

The Westwood Academy

Admissions Policy 2018 - 2019



**Date Governors Approved – 14.11.2016
(revised March 2018)**



THE WESTWOOD ACADEMY

Admissions Policy 2018/19

The admissions process is part of the Coventry Local Authority co-ordinated scheme.

The school admission number for the school year beginning in September 2018 is 157

2018/19 Oversubscription Criteria:

If there are more requests for a school place than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below:

- 1 Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order or a special guardianship order or a child arrangements order.**
A looked-after child is defined in Section 22 of the Children Act 1989.
- 2. Children who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will be of compulsory school age and will continue to attend that school the following year**

The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address.
- 3. Other children who live in the catchment area served by the school.**
- 4. Children living outside the catchment area with a brother or sister who currently attends the school, provided that the brother or sister will be of compulsory school age and will continue to attend that school the following year**
- 5. Children by reference to the distance to the preferred school**

If it is not possible to meet all of the requests in any one of the categories described above, the school governors will prioritise the requests by reference to distance.



Brothers and Sisters

The Governors see the benefits of children from the same family attending the same school and give priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where the school is over-subscribed no guarantee can be given that places will be available for brothers and sisters. Where the final place in a year group is offered to one of twins or other multiple births the parent has to decide which child will take up the place

Compulsory school age

Brothers and sisters are required to be of compulsory school age within the oversubscription criteria. This means they must be attending in Years 7 to 11 at the time that the applicant would be joining the school.

Distance

If it is not possible to meet all of the requests in any one of the categories described above, the Governors will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence - to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the Governors will select by drawing lots

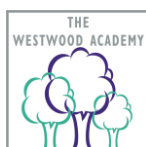
Home address

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Governors that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.

Catchment area

One of the aims of our school is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area and details of our catchment area are available from the Admissions and Benefits team.



Special Educational Needs

All children with a statement of Special Educational Needs or Education Health and Care Plan that name the school will be admitted before all other applicants.

Admission of Children outside of their normal age group

Parents may seek a place for their child outside of their normal age group. The application will be considered alongside all other applications in accordance with The Westwood Academy's Admissions scheme. Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school.

Late Applications

The closing date for applications in the normal admissions round is **31 October 2017**. After that date, the Local Authority will continue to receive applications but these will be considered to be late and may not be processed until after **1 March 2018**.

Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply to the Local Authority Admissions and Benefits Team who will arrange for appeals to be registered. Appeals will be heard by an independent panel.

Waiting Lists

After the initial allocation of places on **1 March 2018**, the Governors in conjunction with the Local Authority will establish a waiting list and this will operate up until the end of the autumn term. Parents who wish for their children to continue to be considered for any places after the end of the autumn term must register their interest for the school via the Local Authority.

Fair Access Protocol

The Governing Body have adopted the LA policy for admission of previously excluded or hard to place children.

Applications outside the normal admissions round

An application must be made to the Local Authority who co-ordinate all such applications, and will notify applicants of Governor decisions. Applicants refused a place will be offered the right of appeal.



Year 12

The Westwood Academy provides for a maximum of 75 pupils in Year 12. The maximum admission number for external pupils applying to join The Westwood Academy into Year 12 in **September 2018** is 5 external pupils.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements. Currently published requirements to study in the 6th form require students to achieve 5 GCSE at Grade 4 or above, preferably including English and Maths and for some subjects a minimum of grade 5 will be required. Please refer to each subject for the specific published grade requirements alongside this.

When there are more external applicants than the admissions number that satisfy any minimum course requirements, and once any pupils with a statement of special educational needs which names The Westwood Academy and which the school has agreed have been admitted, the oversubscription criteria will be applied, details of which can be found in the school policy.

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

