

ADMISSION OF STUDENTS TO THE WELLINGTON ACADEMY

GENERAL

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
2. The Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Children, Schools and Families (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of the Academy Trust.
3. Notwithstanding the generality of paragraph 2 of this Annex B, the Academy Trust will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may:
 - (a) direct the Academy Trust to admit a named student to The Wellington Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy Trust.
 - (b) direct the Academy Trust to admit a named student to The Wellington Academy if the Academy Trust has failed to act in accordance with this Annex B or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
5. The Academy Trust shall ensure that parents/ guardians and relevant children will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

6. The Academy Trust shall prepare guidance for parents / guardians and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Academy Trust may, if it chooses, enter into an agreement with the LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.
7. In paragraphs 5 and 6 above, 'relevant children' means:
 - a) in the case of appeals for entry to a sixth form, the child, and;
 - b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

Relevant Area

- 8 Subject to paragraph 9, "relevant area for consultation" means the "Relevant Area" determined by the local authority for maintained schools in the area (in accordance with the meaning of "Relevant Area" within the School Admissions Code).
9. If the Academy does not consider this meaning to be appropriate, it must apply to the Secretary of State by 1 August for a determination, setting out the reasons for this view.
10. The Secretary of State will consider the Academy's application and will by 30 September either:
 - a. determine the area for consultation; or
 - b. determine that the meaning within paragraph 8 should apply.
11. The Secretary of State may consult the local authority before making such a determination
12. Within 14 days of the Secretary of State's determination, the Academy will notify the consultees listed in paragraph 14 of the determination.
13. In the event of a paragraph 10a determination, a map of the relevant area (or a list of post-codes) will be attached as an appendix to this annex B.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

14. The Academy Trust shall consult the following parties on the Academy's proposed admission arrangements for a minimum of eight weeks between 1 November and 1 March in the 'Determination Year'¹:

- a) The LA.
- b) The admission forum for the LA.
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation.
- d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation.
- e) Affected admission authorities in neighbouring local authority areas.
- f) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;
- g) Community groups which the Academy considers relevant;
- h) Teaching unions if the consultation includes an increase in admission number.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

15. From 2011-12, and for subsequent years, consultation in line with paragraph 14 is not required in a year where the following conditions are met:

- a) the admission arrangements were consulted upon in one or both of the previous two years; and
- b) there have been no changes, or proposed changes, since the last consultation.

16. As soon as any changes are made to arrangements, or proposed, the consultation cycle in paragraph 14 must be followed for the next determination year.

¹ A 'determination year' is the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements will be for e.g. consultation to end in March 2010 and determination to be in April 2010 for admissions in September 2011

Academy Trust Determination of Admission Arrangements

17. The Academy Trust will consider comments made by those consulted in accordance with paragraph 14, including any requests to amend the proposed admissions number, before determining the admissions arrangements for the Academy.

18. The Academy Trust will determine the Academy's admission arrangements by 15 April of the Determination Year and notify consultees listed in paragraph 14 what has been determined within 14 days of that decision being made.

Representations about admission arrangements

19. Where the Academy Trust has determined the Academy's admission arrangements and notified all consultees listed in paragraph 14, if any of those persons or bodies object to the Academy's admission arrangements, including the proposed admission number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

Secretary of State's Consent for Changes to Admissions Arrangements

20. Where the admission arrangements determined in a Determination Year in accordance with paragraph 18 are different from the admission arrangements currently in existence for the Academy, the Academy Trust shall by 30 June in the Determination Year apply to the Secretary of State for him to consent to such amended admission arrangements.

Secretary of State's Power to Accept, Modify or Reject Admissions Arrangements

21. Where the Secretary of State has received any representations made in accordance with paragraph 19, the Secretary of State must consult the Academy Trust on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Academy Trust amends the proposed admissions arrangements for the Academy. The Academy Trust shall comply with any such direction.

22. Where the Secretary of State has received an application made in accordance with paragraph 20 to consent to any amended admissions arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admissions arrangements or direct that the

amended admissions arrangements are not implemented or must be modified. The Academy Trust must comply with any such direction.

Publication of Admission Arrangements

23. The Academy Trust shall each Determination Year publish The Wellington Academy's agreed admission arrangements by:

- a) copies being sent to the persons consulted in paragraph 14;
- b) copies being sent to primary and secondary schools in the LA's area;
- b) copies being sent to the offices of the LA;
- c) copies being made available without charge on request from the Academy;
- d) copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents and other persons.
- e) a copy being uploaded to the Academy's website.

24. The published admission arrangements will set out:

- a) the name and address of The Wellington Academy and contact details;
- b) a summary of the admission policy, including full oversubscription criteria and any arrangements for post-16 admission;
- c) a statement of any religious affiliation if relevant;
- d) numbers of places and applications for those places in the previous year; and
- e) arrangements for hearing appeals.

Proposed Changes to Admission Arrangements by The Wellington Academy after Arrangements Have Been Published

25. Subject to paragraph 26, once the Academy's admission arrangements have been determined for a particular year and published, the Academy Trust will not make any change to such arrangements unless there is a major

change of circumstances and the following procedures have been followed:

- a) the Academy Trust has consulted those who are required to be consulted under paragraph 14 above on the proposed variation;
- b) following such consultation, the Academy Trust has applied to the Secretary of State to approve the change setting out:
 - i) the proposed change;
 - ii) reasons for wishing to make such a change;
 - iii) any comments or objections to the proposal from those consulted; and
- c) following such application, the Secretary of State has provided his consent to the proposed variation.

26. The Academy Trust shall following the prior written agreement or direction of the Secretary of State vary the Academy's admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

27. Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 25 or 26 above must be published within the Academy's prospectus and on its website (if it has one) and be communicated within 7 days to those persons who must be consulted under paragraph 14.

28. The Academy Trust must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.

29. Where a representation is made in accordance with paragraph 28, the Secretary of State may, after consulting the Academy Trust, direct that the Academy Trust modify its arrangements for the admission of students to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Academy Trust must comply with any such direction.

30. Records of applications and admissions to the Academy shall be kept by the Academy Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

PROCEDURE FOR ADMITTING STUDENTS TO THE WELLINGTON ACADEMY

Admissions Number

31. a) Year 7

The Academy Trust has the following agreed admissions numbers for the Academy for the year 2011/2012 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

Admission number (including up to 15 boarders): 180

31.1. b) Year 12

The Academy operates post-16 provision for a total of 250 students including day students and boarders. 125 places overall will be available in year 12 (the year 12 'capacity')

Day Places: The admission number for year 12 is 10. This is the number of places which will be offered on an annual basis to eligible external applicants

Boarding places: There is no point of entry at year 12 for external students wishing to board. Boarding places in Years 12 and 13 will be taken up by the 14 year 11 boarders progressing to post-16 and will only become available if fewer than 14 students wish to continue to board and progress to post-16.

If fewer than 115 of the Academy's own year 11 day students transfer into year 12, additional external students will be admitted (day students to fill the day places and boarding students to fill the boarding places) until year 12 meets its capacity of 125.

32. In any specific year, the Academy Trust may set higher admission numbers for day places and boarding places than The Wellington Academy's agreed admission numbers for an applicable year group. Before setting an admission number higher than its agreed admission numbers, the Academy Trust will consult those listed at paragraph 14. Students will not be admitted in any year group above the published admission numbers for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

33. If the Academy admits a total of 26 students in excess of its admission numbers in any 3 year period it will determine a higher admission number, after consulting those bodies listed at paragraph 14.

Process of Application

Year 7

34. Arrangements for applications for **day places** at The Wellington Academy will be made in accordance with the Local Authority's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.

Arrangements for applications for **boarding places** at The Wellington Academy are subject to a two stage process involving **firstly, a boarding suitability test** and **secondly a formal application** in accordance with the Local Authority's co-ordinated admission arrangements on the Common Application Form provided and administered by the relevant local authority.

35. The Academy Trust will use Wiltshire LA's timetable for applications to The Wellington Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within Wiltshire LA as agreed by the, Admissions Forum, Wiltshire LA, local schools and Academies

The suitability test

Applicants for boarding places will be required to complete a supplementary application form (Appendix B) and agree to an interview process to ensure boarding suitability (the interview will solely discuss the issues specified in Appendix A and B).

Parents or carers should submit the supplementary application form to the Academy **by 1 April** (for applications to boarding to start 17 months later), **although late applications will also be considered.**

The Academy will then complete the boarding suitability test including conducting a suitability interview and, except where applications are submitted after the end of the summer term, notify parents as to whether their children are suitable for boarding **by 17 September (the year prior to entry).**

For those who apply after the end of the summer term for a boarding place, the Academy will endeavour to notify its decision regarding suitability in advance of Wiltshire's closing date for applications (31 October), but this may not always be possible.

In all cases, boarding suitability will normally be confirmed before the following February.

All parents seeking a boarding place will also need to complete a common application form and submit this to their home LA by the date specified locally.

Timetable for applications

The Academy Trust will use Wiltshire LA's timetable for applications each year, although exact dates within the months may vary from year to year. The following is an example timeline:

- a) By September: The Academy Trust will publish in The Wellington Academy's prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2010 for admission in September 2011. This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. The Academy Trust will also provide information in relation to The Wellington Academy to the Wiltshire LA for inclusion in the composite prospectus, as required;
- b) 1 April: Those applying for boarding places submit supplementary form;
- c) April – September: Academy conducts boarding suitability tests (contacts child's current or previous school, child's normal home LA and interviews child);
- d) Mid-September: All parents applying for a boarding place before the end of previous summer term notified whether their child is suitable for boarding;
- e) September-October: The Academy Trust will provide opportunities for parents to visit The Wellington Academy;
- f) 31 October: Common Application Form to be completed and returned to the relevant LA to administer;
- g) Wiltshire LA sends The Wellington Academy day and boarding place applications to the Academy Trust;
- h) Academy Trust sends list of students to be offered day and boarding places at The Wellington Academy to Wiltshire LA;
- i) February – Wiltshire LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.
- j) 1st March offers made to parents.

Year 12

Applications are made directly to the Academy to the timetable set out in the Academy's prospectus.

36. From 2011-12 the national closing date for secondary school applications is 31 October. The Academy will ensure its application processes enable parents to apply before these deadlines.

Consideration of Applications

37. The Academy Trust will consider all applications for day and boarding places at The Wellington Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places to those who have applied for day places. All boarding places are subject to the suitability test.

Procedures where The Wellington Academy is oversubscribed

38. a) Year 7 Day Places

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs where The Wellington Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- i) children who are looked after by any Local Authority at the time the application is made and where the Local Authority confirms that they will still be looked after at the time of admission to The Academy
- ii) children with a medical or social need. The application will need to be supported by a letter from a hospital consultant, social worker or similar professional. The information should demonstrate why the school is the only school able to meet the child's specific needs.
- iii) admission of students whose siblings currently attend the school and who will continue to do so on the date of admission; A sibling is defined as a brother or sister sharing at least one parent and who is normally resident at the same address. This includes adopted children and those living in the same home under a recognised fostering arrangement.
- iv) admission of students on the basis of proximity to the school using straight line measurement from the main entrance of the Academy to the main entrance to the child's home.

38. b) Year 7 Boarding Places

Academy Boarding schools have an important role in providing places for the

most vulnerable children and in providing a stable educational environment for those who need it, including those whose parents have jobs or careers which dictate that they often have to work outside the country. However, to be admitted to boarding provision parents, guardians or corporate parents will need to be able to provide funding for the full boarding fee as determined by The Academy Trust and Governors.

Numbers of available boarding places can not be considered in isolation. The Wellington Academy will also need to take into account the gender spread and logistics of shared rooms.

The Wellington Academy will prioritise applications for boarding places in the order in which they are set out below:

- i) children who are looked after by any Local Authority at the time the application is made and where the Local Authority confirms that they will still be looked after at the time of admission to The Academy
- ii) children of members of the UK Armed Forces who, because of high family mobility, qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
- iii) children who have a boarding need as supported in writing by those persons listed and as defined in Appendix A.
- iv) children who have a sibling who is boarding at The Academy and who will continue to be boarding at The Academy at the time when the candidate takes up his/her place. A sibling is defined as a brother or sister sharing at least one parent and who is normally resident at the same address. This includes adopted children and those living in the same home under a recognised fostering arrangement.
- v) If the Academy is oversubscribed within criteria ii – iv above random allocation (drawing of lots) by a person unconnected with the Academy will be used to determine who is admitted.

Any offer of a boarding place will be subject to the Boarding suitability process (paragraph 34)

Post 16 admission criteria

39. The Academy Trust will publish specific criteria in relation to minimum academic entrance requirements to determine eligibility for admission to the post-16 provision annually in its prospectus and in Wiltshire's composite admissions prospectus. These criteria are the same for internal and external transfers.

Both internal and external students wishing to enter post-16 provision will be expected to have met the minimum academic entry requirements.

a) Year 12 Day Places

Where the number of applications for admission is greater than the published admission number, eligible external applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs where The Wellington Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- i) eligible children who are looked after by any Local Authority at the time the application is made and where the Local Authority confirms that they will still be looked after at the time of admission to The Academy
- ii) admission of eligible students whose siblings currently attend the school and who will continue to do so on the date of admission. A sibling is defined as a brother or sister sharing at least one parent and who is normally resident at the same address. This includes adopted children and those living in the same home under a recognised fostering arrangement.
- iii) admission of eligible students on the basis of proximity to the school using straight line measurement from the main entrance of the Academy to the main entrance to the child's home.

b) Year 12 Boarding

There are 14 boarding places in year 12 and another 14 boarding places in year 13. These will normally be occupied by students who have moved up from younger age groups within the Academy. **The Academy will not therefore normally admit any external applicants to years 12 or 13.**

If any boarding places become vacant in year 12 or 13 the Academy will admit additional students. To determine who is admitted it will:

- (i) Apply the academic eligibility criteria in paragraph 39 to determine eligibility and then
- (ii) Apply the boarding suitability process in paragraph 34
- (iii) Apply the oversubscription criteria in the order set out in 38(b)

40. There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer and external applicants refused admission.

Operation of waiting lists

41. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate waiting lists for year 7

and year 12 entry points. Where in any year The Wellington Academy receives more applications for places than there are places available, the waiting lists will operate until the end of the school year. These will be maintained by the Academy Trust and it will be open to any parent / guardian to ask for his or her child's name to be placed on a waiting list, following an unsuccessful application.

42. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 38a for year 7 entry point, and paragraph 39 for year 12. Where day places become vacant they will be offered to children on the waiting list in accordance with the oversubscription criteria. Any offer of a boarding place will additionally be subject to the Boarding suitability process (paragraph 34)

Arrangements for admitting day students to other year groups, including to replace any students who have left The Wellington Academy

43. From 2011-2012 local authorities will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect Academies' right to determine which applicants have priority for admission.

44. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 38 or **paragraph 39** (as appropriate) shall apply. Those whose application is turned down shall be entitled to appeal.

Arrangements for admission of students as The Wellington Academy, including its boarding facility new build, transitions to full capacity

45. The Wellington Academy Boarding Facility will open on 1 September 2011 with a Published Admission Number relating to students in Year 7 and Year 12.

46. Boarding places will be offered at other Year entry points, including 8, 9, 10,11 using the oversubscription criteria specified in paragraph 38. Year 12 and 13 places will be offered using the oversubscription criteria specified in paragraph 39. Any offer of a boarding place will be subject to the Boarding suitability process (paragraph 34)

47. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in The Wellington Academy and the efficient use of resources.

48. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

Those wishing to appeal should please contact the Wiltshire Customer Care unit on 01225 713010, who will be able to advise you of the action you need to take.

Email: admissions@wiltshire.gov.uk

Telephone: 01225 713010

Fax: 01225 713775

Postal Address:

School Admissions

Wiltshire Council

County Hall

Trowbridge

BA14 8JN

http://www.wiltshire.gov.uk/schoolseducationandlearning/schoolsandcolleges/schooladmissions2009/schoolsplacessecondary.htm#school_admissions_press_release

ADMISSION OF STUDENTS TO THE WELLINGTON ACADEMY

APPENDIX A

BOARDING NEED DEFINED

In each case, it is the responsibility of parents/carers/corporate parents to provide the information required to enable Admissions to make a determination of boarding need. In particular, the names and contact details of a person from whom The Academy may seek corroborating evidence must be given.

Applicants' parents/carers will be requested to identify the categories listed in Boarding Need Criteria 1 and 2 on The Wellington Academy Boarding Admissions Form, attached as Appendix B.

A child has a boarding need if:

1. He/she satisfies at least ONE of the following criteria in that:

	Criterion	Appropriate person to provide corroboration
a	His/her main parent/carer is, or will be at the date of admission, serving with or for the Foreign and Commonwealth Office or other UK Government Department on terms which may include either deployment overseas or frequent changes of posting within the UK.	Line Manager or Head of Department/Service
b	His/her main parent/carer is, or will be at the date of admission, serving with or for an institution of the European Union, United Nations or other international body of which the United Kingdom is a member.	Line Manager or Head of Department/Service
c	His/her main parent/carer is, or will be at the date of admission, employed by a UK based company which requires the parent to travel overseas or be resident overseas for a period of more than one month per year.	Line Manager or Head of Department/Service
d	He/she is the subject of a voluntary agreement between the Governing Body and a Local Authority or Charitable Trust and has been defined by the LA or Charitable trust as having a boarding need. This will include children who are considered by the charitable trust or local authority to be vulnerable children or are on the local authority's 'at risk' register and the local authority considers will benefit from a boarding place.	LA Lead Professional or relevant charitable Trust Officer
e	His/her home is in a remote location and appropriate education is not available within a reasonable daily travelling distance.	Current Headteacher or LA Officer
f	His/her home is in a remote location and he/she lacks social interaction with children of the same age and/or gender.	Current Headteacher or LA Officer

ADMISSION OF STUDENTS TO THE WELLINGTON ACADEMY

APPENDIX B (Parts 1,2 and 3 to be kept together)

THE WELLINGTON ACADEMY BOARDING APPLICATION FORM (Part 1)

BEFORE YOU START: Would you like this applicant to be considered for a day place in the event a boarding place is NOT offered? Yes / No

Please complete and return to:

The Wellington Academy, Castledown, Tidworth, Wiltshire SP11 9RR

Prospective Boarder Details

Surname: _____ First Name(s): _____ Gender M / F
Year group entry: _____ Date of Birth (dd/mm/yy) ____/____/____
Home/Postal Address: _____ **Post code**

Contact details for referee / corroborating officer for boarding need assessment:

Name _____ Address _____ Phone / email _____

Current School Details

School Name _____ School Address _____
School Telephone _____
Name of Headteacher _____ Email Address _____

Parent/Carer Details

Name _____
Telephone _____
Email _____

I/We agree to the Wellington Academy processing personal data contained in this boarding Application Form and other relevant data which the Academy may obtain from me/us or the LA / other relevant referee as part of the Admissions Procedure. I/We agree to the processing of such data for the purposes of informing the Wiltshire LA. *(This is in accordance with the Data Protection Act 1998)*

Name:	Signature	Date

Applicants who are not UK / EEA nationals are reminded to ensure that their visa allows them to access non-fee paying education in the UK before applying for a place at the Academy. Failure to do so could invalidate the applicant's right to remain in the UK under the terms of his or her visa. It is the sole responsibility of parents/carers to ensure their child is eligible to take up a place at a non fee-paying school.

ADMISSION OF STUDENTS TO THE WELLINGTON ACADEMY

BOARDING SUITABILITY FORMS

ADMISSION TO ACADEMY BOARDING SCHOOLS SUITABILITY FOR BOARDING AND SUPPORTING EVIDENCE FOR BOARDING NEED

PREVIOUS SCHOOL PROFORMA (Part 2)

Please read this and complete the form in full (no blanks please as this information is essential to the proper admissions process) Thank you for your time.

Academy Boarding Schools may, if they wish, use references from an applicant's present school (or previous school) as part of the evidence to determine whether or not an applicant is suitable to board. They must not be used to select candidates on the basis of academic ability or aptitude and those completing references must ensure that they do not make reference to any other matters which are extraneous to this decision. These include religious affiliation, sporting or artistic ability or academic interests or any low level disciplinary matters.

(1) Evidence of the applicant's resilience away from home.

To your knowledge, has the applicant had experience of staying away from home without his/her parent/carer either as a boarder or on a school residential, camp or other activity? YES / NO

If yes, did the applicant appear to enjoy the experience?

Did he/she show resilience in an unfamiliar setting without his/her parent/carer?

(2) Evidence of the applicant's adaptability to communal living and self reliance.

How well does the applicant relate to others, including children who are older and younger than him/her?

Is the applicant able to amuse him/herself without the support of adults?

Will he/she play or work on his own or does he always seek the company of others?

(3) Evidence of the applicant wanting to board and having considered its implications

Has the applicant or his/her parent/carer discussed this application with you or anyone else at your school? Have you formed an impression as to whether or not the applicant him/herself wishes to attend a boarding school?

(4) Safeguarding Children Issues

Does the applicant have a record of serious misbehaviour, for example arson, physical violence, inappropriate sexual behaviour or intimidation of other children? If yes, please provide details.

(5) Boarding Need

Are you aware of any reasons why a place at a boarding school may be particularly suitable for the applicant? If yes, please provide details.

Name and designation of person completing this form:

Signature:

Date:

ADMISSION OF STUDENTS TO THE WELLINGTON ACADEMY

BOARDING SUITABILITY FORMS

ADMISSION TO ACADEMY BOARDING SCHOOLS SUITABILITY FOR BOARDING AND SUPPORTING EVIDENCE FOR BOARDING NEED

LOCAL AUTHORITY PROFORMA (part 3)

Academy Boarding Schools may use references from an applicant's Local Authority (or another competent authority outside the UK) as part of the evidence to determine whether or not an applicant is suitable to attend a school as a boarder.

(1) Are there any particular reasons why admission of this child would endanger other boarders?

Focus on serious misbehaviour, for example arson, serious physical violence, inappropriate sexual behaviour, serious theft or serious intimidation of other children.

(2) Is there any other reason why the applicant may pose a risk to him/herself, to other children or to staff in a boarding environment?

Please append a brief note of any concerns that there may be about the applicant's suitability to board for these reasons.

Name and designation of person completing this form:

Signature:

Date:



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