



**ADMISSIONS POLICY
2019 - 20 Intake**



Walton is an 11 - 18 academy. The current Admissions Policy is published on the academy's website.

This policy has been drawn up by the Board of Governors. Before finally determining the Policy, the Board of Governors has consulted with the local authority and other schools as required by the School Admissions Code.

All decisions about admissions, including this Policy are determined by the Board of Governors. All academy offers are determined by a Committee of the Board of Governors with delegated powers.

By law the Board of Governors must consider parents who have named the academy using the common application form or who have applied online before any other parents.

The academy has a right to investigate applications and withdraw places offered on the basis of misleading information.

The procedure is divided into three sections:

- Year Seven Intake
- Mid-year Admissions
- Sixth Form Intake

1. Year Seven Intake

Once the criteria for placement in Year Seven has been applied by the school and the year group has reached 180 students, the school will organise the appeals process. Governors may agree to 'over offer' in a year group where capacity permits. Walton is a fully inclusive academy and Governors will consider applications for students of all abilities from all primary schools including small and rural schools.

ADMISSIONS PROCEDURE IN YEARS 8 TO ELEVEN

- Initial enquiries regarding a place at Walton should be made to the Principal or Assistant Principal for Personal Development, Behaviour and Welfare.

OVERSUBSCRIPTION

In accordance with the 1996 Education Act, the allocation of school places for children with a statement of Special Educational Needs or an Education and Health Care Plan, will take place first. We will then allocate the remaining places in accordance with this policy.

Where the number of applications for admissions exceeds the number of places available, the Governors will apply the oversubscription criteria in the order listed below:

1. The Governors acknowledge their statutory duties regarding the admission of children in the care of the local authority or adopted from local authority care in accordance with DfE guidance: School Admission of Children Adopted from Local Authority Care May 2014, or become subject to a residence order or special guardianship order, (note 1) where the academy has been named as the most appropriate educational setting for the child.
2. There is a sibling (note 2) who will be attending the academy when the application is made.
3. Distance to the Academy
The distance (note 3) from the child's home to the academy, with the child living closer being offered the place.

If any of the oversubscription criteria (except point 3) have too many applicants then the tie break will be by straight line distance. The child living closer to the academy will be offered the place.

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the academy or working in the Local Authority of Children's Service Directorate.

Note 1

A child in public care sometimes referred to as 'Looked-after' is a child who is in the care of a Local Authority or provided with accommodation by them or children who were in public care but who have ceased to be so because they have been adopted or become subject to a residence order or special guardianship order, in accordance with section 22 of the Children Act 1989 at the time of the application.

Note 2

Sibling, for the purpose of this Admissions Policy is defined as follows:

- (a) A full sister or full brother, whether or not resident in the same household.
- (b) Another child normally resident for the majority of term time in the same household, to whom an adult in the household has parental responsibility as defined in the Children Act 1989.

Note 3

The nearest address to the academy is found by measuring the distance from your address to the academy by straight line distance. Distance is measured electronically using the post office address point of the home to the post office address point of the academy.

The child's home means the address where they live for the majority of the academy term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for the child.

It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where your child lives normally during the academy week with more than one parent at different addresses, the home address for the purposes of academy admissions will be that of the parent who lives closest, as measured by straight line distance, to the academy in question.

If you have more than one home we will take as the home address the address where you and your child normally live for the majority of the academy term-time.

If any of the oversubscription criteria (except point 3) have too many applicants then the tie break will be by straight line distance. The child living closer to the academy will be offered the place.

CHILDREN WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS OR EDUCATIONAL HEALTHCARE PLAN

In accordance with the 1996 Education Act, the allocation of school places for children with a statement of Special Educational Needs or an Education and Health Care Plan, will take place first. We will then allocate the remaining places in accordance with this policy.

The Governors will not refuse a place for a child with a Statement of Special Educational Needs or with an Educational Healthcare Plan.

CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

Allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.

Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Governors will not refuse a service child a place because the family does not currently live in the area.

APPEALS AGAINST ADMISSION REFUSALS

Parents have the right to appeal against a refusal by the Governors to admit their child. The appeal will be heard by an independent panel and the decision of the panel is binding. Full details of the appeals procedure are available from the Academy.

Repeat appeals will not be considered in the same academic year unless there has been a significant change in circumstances.

The Appeals Process is outlined below:

- You are informed that we are unable to offer your child a place.
- You are also able to appeal online via the school admission section of the Lincolnshire County Council website. If this is not possible you should tell the academy that you want to appeal; we will send you an appeal form to complete.
- If you appealed online you will receive an email acknowledgement of your appeal. We will usually acknowledge a paper appeal form or letter within five working days. If you do not receive an acknowledgement please contact the academy.
- A date for your appeal will be arranged.
- At least ten school days before the appeal you will be informed of the date, time and venue.
- You need to contact Legal Services School Appeals Team if you are unable to attend your appeal at the appointed time.
- A reasonable time before the appeal you will receive an appeal statement explaining why your child has not been admitted.
- A reasonable time before the appeal you will receive the names of the Panel Members and Clerk.
- The day of the appeal. Please remember to bring everything relating to your appeal.
- The Clerk will tell you if you can telephone for the Appeal Panel's decision. You will always be notified in writing.

RESERVE LIST

- For entry into Year 7 a reserve list is kept. This list will be used if the number of students falls below the published admission limit for the academy. If you listed the academy on your application form your child's name is automatically placed on the reserve list. The list is kept by the Schools Admission Team until the end of August prior to admission. After this the academy will keep the reserve list until the end of the autumn term and you should contact the Academy for information about the reserve list.
- If families move into the area they may be placed higher on the reserve list because we take account of where you are in relation to the oversubscription criteria and not the length of time you have been on the list.

FAIR ACCESS

The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before any one is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children.

PREPARING FOR THE NEW YEAR 6 INTAKE

- Open Day / Evening for prospective students in September and July and the following Term 1. Parents/carers and students are shown around the academy and given information about the academy. This information is used to guide their choice of school. The academy welcomes enquiries and visits from parents / carers / students throughout the year.

In the Summer Term the Assistant Principal for Personal Development, Behaviour & Welfare and responsible for admissions will organise a programme to enable all students on Walton's list to receive a visit from a member of staff at Walton. This visit maintains a dialogue between the primary school and Walton, it introduces a member of staff from Walton to the student and makes the student feel welcome. At this time relevant information to support the placement of students in each tutor group is collected from the primary school.

All Year 6 students are invited to Walton's Transition Week. This week provides an opportunity for the new intake to become familiar with Walton. On the morning of the first day, parents / carers are invited to attend a presentation where relevant information is given regarding the start of the new term.

A 'Meet the Tutor' Evening is arranged during the first term to provide parents with more detailed information on how their child has settled in.

2. Post 16 Admissions Policy

Year 11 students at this academy have the right to transfer to our Year 12 provided they meet the academic standards set out below and that we can provide their subject or a combination of subjects.

We also welcome applications from students attending other schools and have set an admission number of 20 for these applicants.

In the event of there being more external applicants than places available we apply the same criteria as new students entering the academy in Year 7 (see page 3 for details).

For enrolment on all courses the requirements are five GCSE (or equivalent) at grade 5 or above, including English and Mathematics. Each course also has recommended entry requirements, which can be accessed via the academy website (www.waltongirls.co.uk/post-16). Special consideration will be given for individual cases.

Sometimes we may be able to offer a place in Year 12, but not your preferred combination of subjects. If we cannot offer the preferred subjects we will offer a place for an alternative combination of subjects.

3. Mid-Year Admissions

All mid-year admission enquiries should go through the County Admissions Team. We strongly advise that prospective students should visit the academy before looking for admission. The Governors accept transfers into other year groups and if there are more applications than there are places then the oversubscription criteria will be used to decide who should be offered the place.

If there are no places then you will be informed of the appeal system.

For late intake applications and mid-year applications we will aim to remove any disadvantage to UK service personnel by applying the academy's oversubscription criteria (Note 4). We will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day. If the address is within the distance the Governors will consider admitting providing all children in public care and siblings have already been admitted. This will be irrespective of the fact that the academy has had appeals heard or appeals currently being scheduled.

It maybe that we still cannot admit because of organisational or curriculum difficulties within the academy, if this is the case we will inform the Local Authority and ask them to consider second and third preferences.

Note 4: In order to meet the government's military covenant aimed at helping Service personnel, and Crown Servants returning from abroad the Governors have adopted the following arrangements.

- For late applications to the normal intake year and mid-year applications the Governors aim to remove any disadvantage to UK service personnel (UK Armed Forces) by applying the academy's oversubscription criteria to their address.
- The Governors will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day.
- If the address is within the distance the Governors will consider admitting providing all children in public care and siblings have already been admitted.

This will be irrespective of the fact that the academy has had appeals or appeals are scheduled. It may be that the Governors still cannot admit because of organisational or curriculum difficulties within the academy. The Governors will need the notice of posting or official government letter and posting address before considering an application under these arrangements.

The Assistant Principal for Personal Development, Behaviour & Welfare will:

- Inform parents of the Local Authority (LA) centralised procedures for mid-year admissions.
- Identify whether the student is presently attending another school. If he/she is, it is important to advise that the parents discuss possible transfer/concerns with the present school.
- Advise that parents and their child visit Walton before making an application.
- Advise the parent when it is agreed that admission to Walton is a possibility, information on the academy is provided and an appointment must be made for the student to visit Walton. The initial meeting will normally be with the Assistant Principal for Personal Development, Behaviour & Welfare.
- Inform the parent/carer that contact be made with the student's current school and records obtained if the move is agreed.
- Ensure that the parent/carer is provided with a starter pack containing relevant academy information and forms for completion including the Home/School agreement, which both parents/carer and student should sign.
- Request that the Head of House organises transition of the student to the academy which will require liaison with all relevant staff and may require liaison with Special Educational Needs Co-ordinator (SENDCo), EAL Co-ordinator and Gifted and Talented Lead Practitioner to provide additional testing and/or support.
- Will inform the Assessment and Data Officer Manager of the placement so that numbers on roll can be updated.
- Will ensure that the previous school is informed within 7 days if a student does not take up a place at Walton as expected.

ADMISSION PROCEDURE – enquiry when year group is oversubscribed

Parents will receive a refusal letter which will include information regarding appeal of the decision.

4. Leaving Procedures (all students)

The Parent/Carer of a student who is leaving the academy other than in Year Eleven should inform the academy in writing of the last date the student will be attending and which school she will be attending to enable records to be forwarded. This information will be forwarded to the relevant Head of House and to the Assessment and Data Officer. Students who are leaving the academy other than at the end of Year Eleven should be listed and information circulated to all staff.

When the academy has received notification that a student will be leaving he/she will be asked to ensure that all books and other resources have been returned to subject staff and to complete an 'exit' questionnaire.

Students leaving to attend another school will need their records transferred to that school. These arrangements are made by the Assessment and Data Officer. The Head of House will contact the school to confirm that the student has taken up the place as expected. Should a student not enrol at another school the Out of School team at the LA will be informed.

SIGNED ON BEHALF OF SENIOR LEADERSHIP TEAM:	
DATE:	
SIGNED ON BEHALF OF BOARD OF GOVERNORS:	
DATE:	