



## ADMISSIONS POLICY-2018-2019

Next Review Due:

Responsible: The Headteacher

Reviewed by Governor's Admission Committee:

Approved by Full Governing Body

### 1. Process of Application

Applications for places in the normal admissions round for Year 7 at Westfield Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.

### 2. Admission Criteria

The published admission number for Year 7 in 2018/19 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** and 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 particular 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 sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. *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 it is their nearest Hertfordshire maintained school or academy 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.

## **Tiebreak**

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, 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. If there are two identical addresses of separate applicants, the tie break will be random.

### **3. Post 16 admission criteria**

Westfield Academy operates a Sixth Form for a total of 300 students. 150 places overall will be available in year 12 (the year 12 'capacity') for its own pupils progressing from year 11. The academy will not admit external applicants unless it is undersubscribed by pupils progressing from its own Year 11 and in such circumstances it will apply the same academic entry requirements as it does to pupil's already on roll in the academy and, if a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria.

The Academy will publish, at the beginning of the academic year prior to admission (e.g September 2017. For those seeking admission on September 2018), specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and external transfers.

If the sixth form is oversubscribed with internal applicants, the oversubscription criteria will be used as a tie break.

## **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'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 school directly in the first instance.

### **4. Operation of waiting lists**

Subject to any provisions regarding waiting lists in HCC's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year Westfield Academy receives more applications for places than there are places available, a waiting list will operate from the date specified within HCC'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 The 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 oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **5. Arrangements for admitting pupils to other year groups, including replacement any pupils who have left Westfield Academy**

The Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down shall be entitled to appeal.

The Academy operates within HCC's Fair Access Protocol and will admit a child under this protocol ahead of children on the continuing interest list and, if necessary, above PAN.