



WELLSWAY  
SCHOOL

# Admissions Policy 2021/2022

For review by   Principal

Approved by    Academy Governance Committee (AGC)

Date of last review:   December 2020

Date of next review:   December 2021

## **ADMISSIONS POLICY 2021/22**

This criteria to be specifically applied for entry to Year 7 in September 2021.

Wellsway School's Academy Governance Committee (AGC) is the Admissions Authority for the school. These arrangements are established in accordance with the school's Supplemental Funding Agreement.

Wellsway School ("the school") is set in east Keynsham. It is an Academy and is, as a consequence, its own admissions authority.

The school has a single Area of Prime Responsibility (APR) which normally serves the part of Keynsham to the East of the River Chew, Chelwood Village, Compton Dando, Corston, Marksbury, Newton St Loe, Priston and Saltford. The school caters for the 11-18 age range.

While parents have the right to choose a preferred school, the number of places available at that school may limit the choice. Usually the school is over-subscribed and therefore the AGC has to apply criteria ("the over-subscription criteria"), listed in order of priority, when allocating places.

### **Admission to Year 7 September 2021**

The process for admissions to the school is governed by regulations made under the school Standards and Framework Act 1998. All the processes described below are in accordance with that Act. The arrangements set out in this Policy apply to all students except those with an Education Health Care Plan. If your child has such a statement you do not apply for a place at the school under this policy. Instead, you must contact your local authority who will advise you on the procedure to follow.

### **Published Admissions Number**

The school has a Published Admission Number of 230 which means that it will admit 230 students in Year 7. This includes students with an EHC Plan whose EHCP names the school. If 230 or fewer applications (including those children with EHCPs) are received, all those applying will be offered places. If the school receives more than 230 applications, i.e. the school is over-subscribed, the following procedure is followed.

### **The Over-Subscription Criteria:**

#### **PRIORITY A**

Looked after children or previously looked after children [the latter are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)].

#### **PRIORITY B**

Children from within the Area of Prime Responsibility [APR] whose older sibling will be attending the school on the admission date.

**PRIORITY C**

Children of staff where that member of staff has been employed for two or more years at the time at which the application for admission to the school is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**PRIORITY D**

Children living within the APR.

**PRIORITY E**

Children living outside the APR whose older sibling will be attending the school on the admission date.

**PRIORITY F**

Children living outside of the APR.

**Applying:**

Please note that applications for Wellsway School should be made through the family's home local authority.

To be considered under the above criteria parents/carers must have named the school as a preference on the Common Application Form. Under the above criteria all preferences are considered equally. If a student qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under the above criteria any single category resulted in oversubscription, priority would be given to those children who live nearest to the school. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of a school. Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

In the event of the school being oversubscribed where the applicants for the final qualifying place(s) available within the admission number are twins, triplets or other multiple births the school will offer these children places.

**GENERAL INFORMATION**

As indicated above, children with an EHCP are dealt with through the SEND Code of Practice and their placement is determined through the statutory assessment process or an annual review of their EHCP. All schools are consulted before being named on a student's EHCP and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If the school is named on an EHCP the student must be admitted.

### **Waiting List**

Unsuccessful applicants will have the opportunity to go on the Waiting List. Places in Year 7 are offered from the Waiting List in accordance with the oversubscription criteria. The Waiting List will be kept open until December.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

### **Home Address**

The child's home address is defined as the permanent address where he or she generally resides with their parent. Temporary addresses may not be used. Where the parent/guardian/carers of the child have separated, the home address of the child will be regarded as the address at which the child sleeps for the majority of the weekdays.

The school reserves the right to investigate home addresses and may ask applicants to supply further evidence of the home address. This may include Council Tax, Electoral Roll, Utility Bill records, GP registration, and Child Benefit records.

A place allocated on the basis of fraudulent information may be withdrawn.

### **In Year Admissions (i.e. all applications other than for Year 7 or Sixth Form in September 2021)**

All applications must be made directly to the school. An application is made by completing an application form which must be forwarded to the school. If no form is submitted the school will not be able to process the application. All applications will be considered by the Admissions Authority and places will be offered if this will not prejudice efficient education of others at the school or the efficient use of resources. Where there are more applicants at any one time than there are places available, priority will be determined by applying the Oversubscription Criteria set out above.

### **Independent Appeal Panel**

Anyone applying under any of the provisions of this policy who is not offered a place at the school will be advised of the process for appeal. The admission appeals timetable will be published on the school's website by 28th February of each year.

### **Sixth Form Admissions Policy**

Wellsway School is part of a collaborative Post-16 provision shared with IKB and SBL Academy. It is our belief at Wellsway School that all students should have the opportunity to continue their studies with us and we offer a variety of Level 2 and Level 3 courses in partnership. When considering applications, we aim to advise students to undertake courses which will enable them to succeed. This advice will be offered during our open evening and the initial student meeting where prior academic achievement will be discussed.

## **Capacity**

Every year, the Sixth Form can enrol approximately one hundred and fifty students into Year 12.

## **Oversubscription Criteria**

In the unlikely event of the Sixth Form being oversubscribed, we will give priority to applicants as follows:

- 1) Looked after children and previously looked after children
- 2) Students living within the area of prime responsibility of the school.
- 3) External applicants
- 4) Siblings of students on roll of the school on 1st September 2021
- 5) All other applicants

## **Entry Criteria**

Academic entry requirements to the Sixth Form are: A minimum of 5GCSEs (or equivalent) 'good' passes or better including either GCSE Maths or English.

Subject Leaders reserve the right to ask for higher grades than these or passes in Higher GCSE papers, rather than Intermediate or Foundation. In order to start a Level 3 course, students will need the support of a specialist subject teacher. In most cases, Key Stage 5 teachers expect a minimum GCSE Grade 5 or equivalent in the subject at Level 2. However, this is not the case for the subjects not offered at Level 2 at Wellsway and others who will accept students with no previous experience of the subject. Further information on this matter is given in the Sixth Form Prospectus.

Students who do not obtain a Grade 4+ in Maths and English will be encouraged to re-sit during Year 12. The school reserves the right to admit students who do not meet these criteria into the Sixth Form in exceptional circumstances.

The entry requirements apply equally to internal and external candidates.

## **Appeals**

Applicants who are refused admission to our Sixth Form are entitled to appeal to an independent appeals panel.

## **Late applications**

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late applications will be considered only after those applicants who applied by the published closing date.

## **In Year Admissions**

The school will co-ordinate their own in year admissions and an application made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an in-year application, the school will notify the Local Authority of both the application and its outcome, to allow the Local Authority to keep up to date with figures on the availability of schools places within their authority.

## **Fair Access Protocols**

The school works in accordance with the In-Year Fair Access Protocols held by the Local Authority; should a vulnerable child within the protocols require a place at the school, they will take precedence over any child on the waiting list.

### **Tie breaker**

If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line from the front door of the home of the applicant to the front door of the main reception of the school site that was on the original application for a place.

Definitions:

### ***Children with an Education, Health and Care Plan***

Any child with an Education, Health and Care Plan (“EHCP”) is required to be admitted. This gives such children overall priority for admission to the named school. This is not an over-subscription criterion.

### ***Looked After Children***

Any child that is Looked After or previously Looked After is required to be admitted to the school. This gives such children overall priority for admission to the named school. In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

A **sibling** is defined as a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the school in any year group excluding the final year. Biological siblings who attend the school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

### ***Brothers and Sisters***

Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half- brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

### ***Looked after child***

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4).

(1) 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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**Adoption Order**

An adoption order is an order under Section 46 of the Adoption and Children Act 2002.

**Residence Order**

A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**Residence/resident**

Residence is defined as the normal family address where the child resides. The qualifications date is the closing date for applications under the co-ordinated admissions scheme (where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

**Exceptional Medical and Social Grounds**

Children who the school accepts have an exceptional medical or social need for a place at one specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. This includes children in need, as determined by Section 17(10) of the Children Act 1989.

The school can be contacted at the following address:

c/o the Principal  
Wellsway School  
Chandag Road  
Keynsham  
BS31 1PH

Tel: 0117 9864751  
[enquiries@wellswayschool.com](mailto:enquiries@wellswayschool.com)