



ADMISSIONS POLICY

This policy is applicable to all students, staff and parents of The Wellington College Academy Trust.

DOCUMENT CONTROL

Responsible position:	Approved by:
Head of Governance	WCAT Board
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RELATED POLICIES AND DOCUMENTS

Policy Name	Date Issued

REVISION RECORD

Date	Version	Revision Description
Oct 2012	1.0	Written in line with current legislation
Sept 2014	2.0	Updated for MAT purposes
December 2014	3.0	Updated for boarding purposes
January 2015	4.0	Updated for The Nest
Sept 2015	5.0	Annual revision
Sept 2016	6.0	Annual revision

INTRODUCTION

This document sets out the admissions arrangements for the Wellington College Academy Trust (Trust) in accordance with Annex 2 of the Funding Agreement between the Trust and the Secretary of State. The Trust participates in the Local Authority's Fair Access Protocol.

1. PROCESS OF APPLICATION

A. DAY STUDENTS

Applications for places at a Trust Academy will be made in accordance with the Local Authority's co-ordinated admission arrangements, and will be made on the application form provided by the Home Local Authority where the child resides.

B. BOARDERS

Applications for boarding places at The Wellington Academy should be made in the first instance directly to The Academy using the form available on the boarding section of the academy's website, as part of this process references and school reports will be requested. Boarders will only be considered if they have a UK or EU Passport, as this entitles them to State funded education. The Director of Boarding will contact the applicant and arrange an interview, usually via Skype, to assess the applicants' suitability to board. If a place is offered to a potential boarder, then an application must be made through the Home Local Authority as indicated above.

The timescale for boarders does not necessarily fall in line with that of Day students, as outlined below:

Application deadline for boarder entry in September of any year is March 15th.

Applications will only be considered after this date if there is space in the year group and house requested.

2. ADMISSION ARRANGEMENTS

The Trust will use timetables as shown in the relevant appendix for applications.

3. CONSIDERATION OF APPLICATIONS

The Trust will consider all applications for places. Where fewer than the agreed PAN applications are received. The Trust will offer places to all those who have applied.

4. PROCEDURES WHERE ANY ACADEMY IS OVERSUBSCRIBED

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. Children with a Statement of Special Educational Needs or Education Health Care Plan, where the Academy is named on the statement, are entitled to a place.

Other places will be allocated to applicants in the following priority order:

- a) Looked After children or Previously Looked After Children. A Looked After Child/Previously Looked After Child is defined as: A "looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, 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.

- b) Young people whom the Directors and Executive Principal accept have an exceptional medical, social or educational need for a place at the Academy. Applications will only be considered under this category if they are supported by a written statement from a medical consultant, senior social worker or other appropriate professional. In each case there must be a clear connection between the child's need and the Academy, also an explanation of the difficulties which would be caused if the child were to attend another school.
- c) Admission of students whose siblings currently attend 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. This includes adopted children and those living in the same home under a recognised fostering arrangement.
- d) If there are more applicants than places available places will be offered to children who live nearest the Academy. Nearness to the Academy will be calculated using a straight line (as the crow flies) measurement 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. The child living closest to the Academy will receive the highest 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.
- e)

In the event of a tie in any of the above categories, a tie break will be decided by the child living closest to the academy.

5. OPERATION OF WAITING LISTS

Subject to any provisions regarding waiting lists in the Local Authority's co-ordinated admission scheme, each Academy will operate a waiting list. Where in any year an Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Trust 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 Local Authority will co-ordinate admissions for in-year applications and applications for year groups other than the normal point(s) of entry.

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

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 Trust 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.



Children will be considered to be siblings if any brother or sister is going to be attending the chosen academy. Their position on any waiting list will be set accordingly.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered for a primary aged child, the child may be admitted as an 'excepted' pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

7. ARRANGEMENTS FOR ADMISSION TO POST 16 PROVISION

Parents or students wishing to enrol for the sixth form should in the first instance contact the relevant Academy and request a copy of the sixth form prospectus. This will detail the courses offered at the Academy and any specific entry requirements. Should the parent or student wish to make a formal application to join the sixth form they will be required to complete an application form.

Both internal and external students wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for entry. In addition to the minimum academic entry requirements for the sixth form, students will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing alternative courses for which they do meet the minimum academic requirements. These academic entry requirements form part of the admission arrangements and so will be consulted upon and published in the Academy's prospectus.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted. When there are more external applicants that satisfy any academic entry requirements, priority will be given in the following order:

1. Looked after children
2. Places will be offered to children who live nearest the Academy

Nearness to the Academy will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre point of the Academy grounds as determined by the Local Authority using its computerised measuring system. The child living closest to the school will receive the highest 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 order. Should more than one child have the same distance a decision will be made using random allocation.

8. ARRANGEMENTS FOR APPEALS

Parents have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Trust. The arrangements for appeals will comply with the School Admissions Code published by the Department of Education. For further information about how to appeal, and guidance on the process, please contact the Wellington College Academy Trust Head of Governance on 01264 405060

APPENDIX 1 – WELLINGTON ACADEMY, TIDWORTH, SP11 9RR

The Wellington Academy has an agreed admission number of 210 students for year 7 and will accordingly admit at least the agreed PAN students in the relevant age group each year if sufficient applications are received.

Admission Arrangements

The following timetable will be used for applications:

1. September 2016 – The Wellington Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (i.e. in September 2016 for admission in September 2017). The website will include details of open evenings and other opportunities for prospective students and their parents to visit the academy.
2. September/October 2016 – The Wellington Academy will provide opportunities for parents to visit the Academy.
3. By 31 October 2016 – 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. Local Authority sends applications to Academy.
5. Academy sends list of students 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. 1 March 2017 – notification letters sent to parents.



APPENDIX 2 WELLINGTON PRIMARY ACADEMY, OATWAY ROAD, TIDWORTH SP9 7FP

The Wellington Primary Academy has an agreed admission number of 60 students for each year group and will accordingly admit at least the agreed PAN students in the relevant age group each year if sufficient applications are received.

Admission Arrangements

The following timetable will be used for applications:

1. October 2016– Wellington Primary Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria. The website will include details of open evenings and other opportunities for prospective students and their parents to visit the academy.
2. November/December 2016 – Wellington Primary Academy will provide opportunities for parents to visit the Academy.
3. By 15 January 2017 – 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. Local Authority sends applications to Academy.
5. Academy sends list of students to be offered places to the Local Authority.
6. April – Local Authority informs other local authorities of the offers of places to be made to their residents.
7. 18 April 2017– notification letters sent to parents.

Reception entry

Children are entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to the academy until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made and, where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

All applications for children requesting admission outside their normal school age group will be processed as outlined in Wiltshire Council's coordinated Admissions Scheme which has been drafted in line with the School Admission Code.

Other Years of entry or In-Year Transfers

For entry to years other than reception, or for in-year transfers, Wiltshire remains the co-ordinating authority and application must be made to the Local Authority in accordance with their instructions

