

# Woodrush High School

An Academy for Students Aged 11-18

## Admission Policy

2019 - 2020



<b>Policy author / reviewer</b>	N Robinson
<b>Responsible LGB committee</b>	FGB
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## **Admissions Process**

Applications for all school places must be made on the Common Application Form (CAF) provided by the parent[s]/carer[s] home Authority, with the opportunity to nominate schools, ranked in order of preference. Alternatively, if you are a Worcestershire resident, you can complete the CAF on-line at [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk). (Different links can be used if you are resident in another Local Authority). Parent[s]/carer[s] should also complete a supplementary form to provide the additional information required by the Governors to place the applications in order of priority according to this admissions policy. Woodrush's Supplementary Form is available from the school and is also contained in the school Prospectus. Once completed the CAF (including if you apply on-line) must be received by your home local authority (Worcestershire if you live in Worcestershire, Birmingham if you live in Birmingham etc) by their deadline. The supplementary form must be sent to Woodrush and be received by 3pm on the first working day in November prior to the year of intended admission. The home Local Authority will notify parents of the outcome of their application for a place.

## **Applying for Places**

Applications are welcomed from all who wish their children to attend Woodrush. Students and their parent[s]/carer[s] who are considering applying are warmly invited to visit the School. The school holds an Open Evening and Open Mornings for Year 6 students and their parent[s]/carer[s] in the September of the year prior to intended admission. The School will be pleased to provide information and answer questions by letter or telephone, or to meet parents to discuss possible applications.

Experience suggests that there will usually be more applications than places. The Governors have a Published Admission Limit of 180 places for Year 7. The following procedure for applications is designed to ensure that the Governors' Admissions Policy is applied as fairly and consistently as possible.

## **Age of Pupils**

Students normally enter the School in Year 7 in the September after they reach the age of 11 and leave at the end of Year 11 (unless they stay on into the sixth form).

## **Date of Application**

The CAF forms will be provided direct to parents via primary schools from their home Local Authority. It is also available on-line at [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk) for residents living in Worcestershire (other Home Local Authorities have their own arrangements.) The Supplementary Form for Woodrush is obtainable from the school or is contained in the School Prospectus. The CAF (including if you apply on-line) must be received by your home Local Authority by their published deadline. The Supplementary Form must be sent to Woodrush and be received by the first working day in November prior to the year of intended admission.

## **Procedure**

Your home Local Authority will sort applications into preference order and will send those nominating Woodrush in any position to the Governing Body for assessment. The Common Application Form and Supplementary Application Form data will then be used to place applications in order of priority according to the scheme below. If the Supplementary Form is not returned by



the closing date, applications for Woodrush will be assessed on the information provided on the Common Application Form alone.

Applications will be sorted in descending order according to the Admissions Criteria below. With only 180 places available, this number will be reached at varying levels each year, depending on the number and nature of applications received.

## **Supplementary Application Form**

Before completing the Supplementary Application Form please read the Prospectus.

Parent[s]/Carer[s] who have any doubt about how to complete the Supplementary Form, or what information to include, should contact us at Woodrush and we will be pleased to help you. The Governors will place students in order of priority in accordance with the Admissions Criteria set out below.

The Supplementary Application Form should be completed by the parent[s]/carer[s]. Where special consideration is requested, please give whoever is providing this information time to complete the relevant documentation before returning it to you. It is the parent[s]/carer[s]' responsibility to return the form and the relevant information to the school. The Common Application Form must be returned to your home Local Authority by their published deadline and the Supplementary Form should be returned to Woodrush by the first working day in November prior to the year of intended admission.

## **Statemented Students - Students for whom a statements of SEN and EHIC Plans have been agreed naming the School on the Statement.**

These pupils are automatically admitted to the School. Where places required by statemented pupils are known before the Admissions Committee meets, the number of pupils with statements naming this School will be deducted from the 180 places available to be offered.

## **Looked After Children and Previously Looked After Children**

A 'Looked After' child means a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority under the terms of the Children Act 1989 at the time of making an application to a school. A Previously Looked After child means a child who was previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

## **Other Definitions**

- **Parent[s]/carer[s]** – parent, carer and others who have actual care of a student and whose address appears on the student benefit book or other legal agreement confirming the care of the student.
- **Sibling** – a brother or sister including half-brother, half-sister, stepbrother or stepsister, or any student who lives in the home as part of the family.
- **Home** – must be the address where the student usually lives. Places cannot be offered on the basis of a possible future address. If you move to a different address but have not sold or given up the tenancy of your previous home, this will not count as a change of address. Also, if you allow your child to live with someone in a different area, the student's usual home will be taken as their home address for the measurement of distance. Students who have parent[s]/carer[s] with shared responsibility will have the address of the parent/carers who is in receipt of Child Benefit used as their home address for admissions purposes. If you are moving, the Governors will need one of the following before they can consider your new address when applying the Oversubscription Criteria for a place at this School:
  - a letter from a solicitor confirming that you have exchanged contracts to buy a property
  - a tenancy agreement confirming that you will be renting a specific property



- a letter from a housing association confirming that you will be living at a specific address
- **Catchment Area School** - is the school allocated by the LA to take children for the geographical area within which your address falls. It is likely to be the school nearest to your home address but this will not always be the case.

## Criteria for Admission to Woodrush

Woodrush is a popular school, which has always been oversubscribed. The purpose of the published over subscription criteria is to give everyone a fair opportunity to apply for a place at the school.

The Admissions Committee take considerable time and the utmost care to ensure that the system is applied fairly.

### At Age 11:

When there are more applications than places (which is normal) students will be admitted in the following order of priority:

1. **"Looked After" Children and Previously Looked After Children** as defined in this policy.
2. Young people who **attend our main contributory schools** i.e. Coppice, Meadow Green, Hollywood, Tidbury Green, Dickens Heath
3. Other young people who **live in the Woodrush Catchment Area**. A copy of the Catchment map can be requested from school or is available on the school web site
4. Young people who have a **sibling** currently attending Woodrush.
5. Young people who have strong **medical, social or compassionate grounds for admission**. The validity of such reasons will be determined by the Governors' Admissions Committee. Parent(s) care(s) will need to demonstrate that only Woodrush High School can meet the medical, social or compassionate needs of their child. Parent[s]/carer[s] will be expected to provide any supporting information (e.g. medical or other appropriate information from an independent source) to the Supplementary Application Form when it is submitted.
6. Children of **staff employed for at least two years** or recruited to meet a skills shortage.

**Other young people. Priority will be given to those who live nearest to Woodrush.** This distance will be measured from the front entrance of the home to the front entrance of the school in a straight line. This is measured from the front door of the child's home to the student entrance closest to reception. Distance will be used as a tie breaker. In the event of equi-distance any place will be allocated by random selection (lottery). Note: Someone totally independent of the school will supervise this process.

**N.B.** Parents are advised that they must return the transfer application form to their home Local Authority by the published deadline. This deadline will be adhered to **strictly** and applications received after this date will be at a disadvantage in the event of oversubscription. The Supplementary Application Form should be returned to Woodrush by the first working day in the November before intended admission. **We remind you that you will only receive a single offer of a school place under the Co-ordinated Admissions process. This offer will be of your highest ranked school, where a place is available.**

The parent[s]/carer[s] of children not on roll in a maintained Worcestershire Authority school are reminded that the requirements relating to the deadline for the submission of the Supplementary



Application Form referred to above also apply to them. These parent[s]/carers must also fill in a Common Application Form which is available from their home Local Authority.

## **Offers of Places**

The Governors' Admissions Committee will rank all applications received in order of priority as described above. This list of students for whom places could be offered will then be provided to the Local Authority who, according to the Co-ordinated Scheme, will make offers. The offer of a place will be a single offer to you, of your highest ranked school, where a place is available. Those for whom no place can be offered are advised of their right to appeal within fourteen days of the date of posting of the letter.

### **Firm offers will be made by the home Local Authority on the published date. They will not be made by Woodrush.**

The Governors reserve their right to withdraw an offer of a place before the student is admitted to the school where it is found that the offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a student with a stronger claim, or where a parent/carer has not responded to the offer within 14 days of the offer being made.

The parent[s]/carer[s] of students who are unsuccessful in gaining a place will have to request for their child's name to be placed on a waiting list for a place at Woodrush irrespective of whether they make an appeal against the decision not to offer them a place. In previous years a small number of places have become available between April and September due to families moving home etc. Any such places will be allocated to students on the waiting list. This process will operate in keeping with the principles outlined in this Policy i.e. when a place becomes available, it will be allocated according to the oversubscription criteria listed above.

## **Appeals**

The parent[s]/carer[s] of children who are unsuccessful in gaining a place at Woodrush will be able to appeal to an Independent Appeals Panel. Parent[s]/carer[s] wishing to exercise this right should contact in writing the Clerk to the Governing Body of Woodrush High School within fourteen days of receipt of notification.

The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code of Practice. Parent[s]/carer[s] may attend the hearing of their appeal and make their case to the panel.

## **In Year Applications for Admission**

The parent[s]/carer[s] of children seeking admission to the school should apply for a place by completing an in year admission form, available from Woodrush. Once completed, the form should be sent straight to Woodrush clearly marked 'in year admissions'. Additionally, parent[s]/carer[s] should complete a Supplementary Application Form and return it to the school office. If a place in the relevant year group is available upon receipt of the application, it will be offered subject to the conditions below.

If a place is not available in the relevant year group, the application will be placed on the school's waiting list for admission into the relevant year group. This is organised according to the criteria for over-subscription above. Whilst parents have the right to request that the child be admitted outside



of their normal age group, the final decision rests with the school. When a place becomes available, it will be offered to the student at the top of the waiting list subject to the conditions below. If no place is immediately available, parent[s]/carer[s] are entitled to appeal following the procedure outlined above. Where places are awarded we reserve the right to refuse admission for a period of up to 7 school weeks to encourage the parent / carers to work with their existing school. Additionally we reserve the right to refuse admission for a period up to 14 school weeks in order to collect information from the student's previous school to facilitate our planning and provision mapping to meet their individual needs with a personalised learning programme. Parents / carers should be aware that in order to ensure the correct provision for all students joining Woodrush previous school (s) will be contacted to ensure a smooth transition.