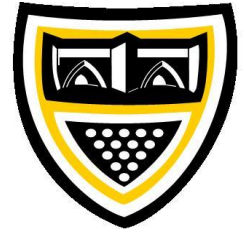




# Wadebridge School

## Draft Admission Policy



2019/20

The Academy Trust of Wadebridge School are the admitting authority for the School. Wadebridge School is an 11-18 Academy serving the needs of the young people of Wadebridge, Padstow and the surrounding villages. The School works very closely with its 9 main primary school partners and aims to provide a seamless education from the age of 3 to 19. Therefore, in order to support the continued development of these strong links, applications from students attending any of our partner primary schools will be considered as high priority in our oversubscription criteria.

The main principle of admission to Wadebridge School is to maintain the character of a comprehensive school, providing for the needs of young people within the 11-18 age range, who live in Wadebridge, Padstow and the surrounding areas, provided that they can be accommodated within the agreed admission limits. We are an inclusive school and welcome all applications. Our uniform policy is intended to encourage a professional appearance and a pride in the School. The policy also recognises health and safety requirements. We have tried to keep this at a reasonable cost while maintaining a high level of conformity. Admission to our school is not dependent on ability or any 'voluntary' contribution and we have a full range of extra-curricular activities available for all students. We have an extensive programme of visits for which a charge is made but again we are pleased to discuss any concerns you may have.

The School will endeavour to provide places for students who are educated in our partner primary schools and whose parents wish them to attend Wadebridge School provided that they can be accommodated within the agreed admission limits.

This policy is written with full adherence to and in accordance with the School Admission Code (2014). All statutory obligations defined within this code apply, including the operation of an equal preference scheme.

Students will be admitted to Year 7 without reference to ability or aptitude using the procedures detailed in this document, which includes arrangements and criteria that will be applied in the event of oversubscription.

### **The published admission number (PAN) for Year 7 in 2019/20 will be 210**

The school will participate fully in the Local Authority's (LA) co-ordinated admission schemes for secondary transfer and in-year admissions. Details of these schemes are available on the Council's website ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)) or on request from the Local Authority (0300 1234 101). Closing dates, deadlines and timescales (including those relating to late applications) will be as stated in those schemes.

All applications for places in Year 7 must be made on the common application form. There is no additional application form or information required by the Academy Trust of Wadebridge School.

However, if your child has an **Education, Health and Care Plan** you **do not** need to complete an application form as a school place will be identified through a separate process. Where Wadebridge School is named in this process for a particular child then they will be admitted regardless of the number on roll in the year group.

## Over subscription

In the event of there being more than 210 applications for places the following admission criteria will be used (in descending order of priority) to allocate places, after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan. This over subscription criteria will also apply for In Year admissions, with the exception of criteria number 4:

1. **Children in public care or who were in care** and who are/were classified as 'looked after children' by the Local Authority. This includes children who were previously in care but immediately after being in care were adopted or became subject to an Adoption, Child Arrangement or Special Guardianship Order.

2. Children with an **unequivocal professional recommendation** from school medical officers or educational psychologists that non-placement would result in medical or psychological harm. Parents must complete the relevant section on the application form and attach medical reports from either the School's Medical Officer or an Educational Psychologist backed up by a second health opinion by the student's GP. These reports must set out in particular the reasons why Wadebridge School is the most suitable school and what difficulties would occur if the child had to go elsewhere. These reports must be received with the application form by the published date. These applications will be considered by the Admissions Team. Information received after the published date for receipt of applications under the Local Authority's coordinated scheme will not be considered.

3. Children who have a **sibling** attending the School at the time of application and who will still have a sibling attending the School at the proposed date of admission. A sibling is defined as a full, half, step, adopted or long-term fostered child living at the same address. In the case of siblings living at a different address the siblings must be blood relatives, in other words share at least one parent. We do not include 'cousins' within our definition of siblings.

4. Children who attend a primary school whose designated area is contained within or forms part of the designated area of Wadebridge School.

5. Children who live in the designated area of Wadebridge School, or whose parents can provide evidence that they will be living in the designated area of Wadebridge School by the beginning of the autumn term of the 2019/2020 school year.

6. Children of Wadebridge School staff in either or both of the following circumstances:

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

7. **Distance** from school with those living closer having greater priority. For specific details see 'Tie Breaker' below.

## Notes and Definitions

### Child in Care

*A 'child in care' is also referred to as a 'looked after child' and 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).*

*A 'child arrangement 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).*

## **Designated area**

The Local Authority has divided the county into geographical areas. Each of these areas is served by a specific secondary school (or schools). These areas are called “designated areas”. (Parents may also have heard these areas referred to as “catchment” areas.) A child’s designated school will not always be the one nearest to his/her home address. These designated areas are also used by the LA for assessing transport entitlement.

Maps of designated areas, including the map for Wadebridge School, will be provided on the Council’s website ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)) to help parents to identify their child’s designated school (or schools). Please note, however, that these maps are, of necessity, small scale and if a property is near a border it is advisable to check the designated school with the School Admissions Team. Larger scale maps are available for all designated areas on request. Parents can also ask to be notified of the designated school(s) for any address. These requests should be made to: School Admissions Team, New County Hall, Treyew Road, Truro, TR1 3AY. Tel: 0300 1234 101, email: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk). The School Admissions Team can also offer advice on designated areas.

## **Proof of residence**

In the event of any discrepancy regarding the child’s place of residence, the School may require proof of residence. The School reserves the right to withdraw the offer of a place should it become apparent that such proof of residence is unsubstantiated. The parent retains the right to appeal against this decision following the School’s appeal procedure. Please note that when parents live separately, the address used should be the address that the child usually lives at and attends school from. If the child lives equally with both parents at different addresses then it is the parents’ responsibility to make this clear on the application form. If they cannot agree, then the Governors will use the address of the parent who is claiming the Child Benefit Allowance. Parents may be asked to provide acceptable proof that this is the case. The home address of a relative/carer other than a parent may be used if it can be demonstrated that the child normally spends most of the school week with that relative/carer. However, this will only be acceptable with the explicit agreement of the Local Authority.

## **Tie-breaker**

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita One and supported by Cornwall Council’s nominated Geographical Information System (currently ArcMap). Measurements will be between your home address (the centre of the main building of the property) and the main gate of the school (as determined by Cornwall Council).

Distances used to determine nearest school with room (i.e. where it is not possible to offer a place at a preferred school) and for establishing transport entitlements will be measured by the nearest available route as determined by Cornwall Council’s nominated Geographic Information System software (currently ArcMap).

## **Admission outside the normal age group**

Although most children will be admitted to the School with their own age group, from time to time parents seek places outside their normal age group for gifted and talented children or those who have experienced problems or missed part of the year, often due to ill health. While it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, the school will consider these requests carefully, and will make a decision based on the particular circumstances of each case.

## **Admissions outside the coordinated scheme**

At the present time the Local Authority will be handling in-year admissions for 2019/20 and applications for places must be made on the common application form. In the event of a place being available in the appropriate year group an offer of a place will be made. If no places are available, unfortunately the child will be refused a place at the school.

Parents of children who are refused a place at the school will be notified of their right of appeal and will receive advice from the Local Authority regarding alternative schools.

## **Late Applications**

Late applications are those applications for Year 7 which are submitted after the closing date of the coordinated admissions scheme and they will be dealt with in accordance with that scheme.

## **Waiting Lists**

If, after the offer of places has been made, the School is over-subscribed, all parents whose applications have been unsuccessful will be asked whether they wish to be placed on a waiting list. This waiting list will be administered by the Academy Trust of the school in partnership with the Local Authority for the duration of the academic year in the year of admission. A child's position on this waiting list will be determined by the school's published over-subscription criteria. **No priority is given to the length of time that a child has been on the list.** However, children who are the subject of a direction by the Local Authority or who are allocated to the school in accordance with the Fair Access Protocol, will take precedence over any child already on the waiting list.

## **Transfer from Year 11 and applications to the Sixth Form**

As part of our mentoring provision for all Year 11 students, entrants to the sixth form will be given advice on course-suitability to ensure that they have a reasonable chance of success on their chosen courses. Alternative suggested courses might be made at this meeting. This meeting will be held with a member of the Senior Leadership or Sixth Form Team.

In cases where candidates don't meet course requirements or the additional entry requirements they will be refused a place. Parents are entitled to the normal route of appeal against such decisions. It is necessary for children already in Year 11 at Wadebridge School to apply formally for places in Year 12, but there will be minimum entry qualifications for access onto chosen courses. The same minimum entry qualifications will also apply to external applicants. Where a particular course is heavily oversubscribed and we cannot run a parallel course then the places will be offered to those candidates who have the better grades/levels at GCSE or subject specific requirements. We will strive to offer alternative courses for any student affected by this criterion. Entry requirements for each of our courses and pathways in the sixth form are available in our Sixth Form prospectus on the school website.

## **Appeals**

For admissions relating to 2019-2020 all appeals for Wadebridge School will be dealt with by the school. Appeal information can be provided upon request. Upon receiving an appeal for a school place the school will notify the LA as to whether it wishes for them to convene an Appeal Panel meeting (currently the arrangement to organise the independent Appeal Panel meetings is part of the schools Service Level Agreement with the LA).