



Admission Policy 2018-2019

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Year 7 September Admission

Applications for places in the normal admissions round for Year 7 at Westfield Academy will be made in accordance with the Hertfordshire County Council co-ordinated admission arrangements. The application has to be Common Application Form provided and administered by Hertfordshire County Council.

Applicants should apply online regarding secondary school transfer. Please visit the Hertfordshire County Council website: <http://www.hertsdirect.org/services/edlearn/admissions>

Admission Criteria

The published admission number for Year 7 in 2018 -2019 is 240. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below.

If there are fewer applications than places available all applicants will be admitted. After the admission of pupils with statements of Special Educational Needs/children with Education, Health and Care Plans where Westfield Academy is named on the statement/plan, the criteria will be applied in the order in which they are set out below:

- **Rule 1: Children looked after:** Children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).
- **Rule 2: Medical or Social:** Children for whom it can be demonstrated that they have a specific medical or social need to go to the school.

A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

- **Rule 3: Sibling:** Children who have a brother or sister still in attendance at Westfield Academy at the time of application, unless the sibling is in the last year of the normal age-range of the school. This includes siblings living in the same household, step-siblings and adopted siblings but does not apply to cousins.

Note: the 'normal age range' is the designated range for which the school provides, for example Years 7 to 11 in an 11-16 secondary school, Years 7 to 13 in an 11-18 school.

- **Rule 4: Children who live in the priority area** for whom Westfield Academy is their nearest school that is non-faith, co-educational and non-partially selective. *Note: Non-partially selective means that the school does not offer any places based on academic ability.*
- **Rule 5: Children who live in the priority area who live nearest to the school**
- **Rule 6: Children living outside the priority area** on the basis of distance, with those living nearest to the school given priority. These rules are applied in the order they are printed above.

Tie break

If the number of children qualifying under a particular rule exceeds the number of places available, a tie break will be used by applying the next rule to those children.

Examples:

- (a) Where the comparison and calculation of distance above is the same for more than one application, any remaining places will be randomly allocated. In the case of a block of flats for example the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer.

- (b) If there are two identical addresses of separate applicants, random allocation will be used.

In Year Admissions

Parents who wish their child to be considered for a place in any year group must complete the Student Admission In-Year Application Form 2018-2019, which can be found on our website.

1. Appeals

- All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child.
- Hertfordshire parents wishing to appeal, who applied online, should log onto their online school application and click on the link register an appeal.
- If the application was not made using Hertfordshire County Council's online application system parents should contact the Customer Service Centre (0300 123 4043) to request an appeal pack.
- For In Year applications, parents should contact the Admissions Officer via email: admissions@westfield.academy.

Operation of Waiting Lists

Subject to any provisions regarding waiting lists in Hertfordshire County Council's co-ordinated admission scheme, Westfield Academy will operate a waiting list for each year group.

Where in any year Westfield Academy receives more applications than there are places available, a waiting list will operate from the date specified within Hertfordshire County Council's co-ordinated scheme as the end co-ordination until the end of the Autumn Term of the new Academic year.

This will be maintained by Westfield Academy 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 admission criteria set out above.

Post 16 Admission Criteria

Westfield Academy operates a Sixth Form for a total of 300 students. The capacity for Year 12 is 150. Our existing Year 11 students who wish to continue their education in Westfield Academy's Sixth Form will be given priority providing they meet the entry requirements.

Where fewer than 150 places are taken up by existing Year 11 students, these will be available to external candidates. In this circumstance, the admission criteria above will apply. Places will be dependent on achieving the required grades and on receiving a satisfactory reference from the previous school.

Applicants must submit their application form (found in the Sixth Form section on the school website). Applicants who do not meet the criteria will not be offered a place.

Appeals are to be in writing addressed to the Headteacher.