

## ADMISSIONS POLICY 2021 - 22 Intake

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## **1 Introduction**

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

This policy has been approved 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 academy offers of places are determined by a Committee of the Board of Governors with delegated powers.

By law the Board of Governors must consider parents who have applied for a place before any other parents.

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

## **2 Year 7 Intake**

2.1 Once the criteria for placement in Year 7 has been applied by the school and the year group has reached 180 students, the school will organise the appeals process. 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.

## **3 Admissions procedures for students in Years 8 – 11**

3.1 Initial enquiries regarding a place at Walton should be made through the LA mid year admissions process or to the Principal or Vice Principal.

## **4 Oversubscription procedures**

4.1 In accordance with the 1996 Education Act, the allocation of school places for children with an Education Health and Care Plan, will take place first. Walton Academy needs to be specified at time of application in order for a place to be prioritised. We will then allocate the remaining places in accordance with this policy.

4.2 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. Looked after Children (LAC), previously looked after children (PLAC) and children who have been adopted from state care outside of England (IAPLAC) - (note 1)**

2. **There is a sibling who will be attending the academy when the application is made.**-  
(note 2)
3. **Children of staff who have been employed at Walton Academy for at least two years and/or are recruited to fill a demonstrable skill shortage.**
4. **Distance from the child's home to the academy** with the child living closer to the academy being offered the place(s) first.

### **Tiebreaker**

If any of the oversubscription criteria (except point 4) 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 '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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **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 distance from home 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. This is generated by the LCC school admissions team and is calculated to three decimal places (e.g.1.234)

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, parents can choose which address to use as part of the application.

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.

## **5 Children with an Educational Health and Care plan**

5.1 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.

## **6 Children of UK service personnel (UK Armed Forces)**

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

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended 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 where the parent requests this.
- The Governors will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

For late coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria
- The prejudice from admitting an extra child would be excessive.

The governors have discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

## **7 Appeals against admissions refusals**

7.1 In all cases where a place is refused at a school the applicant will be informed of their right of appeal to an independent panel. The decision of the independent panel is binding on all parties. Details of how to appeal a decision to refuse admission will be communicated to the applicant at the time of the refusal and will also be available on the Lincolnshire County Council website

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 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.

## **8 Reserve list**

8.1 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.

## **9 Fair access**

9.1 Local Authorities are required to agree Fair Access Protocols in order to make sure that unplaced children, who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a reserve list or awaiting appeal. Walton Academy will participate in the Fair Access Protocol of Lincolnshire County Council.

## **10 Preparing for the new Year 6 intake**

10.1 Open Day / Evening for prospective students in September and July. 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 PDBA 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 a morning during the first week of term, 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.

## **11 Post-16 admissions**

11.1 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 4 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.walton-ac.org.uk/sixth-form/courses](http://www.walton-ac.org.uk/sixth-form/courses)). 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.

## **12 In year admissions**

12.1 All In-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.

For late coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year.
- There is any child on the reserve list with higher priority under the oversubscription criteria.
- The prejudice from admitting an extra child would be excessive.

The governors have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

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.

If an in year admission place is available the Assistant Principal BA will:

- Inform parents of the Local Authority (LA) centralised procedures for in-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 a place at Walton is formally offered, 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 BA.
- 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 Year 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.
- Inform the Assessment and Data Officer Manager of the placement so that numbers on roll can be updated.
- Ensure that the previous school and LA is informed within 7 days if a student does not take up a place at Walton as expected.

If an in year admission place is not available then parents have the right to appeal against this decision. This can be done through the academy's internal appeals procedures and will be available upon request by the parents.

### **13 Leaving procedures (all students)**

13.1 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 he/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.

## **14 Admission of children outside their normal age group**

14.1 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. Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. Parents resident in Lincolnshire should call 01522 782030 or email [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk) for advice on the procedure to follow. It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request. Walton academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher

<b>SIGNED ON BEHALF OF SENIOR LEADERSHIP TEAM:</b>	
<b>DATE:</b>	
<b>SIGNED ON BEHALF OF BOARD OF GOVERNORS:</b>	
<b>DATE:</b>	