



# The Winstanley School

## Admissions Policy

### For entry from August 2024 onwards

Documentation Information			
<b>Reviewed By</b>	Headteacher/CEO	<b>Responsibility</b>	Directors
<b>Last Reviewed</b>	September 2023	<b>Next Review</b>	September 2024
<b>Review Cycle</b>	Every year	<b>Ratified by Directors</b>	September 2023

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## **THE WINSTANLEY SCHOOL – ADMISSIONS POLICY**

This policy is for the normal round of Year 7 entry in August and all in-year transfers in the Academic year.

The admission authority for The Winstanley School is LiFE Multi Academy Trust.

The Winstanley School is also responsible for arranging an independent appeal against refusal of a place at the school. The Winstanley School has appointed the Local Authority (LA), Leicestershire County Council, to manage its Admissions on behalf of the Academy.

The Pupil Admission Number (PAN) is deemed to be the maximum number of children to be admitted in each year group.

### **Purpose of this policy**

The purpose of the policy is to ensure that places at The Winstanley School are allocated and offered in an open and fair way.

### **Applying for a place**

A parent can apply for a place for their child at any state-funded school in any area. The catchment area for The Winstanley School is indicated on the map in appendix 1. Bosworth Academy's catchment area overlaps with the Winstanley School.

Parents apply to the local authority in which they live for The Winstanley School and any other preferred schools. For parents this will be Leicestershire or Leicester City.

The annual closing date is 31 October for a place the following academic year.

### **The decision**

The Published Admission Number (PAN) for Year 7 entry to The Winstanley School in August 2024 is 120.

The Winstanley School will admit this number of pupils to our academy.

If The Winstanley School is oversubscribed, oversubscription criteria will apply unless the application meets the requirements of the Fair Access Protocol.

### **Children with an Education Health Care Plan**

All children with an EHCP which names The Winstanley School will be offered a place, provided that we feel we can successfully meet the child's needs.

### **Oversubscription criteria**

When there are more applications for The Winstanley School than there are places available, the following criteria will be used to allocate places (in the order listed):

1st	Children who are in public care and those children who were previously looked after children.
2nd	Pupils who live in the catchment area.
3rd	Pupils who will have an older brother or sister attending the same school at the same time. The term "brother or sister" includes half brother or sister or legally adopted child being regarded as the brother or sister.

4th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application.)
5th	Pupils who are attending a feeder primary school at the point of application.
6th	Pupils living nearest to the school measured in a straight line distance (home to school front gate).

### **Exceeding the Admission Number (AN)**

In August 2022 the School took the decision to increase the Admission Number to 130 for Year 7. The decision about the Admission Number for August 2024 is under discussion.

1. At the point of first-time admission and secondary transfers, if there are more requests for in-catchment children than the admission number (AN), the AN will not usually be exceeded, except in exceptional circumstances (see paragraphs, 2 and 3 below. If there are more requests for places than available within the AN, places will be allocated up to the AN in accordance with the priority criteria. All other outstanding requests will be refused subject to the provisions relating to exceptional circumstances (see paragraphs 9.3 and 9.4).
2. For applications made outside of the normal admissions round (e.g. mid-term applications) where the AN has been reached, applications will be refused, subject to paragraphs 9.3, also see section – Arrivals in Catchment and Late Applications.
3. In certain exceptional circumstances LiFE Multi Academy Trust may determine that the AN can be exceeded or varied, whether on its own initiative or at the request of the school. In such circumstances:

(a) Parents submit their application in the usual manner;

(b) Where the school wishes to request consideration of admission in exceptional circumstances or variation to the AN, they must make a written request to the Admissions Service.

Where the decision to exceed or vary the AN is made before or during the allocation of places, applications will be processed in the usual manner, with on-time applications being considered first, in line with the priority criteria at paragraph (see paragraph 9) and late applications being considered thereafter, if there are still places available after the initial allocation.

Where the decision to exceed or vary the AN is made after the allocation of places, any additional places that become available will be allocated in accordance with the waiting list.

Discretion to exceed the AN shall rest solely with LiFE Multi Academy Trust and not the governing body of a school. In reaching any decision LiFE Multi Academy Trust will consider the views of interested parties; the governing body of the school, the impact on the education of children in the school; and the availability of other places within the area.

### **ADDITIONAL INFORMATION Home Address**

The home address of the child excludes any business, relative or childminder's address and must be the child's normal place of residence.

- Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time.
- In other cases, where the child spends an equal time between their parents/carers, it will be up to parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is

registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school.

- We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.
- All distances will be measured by Routefinder, the computerised Geographical Information System maintained by the Local Authority's Admissions and Transport Team.
- The address to be used for the initial allocation of a place at The Winstanley School will be the child's address at the closing date for application. Changes of address may be considered if there are exceptional reasons behind the change, such as if a family has just moved into the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address.
- Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Leicestershire Local Authority and The Winstanley School of any change of address.

### **Multiple Births**

In the case of multiple births, where a child whose twin or sibling from a multiple birth is admitted, otherwise than as an excepted pupil, subsequent siblings will be admitted to the year group as an "excepted child" (as defined in the School Admissions Code).

### **Tie Break Criteria**

Where the number of applications exceeds the number of places available, children will be put in priority order by using a combination of the highest criterion and distance. Distances are measured in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Routefinder) available to the Local Authority.

A tie-break whereby an independent person will draw lots will be used to decide who has highest priority for admission if the distance between two children's homes and The Winstanley School is the same.

Some admission authorities use other criteria when allocating places. For the purposes of clarity, The Winstanley School does not allocate places on the basis of faith or ability.

The Winstanley School may need to ask for proof of the following when applying the oversubscription criteria:

- Address
- Child's date of birth
- A copy of an adoption order, child arrangement order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

All preferences are collated and school places allocated by the local authority on behalf of The Winstanley School. Parents then receive an offer from the local authority on the National Offer Day for secondary school applications, which is normally 1<sup>st</sup> March.

### **Right to appeal**

Parents, and in some circumstances children, have the right to appeal against The Winstanley School's decision to refuse admission.

The local authority, on behalf of The Winstanley School will set out the reasons for the decision, confirm that there is a right of appeal and explain the process for hearing such appeals. An independent appeals panel will be established to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, The Winstanley School is required to admit the child.

When a parent is informed of a decision to refuse their child a place at the school, correspondence will include:

- The reason why admission was refused.
- Information about the right to appeal.
- The deadline for lodging an appeal.
- The contact details for making an appeal.

Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing.

#### **Withdrawing an offer or a place**

The Winstanley School will withdraw an offer if:

- It has been offered in error.
- A parent has not responded within a reasonable period of time to accept the offer of a place (the parent will be notified that the offer may be withdrawn and given an opportunity to respond and explain).
- It is established that the offer was obtained through a fraudulent or intentionally misleading application.

The Winstanley School will not withdraw a place once a child has started at The Winstanley School, except where that place was fraudulently obtained.

#### **Late Applications**

Late applications after the closing date will be considered on their merit but will have a lower priority than on time applications, even if The Winstanley School is the catchment school. If there is a significant reason for the lateness that has documented evidence the application may be considered as on time.

#### **Waiting list**

If the Winstanley School is oversubscribed then the local authority, on behalf of The Winstanley School will maintain a clear, fair and objective waiting list which is kept until the end of the autumn term. Priority will continue to be based upon the oversubscription criteria.

Priority will not be given to children based on the date their application was received or when their name was added to the list.

Parents of gifted and talented children, those with special educational needs or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. The Academy will make decisions on the basis of the circumstances of each individual case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at any academy.

#### **Children of Staff**

The child of a member of staff who does not qualify for priority admission under the conditions in the oversubscription criterion 5, will be ranked according to the remaining oversubscription criteria.

#### **Children of UK service personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to this area, The Winstanley School will:

- Allocate a place in advance, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address for considering the application against the oversubscription criteria.
- Ensure that arrangements support the Government's commitment to removing disadvantage for service children.

#### **Children from overseas**

The Winstanley School will treat applications for children coming from overseas in accordance with Home Office rules for European non-European Economic Area nationals.

### **In-year applications**

The Winstanley School will not admit pupils to any year group once it is full, i.e. has reached the planned admission number for that year group.

The Winstanley School has appointed the Local Authority Admissions Service to manage the in-year application process. Any In-year applications should be made via the LA online application system and the process will be:

- Allocate a place if one is available.
- If a place is not available, add the child to the waiting list and consider the application against the oversubscription criteria.
- Inform parents of their right to appeal against the refusal of a place.

### **Children with challenging behaviour**

- The Winstanley School will not refuse to admit children in the normal admission round on the basis of their poor behaviour elsewhere except where the child has been permanently excluded from two or more schools.
- The Winstanley School will participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. However, there is no duty for any Trust academy or other admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.
- Where the governing board does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the local Inclusion Partnership under the Fair Access Protocol. A fair access referral is only appropriate when the school is able to demonstrate a high proportion of children with challenging behaviour are already on roll.
- Ashby School will not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

### **Home School Transport**

An offer of a school place at The Winstanley School does not guarantee an offer of free home to school transport as this is the responsibility of the local authority.

Please refer to Leicestershire's Home to School Transport policy which sets out the circumstances that children might qualify for free home to school transport. The full policy is available on the Local Authority's website at <https://www.leicestershire.gov.uk/education-and-children/school-transport>

### **Human Rights Act 1998**

The Human Rights Act 1998 confers a right of access to education. This right does not however extend to securing a place at a particular school. The Trust will consider parents' reasons for expressing a preference when making admission decisions, though this may not necessarily result in the allocation of a place.

### **The Admissions Timeline**

31 October 2023	Closing date for standard applications to the local authority.
1 March 2024	National offer day for secondary school places.
April and May 2024	Appeals process and outcomes.
August 2024	New intake starts.

Anyone who considers that Winstanley School's arrangements are unlawful can make an objection to the Schools'

Adjudicator. Objections must be referred to the Adjudicator by 30 June in the determination year. Further information on how to make an objection can be obtained from the Office of the Schools' Adjudicator:

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>