

# ADMISSIONS POLICY

## 2018/19

Updated: October 2016  
Approved by Full Governors: 6<sup>th</sup> December 2016  
Next update: Autumn 2017

# ADMISSIONS POLICY

## 2018 - 2019

### **STUDENT LEARNING – The Curriculum Experience**

Our curriculum provision is reviewed annually to ensure that it meets the needs of all our students “All students achieve their best” is the key test as we decide how to organise and deliver all the required learning experiences.

### **Key Stage 3 – Years 7 and 8**

At Key Stage 3, the curriculum is broad and cross curricular, which builds on previous Primary School experiences. It is designed to meet National Curriculum requirements and also the RSA’s 21<sup>st</sup> Century Curriculum, “Opening Minds”.

All pupils study the Core Subjects of English, Maths and Science as well as the Foundation Subjects; History, Geography, RE and Citizenship within the Opening Minds framework. This means they have one or two teachers for a large block of the timetable in order to create a solid foundation for future learning. The remaining subjects – Modern Foreign Languages, Physical Education, Creative Arts, Food Technology and Communication Technology (ICT) are taught by separate teachers.

### **Teaching Arrangements**

At Key Stage 3 all subjects are taught in set groups, which are broadly banded by ability. There are 7 teaching groups in each intake. This planned approach enables us to structure and deliver learning opportunities which match the ability levels of a wide range of students.

### Key Stage 4 – Years 9, 10 and 11

At Key Stage 4, the curriculum allows students to select courses with a view to their preferences and future needs. Students are expected to continue with the Core Subjects of English, Maths and Science and then select from a range of other academic and vocational courses at the right level for their ability.

### Key Stage 5 – Years 12 and 13

At Post 16 (KS5), students will have a broad and inspirational range of subject choices through either A Level or Vocational courses. We ensure that all students pursue a course of study which will create clear pathways into university, further education or modern apprenticeships.

**The Academy participates in the Local Authority co-ordinated scheme for Year 7 intake and all deadlines within that should be adhered to by applicants.**

**For September 2018 Whitley Academy’s Published Admission Number (PAN) for Year 7 is 160.**

## **THE APPLICATION PROCESS**

Parents who wish their children to be admitted to the school should complete the Common Application Form either in hard copy format or “on line”.

The Common Application Form is available from the following sources:

- “on line” at [www.coventry.gov.uk/admissions](http://www.coventry.gov.uk/admissions)
- from the Admissions and Benefits Team, telephone number 02476 831613.

The Common Application Form should be returned to the Local Authority by the relevant date which may differ if returned electronically or by post.

## **DEFINITIONS AND DETAILS**

### **LOOKED AFTER CHILDREN**

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

‘Looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption order, residence order, child arrangements order or special guardianship order. A looked after child is a child who is:

- a) in the care of a local authority
- b) being provided with accommodation by a local authority in the exercise of their social services functions

(see the definition in section 22(1) of the Children Act 1989)

### **ADMISSION AREA**

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

### **DISTANCE**

A straight line measurement will be made, using a computerised mapping system, from the centre of the child’s residence – to the centre of the school site. The address used must be the child’s permanent home address. The shortest measurement will have the highest priority.

Where the final place in a year group can be taken by two or more children living an equal distance from the school, the Directors will select by drawing lots.

### **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
- Children living at the same address whose parents are living as partners at this address
- We include siblings who are adopted within our definition of sibling
- We do not include ‘cousins’ within our definition of sibling
- However, where the school is oversubscribed no guarantee can be given that places will be available for brothers and sisters. Twin sibling – admitting all multiple births when the last place is to be offered is to a twin is at the discretion of the Academy.

## **COMPULSORY SCHOOL AGE**

Brothers and sisters are required to be of compulsory school age within the oversubscription criteria. This means they must be attending in Years 7 to 11 at the time that the applicant would be joining the school

## **HOME ADDRESS**

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required.

Where documentary evidence can substantiate to the satisfaction of the governing body that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

If a school place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.

## **STAFF**

Under the oversubscription criteria the word staff will mean:

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

- All full time teaching staff
- All full time support staff – defined as those on 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 two year qualification period may be waived if a post is hard to fill.

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

The definition does not include peripatetic staff.

## **FAIR ACCESS PROTOCOL**

The Coventry Fair Access Protocol covers the arrangements for all admission requests and the integration or reintegration to schools of pupils who are requesting a place at a school and are considered hard-to-place. All secondary schools in Coventry are included in this partnership. The agreement requires each school to accept a quota of students who are hard-to-place over their published admission number if necessary. This agreement acknowledges the significant additional challenge faced by Whitley Academy in respect of admissions and provides a fair and equitable framework for the admission of hard-to-place pupils.

Whitley Academy supports this agreement.

## **OVERSUBSCRIPTION CRITERIA**

If there are more requests for the school than there are places available within the school's admission number, places will be allocated in accordance with the following oversubscription criteria and in the order shown below.

All children with a statement of Special Educational Needs or an Education Health and Care plan that name the school will be admitted before all other applicants.

- 1. Children who, at the time of admission, are in care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, have a child arrangements order or became subject to a residence order or a special guardianship order.**

A looked after child is defined in Section 22 of the Children Act 1989.

- 2. Children who live in the admission area served by the school, who have a brother or sister attending the school provided that the brother or sister will be of compulsory school age and will continue to attend Whitley Academy the following year.**
- 3. Other children who live in the admission area served by the school.**
- 4. Children of staff as defined above.**
- 5. Children living outside the admission area with a brother or sister who currently attends Whitley Academy, provided that the brother or sister will be of compulsory school age and will continue to attend the following year.**
- 6. All other children are defined according to the distance the home is from the Academy.**

## **TIE BREAKER**

In the event of oversubscription in any category above priority will be determined by the proximity of the child's home to Whitley Academy using a straight line measurement will be made, using a computerised mapping system, from the centre of the child's residence – to the centre of the school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority.

Where the final place in a year group can be taken by two or more children living an equal distance from the school, the Directors will select by drawing lots.

The Directors of the Academy will select by drawing lots, supervised by an adjudicator independent of the school.

## **WAITING LISTS**

As required by the current School Admissions Code 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 the waiting list will be ranked according to our oversubscription criteria as described above.

When a place becomes available the Academy will contact the first person on the list for the relevant year. The applicants will be contacted at the end of every half term (term) to ask if they still wish their child to be held on the waiting list.

## **LATE APPLICATIONS**

The closing date for admissions in the normal admissions round is the last day of October. After that date the Local Authority will continue to receive applications but those will be considered to be late and may not be processed until after the 1<sup>st</sup> March the following year.

## **IN YEAR ADMISSIONS**

The parent(s) / carer(s) of children seeking admission to Whitley Academy should apply for a place by completing a standard admission form, available from the school or from the Local Authority. Once completed, the form should be returned to the Academy clearly marked 'in year admissions'. If a place is not available in the relevant year group, the application will be placed on the school's waiting list for admission into the relevant year group. This is organised according to the criteria for oversubscription above. When a place becomes available, it will be offered to the student at the top of the waiting list for the relevant year. If no place is immediately available, parent(s)/carer(s) are entitled to appeal following the procedure outlined

Parent(s) / carer(s) should be aware that in order to ensure the correct provision for all students joining Whitley Academy the previous school(s) will be contacted to ensure a smooth transition. If it is felt that the needs of the child cannot be effectively met there will be further dialogue

## **APPEALS**

If you are unsuccessful in obtaining a place, parents have the right of appeal to an independent panel, who have the authority to exceed this admission number where appropriate. Please address your appeal to Whitley Academy Appeal at [admin@whitleyacademy.com](mailto:admin@whitleyacademy.com) or in writing to Whitley Academy, Appeal, Abbey Road, Coventry, CV3 4BD.

## **POST 16**

The Academy/School admission number for external students applying to join in Year 12 in September 2018 is 10. Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These requirements are 5A\*-C including English and Maths and B grades in subjects to be studied post 16.

When there are more external applicants than the admissions number that satisfy any minimum course requirements, and once any pupils with a statement of special educational needs or an Education Health and Care plan which names the Academy/School and which the Academy/School has agreed have been admitted, the oversubscription criteria followed will be the same as for years 7-11.

There will be a right of appeal to an Independent Appeals Panel (detailed above) for internal pupils refused transfer and external applicants refused admission. Please address your appeal to Whitley Academy Appeal at [admin@whitleyacademy.com](mailto:admin@whitleyacademy.com) or in writing to Whitley Academy, Appeal, Abbey Road, Coventry, CV3 4BD.