The school will endeavour to provide places for pupils who live outside the priority admission area, whose parents wish them to attend Woodfield, provided that they can be accommodated within the admission limits.

Pupils will be admitted at the age of 9+ **without** reference to ability or aptitude using the criteria below. The admission number PAN for September 2020 and subsequent years will be 150.

The school participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants:

Applications Open on	1 September 2019
Closing Dates	15 January 2020
School Offer Notification Dates	16 April 2020

Children with statements naming the school must be admitted and will count towards the PAN if the information is available before the offer date.

### Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Woodfield Academy has adopted Worcestershire County Council’s **Policy on Delayed and Accelerated Transfer** (See appendix for information).

### Section 2 – Definitions and Details

As required by the Regulations of 2012 the school will give top priority to applications on behalf of children in public care (Looked After Child) in accordance with the definition below:

‘Looked after’ means all those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to adoption, residence, special guardianship order or child arrangement order.

Priority will also be given to previously Looked After Children who were adopted under the Adoption Act 1976 or 2002 who became subject to Child Arrangement Order or Special Guardianship Order.

All children with a Statement or an Educational Health and Care Plan will be admitted (EHCP)

## Priority Admissions Area

Our priority admission area is the town of Redditch and the surrounding areas/villages which fall within the school's defined 'catchment area' (a map is available from the school).

**Note.** The majority of catchment area falls within the Worcestershire county border, whereas others fall within Warwickshire county borders.

Please note that the Admission Area is defined by means of a boundary line and does not necessarily include the entire geographical area of all the villages.

A map is attached and a larger scale version may be viewed at the school on request.

We have strong curriculum and sporting links with a number of First Schools and historically admit pupils from three main pyramid schools, however, we would welcome applications from any First School.

We also regularly take pupils from first/pyramid schools outside of Redditch and adjoining areas including other UK authorities, UK regions, and overseas.

## Sibling

By sibling we mean:

Children living at the same address who have one or both natural parents in common

Children living at the same address who are related by a parent's marriage

We include siblings who are adopted within our definition of sibling

We do not include 'cousins' within our definition of sibling

Multiple Births – places would be allocated to all siblings if this is necessary

## Pyramid Schools (Redditch):

Oakhill First School

St Georges First School

Woodrow First School

## Home Address

Proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met.

Where a child lives part of the week with one parent and part with another member of the family the **'home address'** will be considered to be the residence where the child spends at least 3 nights of the school week each week.

## Staff

Under the oversubscription criteria in Section 3 the word staff will mean:

All staff who have been continuously employed by the school for a period of at least 2 years for the purpose or working in the school as follows:

- All full time teaching staff
- All full time support staff – defined as those on a 37 week and above contract
- All part time teaching staff with a 45% and above timetable
- All part time support staff who work at least 15 hours per week for 37 weeks or more

The 2 year qualification period may be waived if a post is hard to fill.

The definition does not include contact staff. If a service has been 'in house' and is subsequently 'contracted out' children or staff will no longer be eligible for priority admission under this criterion.

The definition does not include peripatetic staff

### **Testing Arrangements**

There are no testing arrangements for entry in 2020 or subsequent years.

### **Section 3 – Oversubscription Criteria**

**In the event of over subscription, applications will be considered in the following order:**

- 1. Looked After Children and previously Looked After Children** sometimes referred to as Children in Care, as defined above will be admitted as the top priority.
- 2. Sibling Priority Admission Area** – Children residing in the priority admission area with a brother or sister (sibling as defined above) attending the school at the time of application with a reasonable expectation they will be attending at the time of at the start of the new academic year.
- 3. Children of staff as defined above.**
- 4. Distance-** Children residing in the priority admission area defined above and according to our map. If you need clarification of the exact boundaries on this map please contact the school where you will be able to view a large scale version.

### **Tie-breaker**

In the event of oversubscription in any category above, priority will be given to pupils who live nearest the school by shortest straight line distance. The measurement will be taken using the Geocode point for each property and the Geocode point for the centre of the school.

The Academy Trust will utilise the Local Authority's software package called "Arcview GIS" to determine distance.

Ordinance Survey Supply the co-ordinates used within this system.

**Applications from outside the priority admission area described above** will be considered if there are still places available and will be determined by the following criteria:

1. Children with a brother or sister (sibling) attending the school at the time of application with a reasonable expectation they will be attending at the start of the new academic year.
2. Children residing outside the priority admission area.

### **Waiting Lists**

As required by the current Code of Practice the school will maintain a waiting list until the end of the autumn term. We will continue to do this for subsequent terms and also maintain waiting lists for other year groups. Applications for inclusion on a waiting list must be made on the school's appropriate form and they will be ranked according to our oversubscription criteria as described above. We have to admit any pupil who is admitted through the appeal process, or who is the subject of a 'direction' by the LA or allocated to us according to the local Fair Access Protocol and any such pupils take precedence over the waiting list.

**Late Applications**

In accordance with the Local Authority's admissions policy, late applications will be accepted by the Authority up to the 28<sup>th</sup> February 2020.

**In Year Admissions**

Admissions mid-year for any year group will be dealt with in accordance with this policy and will be administered by Woodfield Academy. Only applications received on the school's own application form will be considered. Please contact the school for an admission application form.

**Appeals**

If you are not offered a place at our school you have the right to appeal to an independent panel. Appeal papers will normally be sent out with offer letters to all those parents who were offered a school lower on their preference list than Woodfield Academy. Please ensure that these are headed with the school name and address and are returned to the Clerk to the Appeal Panel at the school. The closing date on the appeal application form must be adhered to. If you are in any doubt please contact the school and we will send you appeal forms.

All appeals should be heard by the same panel and it is difficult to slot in late applications. Appeals will be heard before 6<sup>th</sup> July or the first working day afterwards if the 6<sup>th</sup> is a weekend.