



# STEP Academy Trust

## Admission Policy 2016 to 2017

### Wolsey Junior Academy

This admission policy relates to Wolsey Junior Academy which is situated within the London Borough of Croydon.

#### **Published Admission Number (PAN)**

The academy will admit 90 children into Year 3.

#### **Pre-Application Visits**

The academy welcomes visits from parents and children before application and will be flexible in trying to ensure that parents can look around at a mutually convenient time. Parents who wish to visit should telephone the academy's office to arrange an appointment with a member of the admissions team. If possible, the academy will arrange for a member of the Senior Leadership Team to be available to answer any questions that parents may have on the day of the visit.

The academy's prospectus contains further details in relation to the facilities which are available at the academy.

#### **Children who currently attend Wolsey Infant School**

Wolsey Infant School and Wolsey Junior Academy are independent of each other with their own Governing Bodies.

Where a child is currently in Year 2 at Wolsey Infant School, an application for admission into Year 3 at Wolsey Junior Academy must still be submitted. There is no automatic transfer from Wolsey Infant School to Wolsey Junior Academy.

Children who attend do, however, receive a higher priority than children attending other schools who do not have a sibling at the academy.

#### **Children with a Statement of Special Educational Needs/Education Health and Care Plan**

Children with a Statement of Special Educational Needs/Education Health and Care Plan where the academy is named within the statement/plan will automatically be admitted to the Academy without reference to the oversubscription criteria outlined below.

#### **Oversubscription Criteria**

All children applying for a place at the academy will be offered a place, unless more applications are received than there are places available, in which case places will be offered in accordance with the following order of priority:

### **Priority 1 – Looked After and Previously Looked After Children:**

Looked after and previously looked after children will be admitted under this priority.

A “Looked after child” is a child in public care at the date on which the application is made. A “Previously looked after child” is a child who was in public care, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately after being in public care.

An application under this priority must be supported by the relevant Local Authority Children’s Services Department. In the case of a previously looked after child, a copy of the adoption or special guardianship order must also be supplied.

Places under this priority will be allocated according to proximity of the child’s main home address to the academy, with those living closest to the academy receiving higher priority.

### **Priority 2 – Children with Medical Need requiring Admission to This Academy Only:**

Children for whom Wolvey Junior Academy is the **only** school that is appropriate for the child to attend because of the child’s medical needs, or because of a serious and ongoing medical condition of one or both of their parents which would prevent the parents being able to make arrangements to take their child to and from any other school, will be admitted under this priority.

Applications under this priority must be accompanied by Priority 2 Form, Part A of which must be completed by the parents before being provided to the child or parent’s G.P. or hospital consultant who must then complete Part B, sign, stamp and date the form. The G.P. or hospital consultant must expressly confirm not only the nature of the medical condition of the child or parent, but also the reason why it is appropriate for the child to attend the academy, why no other school is suitable, and the medical reasons why this is the case.

The completed, signed and stamped Priority 2 Form must be provided with the common application form. An application under this priority will **not** be considered in cases where the completed, signed and stamped Priority 2 Form is received after the common application form has been submitted.

A decision on whether to admit a child under this priority will be made by the Admissions Panel of The STEP Academy Trust, who will take care to apply a consistent approach to all such applications received.

Where the application is successful under this priority, places under this priority will be allocated according to proximity of the child’s main home address to the Academy, with those living closest to the academy receiving higher priority.

Where an application is not successful under this priority, the application will be placed into the next highest priority into which it falls below and will be considered along with all of the other applications falling within that priority.

### **Priority 3 – Children with a Sibling at the Academy:**

Children with a sibling at Wolsey Junior Academy who will be on the roll at the academy at the date of admission will be admitted under this priority.

A sibling will include a full brother or sister (with the same two parents), a half brother or sister (with one parent in common), a step brother or sister (with different parents but with one parent of each child who are married to the other), an adopted brother or sister, a foster brother or sister, the children of a parent's partner where the parent and their partner are co-habiting, or any other child of the family, but in all cases the sibling must be being brought up with the applicant child as a sibling within the same core family unit, and their main residence must be at the same address as the child for whom the application is made.

For the avoidance of doubt, other children within the family (for example, cousins) who live at the same address because several members of the child's extended family (for example, aunts and uncles) also live there, will not be regarded as siblings for the purpose of this priority.

A parent will include the natural or adoptive father or mother, the foster father or mother, or the legal guardian or person with parental responsibility for the child and with whom the child lives.

Places under this priority will be allocated according to proximity of the child's main home address to the academy, with those living closest to the academy receiving higher priority.

### **Priority 4 – Children who attend Wolsey Nursery and Infant School:**

Children who are currently in Year 2 at Wolsey Nursery and Infant School will be admitted under this priority.

Places under this priority will be allocated according to the proximity of the child's main home address to the academy, with those living closest to the academy receiving higher priority.

### **Priority 5 - All Other Children:**

All other children not falling into any of the priorities outlined above will be admitted under this priority.

Places under this priority will be allocated according to the proximity of the child's main home address to the academy, with those living closest to the academy receiving higher priority.

### **The Child's Main Home Address**

The address given on the application form must be the child's main home address, which will usually be the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be used. A business address or the address of a parent with whom the child does not live, a relative or a child minder must not be given.

Where a child lives for part of the week with each parent separately, their main home address will be deemed to be the address at which the child lives for 51% or more of their time from Monday to Friday during school term times. Where there is a dispute over which address is the child's main home address, the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be deemed to be their main home address.

### **Distance from the Academy**

Distance will be measured in a straight line from the centre of the child's main home address to Wolsey Junior Academy's main entrance using the Local Authority's computerised measuring system. For multiple properties with the same entrance, for example blocks of flats, distance will be measured from the centre of the ground floor of the building regardless of which floor the child lives on.

### **Tie Breaker**

As stated above, places will be allocated within each priority according to the proximity of the child's main home address to the academy, with those living closest to the academy receiving higher priority.

Where distance from the academy is equal for two or more applications, places will be allocated by independently verified random allocation.

### **Twins and Children from Multiple Births**

Where a child who is a twin or a child from a multiple birth has achieved a place in the usual way, but there are no places remaining to admit their twin or siblings from a multiple birth, the academy will admit the twin or siblings from a multiple birth over and above the academy's published admission number (PAN). In those cases, those additional children admitted over the PAN will be admitted as "excepted pupils" and will not count towards the statutory maximum class size.

### **Children of UK Service Personnel and other Crown Servants**

The academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the academy's area, or from a crown servant family returning from overseas to live in the academy's area, as if they live in the area of the academy even if a residential address has not been identified at the date of the application.

The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the academy's oversubscription criteria.

For further information, please contact The Children's Education Advisory Service.

### **In Year Admission and Applications to Other Year Groups**

Wolsey Junior Academy participates in the LA's co-ordinated in year admissions scheme and follow the protocol set within it. Applications for admission to year groups other than Year 3, and

applications for in-year admission, must be made directly to the Council. Once the application has been received, if there are no places available within the relevant year group, the child's name will be added to the waiting list in accordance with the procedure set out below.

### **Applications for Admission of Children Outside their Normal Age Group**

Parents who want their child to be admitted outside of their normal age group for any reason (for example, because their child is gifted or talented and they want their child to be admitted to the year above their normal age group, or because their child has experienced problems such as ill health and they want their child to be admitted below their normal age group), may do so by attaching their written request to their application for admission, setting out in detail their reasons for making the request and attaching documentation from medical, health, educational or other professionals who support the request.

The request will be considered by the academy on the basis of the circumstances of each case and in the best interests of the child to whom the request relates. The academy will take into account the parents' views, the views of the Headteacher of the academy, information about the child's academic, social and emotional development, the child's medical history and the views of the child's medical or health professionals (where relevant), whether the child has previously been educated outside of his or her normal age group, and whether the child would naturally have fallen into a lower age group if it were not for being born prematurely. Parents should therefore take these factors into account when writing their request and considering what supporting documentation to attach to their request.

Where the academy agrees to a request for admission of a child outside of his or her normal age group, the academy will write to the parents confirming the decision and clearly setting out the reasons for it. The application for admission will then be considered with all other applications in the usual way, applying the oversubscription criteria as necessary. The academy will not discriminate against a child because it has been agreed that they may be admitted outside of their normal age group.

Where the academy refuses a request for admission of a child outside of his or her normal age group, the academy will write to the parents confirming the decision and clearly setting out the reasons for it. The application for admission into the child's normal age group will then be considered in the usual way, applying the oversubscription criteria as necessary. Where the child is not offered a place in his or her normal age range, the parents have a statutory right to appeal against the refusal in the usual way. Where the child is offered a place in his or her normal age range, there is no statutory right to an admission appeal, however it is open to the parents to submit a complaint to the academy in accordance with its published Complaints Policy.

### **Waiting Lists**

Once all places have been filled, the academy will maintain a waiting list for each year group.

The names of all children who are unsuccessful in achieving a place in Year 3 will be automatically added to the waiting list for the first term of the academic year until 31 December. After that date, the children's names will be removed unless parents notify the academy that they would like their child's name to be kept on the waiting list until the end of the academic year.

Where an application for admission into a different year group, or in-year admission, has been unsuccessful, parents will be asked if they would like their child's name to be added to the waiting list for that year group and, if so, for how long.

A child's position on the waiting list will be ranked solely in accordance with the order of priority set out above, and not in accordance with the date that the child's name was added to the waiting list. This means that the child's name may go up or down in ranking on the waiting list, as other children are added or removed.

Where a place becomes vacant in any year group, the place will be offered to the child ranked first on the waiting list for that year group. Where two or more children on the waiting list live an equal distance from the academy, they will be jointly ranked until a place becomes available for one of them. At that time, the place will be allocated by independently verified random allocation in accordance with the tie breaker outlined above.

### **Appeals**

Where a child is not successful in achieving an offer of a place, the child's parents will be told the reason why admission was refused and that they are entitled to appeal to an independent admission appeal panel within a specified amount of time under the provisions of the School Standards and Framework Act 1998. The academy will provide information to parents about the appeals process and provide the parents with a named contact who can answer any enquiries they may have about the appeals process. Parents lodging an appeal must set out the grounds of the appeal in writing.

The admission appeal panel will be independent of the academy. The academy has agreed with the Local Authority for them to deal with the administrative side of arranging admission appeal hearings for the academy.

The determination of the admission appeal panel will be made in accordance with the Schools Admission Appeals Code 2012 and will be binding on all parties.