

**WAKEFIELD METROPOLITAN DISTRICT COUNCIL  
CHILDREN AND YOUNG PEOPLE SERVICE**

**SCHOOL ADMISSIONS POLICY 2018/2019  
For  
All Community and Voluntary Controlled Schools**

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## 1. Glossary of Terms

- 1.1 “the LA” means Wakefield Metropolitan District Council acting in its capacity as local authority.
- 1.2 “the LA area” means the area in respect of which LA is the local authority.
- 1.3 “school” means a community school, or voluntary controlled school. Community special schools are not covered by the policy.
- 1.4 “specified year” means the school year beginning at or around the beginning of September 2018.
- 1.5 “admission authority” in relation to a community or voluntary controlled school means the LA. The governing bodies of foundation (trust) and aided schools are the admission authorities for those schools. The Secretary of State is the admission authority for Academies.
- 1.6 “admission arrangements” means the arrangements for a particular school or schools which govern the procedures and the decision making for the purposes of admitting pupils to the school.

## 2. Admissions to Community and Voluntary Controlled Schools

- 2.1 The policy on admissions to community and voluntary controlled schools are determined by the Council following consultation with governing bodies. The administration of admissions is the responsibility of the School Admissions Team within the Children and Young People Service.

## 3. Expressing a Preference

- 3.1 In the case of applications for admission to primary, infant and junior schools within the Wakefield area, applications from Wakefield residents should be made on Wakefield’s Common Application Form. Attendance at a nursery unit or co-located children’s centre attached to a primary/infant school or part-time attendance at a school below compulsory school age does not guarantee a place at that school. Applications for these part time places must be made separately to the school/centre concerned and are covered by the school’s separate part-time admissions policy. A separate application must then be made to the LA for a compulsory aged school place in line with the requirements of the Primary Co-ordination Scheme.
- 3.2 For admission to secondary schools, applications from Wakefield residents should be made on Wakefield’s Common Application Form.
- 3.3 Applications, at any time, from residents outside the Wakefield District should be made in accordance with the applicant’s “home” LA’s Common Application Form.
- 3.4 Repeat applications made for entry to the same year group at the same school will not be considered unless there has been a material change in circumstances since the original application. School Admissions will determine if there has been a material change in circumstances. Examples of a material change include a change of address. Where information was known at the time of the original application, or appeal, but parents chose not to use it, this information will not be considered as additional information or a change in circumstances.
- 3.5 Where parents submit a Common Application Form under a Co-ordinated Admissions Scheme, whether in the normal admissions round or in-year, which names more than one community or

voluntary controlled school, all applications will be treated equally and eligibility for a school place will be decided in accordance with this Admissions Policy.

## 4. The Admissions Policy

4.1 If the number of preferences received for a school does not exceed the Admission Number, all preferences will be met (see explanatory note 16.1).

4.2 All applications received will be considered in the following order:

1. Applications received by the closing date in the normal admissions round:
  - for secondary applications the closing date is **31 October 2017**; and
  - for primary applications the closing date is **16 January 2018**.
2. For late applications received between the closing date for the normal admissions round and the end of the summer term the following dates will apply:
  - applications for secondary places received up to and including **23 November 2017** will be accepted as if they had been received by the closing date;
  - applications for primary places received up to and including **14 February 2018** will be accepted as if they had been received by the closing date.

4.3 Applications received after these dates will be regarded as late applications and will be considered after all applications received on time.

4.4 If there are more applications for admission to a school than there are places available, preference will be given in the following order:

- (a) Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see note 16.5):
- (b) (i) Children who live in the school's catchment area, who have brothers and sisters attending the school at the time of admission (see explanatory note 16.4);  
(ii) Other children who live in the school's catchment area (see explanatory note 16.2);
- (c) Children who have brothers or sisters in attendance at the school (see explanatory note 16.4);
- (d) Other children, with priority being given to those living nearest to the school.

4.5 In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or carer and the LA will use the parent or carer's address for admission purposes. An applicant cannot lodge a child with a friend or relation (eg. for childcare purposes) in order to gain a place at a school.

4.6 For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one parent/carer, at different addresses, the LA will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence

- 4.7 In all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, measured as the crow flies, have priority. The distance measured will be from the central (centroid) point of the applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house admission system and mapping software.
- 4.8 Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation.
- 4.9 Where the admission of siblings from a multiple birth (eg twins, triplets) would cause the school to rise above its Planned Admission Number (PAN), all of the children from the multiple birth will be admitted.
- 4.10 In the case of infant classes, where the admission of the children from a multiple birth would result in the PAN rising above 30 (or multiples of 30), the additional child/children will be regarded as an 'exception' to the Infant Class Size legislation throughout the infant phase or until the number in the year group reduces to the PAN.
- 4.11 Children will be placed in the appropriate category depending upon their circumstances at the closing date for receiving applications for admission to school. Changes in address will be accepted in accordance with the provisions of the Secondary and Primary Co-ordination Schemes. In cases where there is an anticipated change in circumstances, documentary evidence will be required.

In the event of any category being over-subscribed, places will be offered in the order of priority (a)-(d) detailed above.

## **5. Children with a Statement of Special Educational Needs or Education, Health and Care Plan**

- 5.1 Children with a Statement of Special Educational Needs or Education, Health and Care Plan are dealt with under a different mechanism. Any child with a school named on their statement or Education, Health and Care Plan will automatically gain a place at the school named in the statement or Education, Health and Care Plan via the statementing process. Any child with a statement of special education needs or Education, Health and Care Plan who is admitted to a mainstream community/voluntary controlled school will be counted against that school's admission number.
- 5.2 Special Educational Needs is a term used if a child has difficulty accessing the curriculum, which may mean that he/she may need to have some form of specialist provision made for them in order to learn. It may be a general learning difficulty, an emotional, behavioural, sensory or physical disability or it may be a difficulty related to communication or speech and language. Further information can be obtained from the Special Educational Needs Assessment and Review Team or the Special Educational Needs and Disability Information Advice and Support Service (SENDIASS).

## **6. The Offer of a Place at a school**

- 6.1 Decisions will be posted 2<sup>nd</sup> class to parents on the following days:

Secondary schools : **1 March 2018**

Primary, infant & junior schools : **16 April 2018**

6.2 Parents who have applied electronically will be able to access their offer of a school place via the on-line website after 12.00 midnight on the respective offer date.

## **7. Point of Entry**

7.1 For junior and secondary schools, pupils will start school in the in-take year (i.e. Y7 for secondary schools and Y3 for junior schools) on the first day the school is open following 1 September 2018.

7.2 For infant/primary schools, those pupils with a date of birth between 1 September 2013 and 31 August 2014 will start school on the first day the school is open following 1 September 2018.

7.3 These arrangements do not apply to those pupils being admitted for nursery provision including nursery provision in a co-located children's centre (see explanatory note 16.6).

## **8. Deferred Entry to Primary Schools**

8.1 Where the LA offers a place at a primary or infant school, a parent who accepts that school place can defer entry to that school until the term after the child's fifth birthday. There may be spring and summer term admissions as a result of parents who have deferred their child's entry.

8.2 Any deferred place at the school will be held for that child and will not be available to be offered to another child and the deferred place must be taken up during the same school year for which the offer of the school place was made and accepted. Parents cannot defer entry to a school to the next academic year or beyond the beginning of the term following the child's fifth birthday, these types of requests are dealt with under section 9 below.

8.3 Parents can also request that their child attends school part-time instead of full time until the child reaches statutory school age.

## **9. Admission of Children Outside their Normal Age Group**

9.1 Parents can seek school places outside their normal age group. Parents must make an application for their child's normal age group at the usual time however a separate request must also be made at the same time for admission out of the normal age group.

9.2 A decision on these types of applications will be made by the Local Authority based on the individual circumstances of the request based on the information provided by the parents.

9.3 Where the decision is to refuse the request there is no right of appeal if the child is offered a place in another year group in the school.

## **10. Unsuccessful Applications**

10.1 If a Wakefield pupil is not successful in securing a place at any school he/she has preferred, a school place will be allocated in accordance with the Wakefield Co-ordinated Admission Arrangement Scheme.

10.2 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal panel.

## 11. Waiting Lists

- 11.1 Pupils will be added to the waiting lists of community and voluntary controlled schools where they were refused a place in accordance with the provisions of either the Primary or Secondary Co-ordination Schemes or In-Year Co-ordination Schemes.
- 11.2 Places will be allocated from the waiting list when the number of pupils in the relevant year group falls below the admission number for that school. Waiting lists will be kept in strict priority order against the oversubscription criteria above.
- 11.3 The waiting list for each school will be reviewed and revised each time a child is added to or removed from the waiting list and/or when a child's changed circumstances will affect their order of priority for a school place.
- 11.4 The waiting list will be established on the offer day and will be maintained up to the 31 August 2019. Any parent wishing to be placed on the waiting list for the subsequent academic year will have to reapply for that academic year.

## 12. In-Year Admissions

- 12.1 All applications made outside the normal admissions round (i.e. in-year applications) for community and voluntary controlled schools should be made on the Wakefield's Common Application Form, which is available from the School Admissions Team. Applications will be processed in accordance with the "In Year Co-ordination Scheme". Parents can express up to 5 school preferences.
- 12.2 Where there are sufficient places, an application will normally be agreed. The Admission Number for a school is set for the school's in-take year. As a general rule, this admission number then remains with that year group as it moves through the school. There may be exceptions, for example, if accommodation in a school is removed, then the admission number may change for subsequent year groups.
- 12.3 If a place is not available, a refusal letter is sent outlining the right of appeal. If the application is from a Wakefield resident then a place will be allocated at the next nearest community and voluntary controlled school with places. Should the child be already attending a Wakefield school then no school will be offered as an alternative. The child's name will be added to the waiting list for the school in the order against the Admissions Policy above. All waiting lists are re-ranked when new applicants have been added. Should a vacancy arise at the school, the place will be offered to the child at the top of the waiting list.

## 13. Fair Access Protocol

- 13.1 The LA has agreed a Fair Access Protocol with its primary and secondary schools. This means that, in some circumstances, pupils defined in the Protocol will have a higher priority for admission to schools and/or year groups, which are already full, than all other pupils seeking admission to that school. Full details of the Protocol can be obtained from the LA.

## 14. 6<sup>th</sup> Form Applications

- 14.1 All schools and academies with sixth form provision are required to publish a separate admissions policy for entry into Year 12.
- 14.2 Applications for admission to the sixth form, including pupils currently attending the school must be made via the online prospectus and common application process ([www.ucasprogress.com](http://www.ucasprogress.com))
- 14.3 A pupil will only be admitted to the sixth form of a school provided they meet the sixth form admission criteria of the school preferred.

## 15. False Information

- 15.1 Where the LA has made an offer of a place at a school on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn.
- 15.2 Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at school.
- 15.3 Where a place or an offer has been withdrawn the parent will be asked to submit a new application form. This new application form will then be considered afresh against the relevant admissions policy and co-ordination scheme.
- 15.4 It is for the parents or guardian to satisfy the LA of their circumstances, as they apply to the admission criteria at the time of the application.

## 16. Explanatory Notes

### 16.1 Admission Numbers

Each maintained school has an Admission Number for each “relevant age” group. Each year, the LA consults with the Governing Body of the school before the Admission Number is set. In the case of year of entry (ie Year 7, Year 3 or Year R), a child may not normally be refused admission to a school unless the number of applications for admission exceeds the admission number, or a child is offered a school which is ranked higher on a Common Application Form under the respective Co-ordinated Admissions Policy

### 16.2 Catchment Areas

The LA believes it is important that schools should serve their local communities and so each one has its own catchment area. However, parents are required to express a preference, stating their choice of school, even if this is within their catchment area.

Whilst every effort is made to ensure that there will be a place for every child in its catchment area school, it cannot be guaranteed that this will always be the case.

If parents are in any doubt about the catchment area school for the area in which they live, they need to contact their local school or the School Admissions Team. Further information is also available for parents in the Secondary and Primary Guide for Parents.

The home addresses of some pupils may fall into an area that forms part of the catchment area of two schools (this is known as an Option area). Where a pupil's address falls within two catchment areas, the LA will consider the application as children who live in the catchment area for both schools.

### 16.3 Brothers and Sisters

This category includes children with brothers or sisters (including step-brothers or sisters residing at the same address) of statutory school age, living at the same address, in attendance at the same school, or a school on the same site, on the date of admission.

### 16.4 Families Living Outside the District Boundary

Children from families living outside the Wakefield Metropolitan District boundary will be considered alongside those who live within the Wakefield Metropolitan District.

### 16.5 Children in Public Care

This refers to children who are:

- subject to a care order made by the courts under section 31 of the Children Act 1989 – for the courts to grant a care order they have to be satisfied that a child is suffering or would suffer 'significant harm' without one;
- Children who are accommodated by the local authority on a voluntary basis under section 20 of the Children Act 1989; and
- Children who have been adopted from Local Authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children.

### 16.6 Points of Entry

Parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to reception class.

Attendance at nursery does **not** guarantee admission to school.

### 16.7 Address

The LA will investigate any queries about addresses and, depending on what is found the offer of a school place may be withdrawn. When an offer is made, it is assumed the parental address will be the same in the following September as is held on the LA's records. If a parent plans to move or has moved house, the parent must let us know immediately. If the house move is after the 6 January 2018 for Secondary places and after 14 February 2018 for Primary places, the parent must tell the LA the new address. The date of the move may affect the category of the child and the LA may have to offer the child a place at another school. If the parent fails to tell the LA that they have moved, the LA will still consider the application under the new address and the offer of a school place may be withdrawn or the LA may offer a place at another school.



