

ADMISSIONS POLICY 2023-24

This policy applies to existing and prospective pupils and boarders of the Wellington Academy.

DOCUMENT CONTROL

Responsible position:	Approved by:
Headteacher	The Wellington Academy LGB (Awaiting Review)
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RELATED POLICIES AND DOCUMENTS

Policy Name	Date Issued
Wiltshire Council's Determined Co-ordinated Scheme of Secondary School	http://www.wiltshire.gov.uk

REVISION RECORD

Date	Version	Revision Description
Oct 2012	1.0	Written in line with current legislation
Sept 2014	2.0	Updated for MAT purposes
Dec 2014	3.0	Updated for boarding purposes
Jan 2015	4.0	Updated for The Nest
Sept 2015	5.0	Annual revision
Sept 2017	6.0	Annual revision
Feb 2018	7.0	Annual revision
Sept 2017	8.0	Review prior to 2019 opening of new primary academy in Ludgershall
Mar 2018	9.0	Updated to enhance clarity re admissions arrangements following DfE feedback
Sept 2020	10.0	Annual revision to reflect change in organisation structure
Sept 2021	11.0	Annual revision
Sept 2022	12.0	Annual revision
Sept 2023	13.0	Annual revision

INTRODUCTION

This document aims to set out clearly the admissions arrangements for The Wellington Academy managed by Ascend Learning Trust (the Trust).

As the admissions authority the Trust is required by its funding agreements to adhere to the Local Authority's Fair Access Protocol; the School Admissions Code and Equality Act 2010.

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with our funding agreement and articles of association.

The Trust's Board of Trustees has agreed that admission to The Wellington Academy will be carried out through Wiltshire Council's coordinated admission schemes. This policy should be read in conjunction with the admissions information booklet and associated documents, guides and forms are supplied by Wiltshire Council (the Local Authority) via its website or by calling Customer Services on 01225 713010.

Dependent children accompanying parents entering the UK on a work visa have a right to enter the country to attend a state-funded school. In addition, any UK citizen or citizen of the European Economic Area (EEA) and Switzerland is permitted to enter the country to attend a state-funded school, including boarding provision at The Wellington Academy.

1. **ADMISSION NUMBERS - The Published Admission Number (PAN) is: 270 entering year seven**

Year seven admission applications are handled by Wiltshire Council's coordinated admissions schemes and the Wellington Academy will accordingly admit this number of pupils if there are sufficient applications. Where fewer than the agreed PAN for the relevant year group are received, the Local Authority on behalf of the Academy will offer places to all those who have applied.

The Published Admission Number (PAN) is:

- 125 entering year 12 of the sixth form based at The Wellington Academy (there is no specified number of day or boarding pupils); and
- 100 boarders entering Year 7 to year 13 of the Boarding House based at The Wellington Academy.

N.B. Sixth Form and Boarding House admission applications are handled by in-house admissions office. Please see sections 5 and 6 below.

2. **APPLICATION PROCESS**

Applications for day pupil places in year seven will be made in accordance with the Local Authority's coordinated admission schemes and the relevant application form provided by Wiltshire Council.

See **Appendix 1** for details of the year seven admissions timetable. See section 5 below for additional criteria, application process and timetable relating to Sixth-Form applications. See section 6 for additional application process and timetable relating to Boarding House applications. Admission application forms can be obtained from either the Academy's website or the Wiltshire council website.

3. **OVERSUBSCRIPTION CRITERIA**

The criteria in this section applies in full to admission applications for entry into year seven and in part to Sixth-Form provision.

Where the number of applications for admission is greater than available places, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the Academy, priority for admission will be considered by the Local Authority against the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being after being looked after became subject to an adoption, a child arrangements order, or special guardianship order. (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 Section 22 of the Children's Act 1989.)
2. Priority will next be given to children with serious medical, physical, or psychological conditions where written evidence is provided at the time of application. The written evidence must be from a senior clinical medical officer, general practitioner or specialist, a senior social worker or other appropriate professional of the child's need and why they must attend the academy applied for, rather than any other school, based on those needs. If evidence is not submitted to the LA with the application, a child's medical or social needs cannot be considered.
3. Priority will next be given to siblings of pupils currently attending the Academy applied for 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. Step, half, adopted and foster siblings are included in this category.
4. Priority will next be given to other children living nearest the Academy applied for. See tie-break in section 4.
5. Priority will next be given to other children to whom none of the above criteria apply.

4. TIE BREAK

If in oversubscription criteria (2-5) above a tie-break is necessary to determine which child is admitted, the child living nearest to the Academy applied for will be given priority for admission. This is called a distance tie-break. Distance will be measured using a straight line (as the crow flies) from the child's home 'address point' determined by Ordnance Survey Data to the centre point of the school grounds as determined by the Local Authority using its computerised measuring system. Those living closest to the Academy applied for will be given priority. Accessibility by car or public transport will be disregarded. If applicants share the same address (for example, live in the same block of flats or shared house) priority will be given to those closest to the ground floor and then by ascending flat number.

If two or more applicants with the same priority for admission live an indistinguishable distance from the preferred academy, but cannot all be admitted, then the available places will be decided by means of casting lots. The random allocation will be conducted independently by Democratic Services, Wiltshire Council as a tie-break to decide who will be admitted.

5. ARRANGEMENTS FOR ADMISSIONS TO THE SIXTH FORM

The Sixth Form must admit any pupils with an education health and care plan naming it.

All other Y12 applicants (internal and external) must meet the same academic entry criteria set out in the Sixth Form prospectus to be offered a place. A copy of the prospectus and application form can be obtained online.

An individual course consultation will be held to discuss options and academic entry requirements for particular course(s), but this meeting does not form part of the decision-making process on whether to offer a place (see P11 of School Admissions Code).

Applications must be made directly to the Sixth-Form (not the Local Authority) all applications should be made before the start of the academic year if received after this time, they will be considered once all on time applications have been processed.

Parents will be notified of a conditional offer of a Sixth-Form place subject to the pupil meeting the required entry grades, any subject specific criteria and having a suitable reference from their previous school. A final interview will be held immediately after the applicant's exam results are known on at which time an actual offer of a Sixth-Form place is confirmed.

Oversubscription Criteria:

Where the number of applications for admission is greater than available places, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the Sixth-Form, priority for admission will be considered against the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being after being looked after became subject to an adoption, a child arrangements order, or special guardianship order. (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 Section 22 of the Children's Act 1989.)
2. Priority will next be given to other children living nearest the Academy applied for. See tie-break in section 4.

6. ARRANGEMENTS FOR ADMISSIONS TO THE BOARDING HOUSE

All year seven pupil admission applications should follow Wiltshire Council's determined admission arrangements for coordinated schemes in line with the timescales detailed in Appendix 1 and published on their website: www.wiltshire.gov.uk

In addition, where parents also wish to apply for a Boarding House place, please complete a supplementary information form (application) for the boarding house.

The Boarding House prospectus and application can both be found on The Wellington Academy's website: <https://www.thewellingtonacademy.org.uk/Pages/Page.asp?PageID=121>

Boarding fees are charged in accordance with the Department for Education's guidance. Full details can be found by visiting: <https://www.gov.uk/government/publications/state-funded-boarding-school-provisionmanagement-and-charges>

Following receipt of a completed supplementary information form (application) the Director of Boarding will contact the applicant to arrange an interview, in person or via Skype, to assess the applicant's suitability to board. Such interviews **must** only consider whether a child presents a serious risk to other boarders or whether they would be able to cope with and benefit from a boarding environment. As part of the assessment, information from the previous school and by the child's home local authority (on safeguarding issues) will also be requested.

All maintained boarding schools **must** give priority in the oversubscription criteria as listed below in the order of priority:

- Looked after children and previously looked after children
- Children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school's fees.
- Children with a 'boarding need' identified via the process outlined above to assess the applicant's suitability to board. Children with a 'boarding need' include:
 - children at risk or with an unstable home environment; children of service personnel who have died while serving or who have been discharged as a result of attributable injury; or
 - children of key workers and Crown Servants working abroad (e.g., the children of charity workers, people working for voluntary service organisations, the diplomatic service or the European Economic Area, teachers, law enforcement officers and medical staff working abroad) whose work dictates that they spend much of the year overseas.

Source: School Admissions Code P17 (DfE) Dec. 2014

Boarding House applications must be made to directly to the Boarding House. The Director of Boarding will write to parents to confirm offers.

7. LATE APPLICATIONS

Year seven applications received by the Local Authority after the admissions deadline detailed in Appendix 1. will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

8. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP, FOR OTHER YEARS OF ENTRY OR INYEAR TRANSFERS

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application to the Local Authority, specifying why admission out of normal year group is being requested AND the year group in which they wish their child to be allocated a place IF every year group is already open in the academy applied for.

When such a request is made, the Local Authority will decide on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

For in-year transfers, Wiltshire Council remains the co-ordinating Local Authority and applications must be made to them in accordance with their criteria and guidelines. More information is available via: www.wiltshire.gov.uk or by calling Wiltshire Council's Customer Services on 01225 713010.

9. CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)

The Local Authority has declared the community area of Tidworth as a 'special planning area for Admissions'. Applications for children of service personnel with a confirmed posting to the county or crown servants returning from overseas to live in the county, will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admissions round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the Local Authority as soon as possible. This should include relocation date and the Unit postal address. Until a fixed address is available, the Unit postal address will be used, and a school place allocated accordingly. The Academy will not refuse a child of UK service personnel a place because the family does not currently live in the area, nor will it reserve blocks of places for these children.

10. WAITING LISTS

Subject to any provisions regarding waiting lists in the Local Authority's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the end of the academic year. This will be maintained by the admissions office, and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 4 above. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria wherever anyone is added to or leave the waiting list.

11. APPEALS

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. More information can be found by visiting Wiltshire Council's website: www.wiltshire.gov.uk

Additional Supporting Information

If appellants wish to submit further evidence, which was not included with their initial appeal, they should ensure this is with the Local Authority at least **4 clear working days**, *not counting the day of postage or the hearing*, in advance of your appeal.

Only a short document, such as a doctor's letter not previously available, will be accepted up to 4 clear working days prior to the hearing. **Any additional evidence or information received after this deadline will not be circulated and may not be considered at the hearing.**

APPENDIX 1 – THE WELLINGTON ACADEMY, TIDWORTH ROAD, WILTSHIRE SP11 9RR

The following timetable will be used for applications for YEAR SEVEN at The Wellington Academy:

1. September – The Wellington Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September. The website will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
2. September/October annually – The Wellington Academy will provide opportunities for parents to visit the Academy.
3. By the 31 October deadline for secondary admissions – parents return the completed application form to their Local Authority to administer. For parents living in Wiltshire, the preferred method of submission is online via www.wiltshire.gov.uk
4. The Local Authority sends applications to the Academy.
5. The Academy sends list of pupils to be offered places to the Local Authority.
6. February – Local Authority informs other local authorities of the offers of places to be made to their residents. 7. Date of LA notification letters to parents: 1 March 2023.