

ADMISSIONS POLICY

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. Procedures where Westfield Academy is oversubscribed

2.1 Admission Criteria

The published admission number for Year 7 in 2016/17 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. After the admission of pupils with statements of Special Educational Needs where Westfield Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- i) Looked After Children and previously Looked After Children in accordance with Section 22 of the Children Act 1989. Previously Looked After Children are children who were Looked After, but ceased to be so because they were adopted under the terms of the Adoption and Children Act 2002, Section 46 (or became subject to a residence order under the terms of the Children Act 1989, Section 8 or Special Guardianship order, defined by Section 14A of the Children Act 1989).
- ii) Pupils for whom it is essential to be admitted to the academy because of special circumstances to do with significant medical or social needs. The application will need to be supported by a letter from a hospital consultant, social worker or similar professional. The information should demonstrate why the academy is the only school able to meet the child's specific needs.
- iii) Pupils who, on the date of admission, will have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the academy) on the roll of the academy. (Proof of the sibling relationship will be required if a place is offered).
- iv) The remaining places will be offered to pupils with the nearest distance measurement on the basis of proximity; i.e. pupils who live the nearest distance at the close of the Hertfordshire County Council (HCC) admission application date. Home to academy distance will be measured as shortest designated walking route as determined by Google Maps between the pupil's home to the academy main entrance on London Road. Where a pupil lives for a part of each week at different addresses,

the "home" address will be the one taken from the Common Application Form (proof of residency will be required if a place is offered).

v) **2.2 Tie Break**

2.2.1 Siblings

In the event of a tie break under the sibling criterion, (iv) will be used as a tie break.

2.2.2 Distance

In the event of a tie break under the distance criterion, random allocation will be used.

2.2.3 Multiple Births

Children from multiple births will be considered under the admissions criteria as individual children

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 pupils 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 2015. For those seeking admission on September 2016), 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.

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

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 to replace 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.