



WELLINGTON COLLEGE
SPONSOR OF
WELLINGTON COLLEGE ACADEMY TRUST

ADMISSIONS POLICY 2019

This policy applies to existing and prospective pupils and boarders of Wellington College Academy Trust.

DOCUMENT CONTROL

Responsible position:	Approved by:
Admissions and Appeals Lead(s)	WCAT Board of Trustees
Version number:	Date approved:
8.1	6 October 2017 in principle subject to DfE approval
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RELATED POLICIES AND DOCUMENTS

Policy Name	Date Issued
Wiltshire Council's Determined Co-ordinated Scheme of Primary / Secondary School 2019-20	http://www.wiltshire.gov.uk/schools-learningadmissions-applying

REVISION RECORD

Date	Version	Revision Description
Oct 2012	1.0	Written in line with current legislation
Sept 2014	2.0	Updated for MAT purposes
Dec 2014	3.0	Updated for boarding purposes
Jan 2015	4.0	Updated for The Nest
Sept 2015	5.0	Annual revision
Sept 2017	6.0	Annual revision
Feb 2018	7.0	Annual revision
Sept 2017	8.0	Review prior to 2019 opening of new primary academy in Ludgershall
Mar 2018	8.1	Updated to enhance clarity re admissions arrangements following DfE feedback

INTRODUCTION

This document aims to set out clearly the admissions arrangements for the academies managed by Wellington College Academy Trust (Trust): The Wellington Academy (secondary, sixth-form and boarding); Wellington Primary Academy (Tidworth) and Wellington Primary Academy (Ludgershall).

As the Admissions Authority the Trust is required by its funding agreements to adhere to the Local Authority's Fair Access Protocol; the School Admissions Code and Equality Act 2010.

The Trust's Board of Trustees has agreed that admission to its academies will be carried out through Wiltshire Council's coordinated admission schemes. This policy should be read in conjunction with the admissions information booklet and associated documents, guides and forms are supplied by Wiltshire Council (the Local Authority) via its website: <http://www.wiltshire.gov.uk/schools-learningadmissions-applying> or by calling Customer Services on 01225 713010.

Dependent children accompanying parents entering the UK on a work visa have a right to enter the country to attend a state-funded school. In addition, any UK citizen or citizen of the European Economic Area (EEA) and Switzerland is permitted to enter the country to attend a state-funded school, including boarding provision at The Wellington Academy.

1. ADMISSION NUMBERS

The Published Admission Number (PAN) is:

- 60 entering Reception in both Wellington Primary Academy (Tidworth) AND Wellington Primary Academy (Ludgershall);
- 210 entering Y7 of The Wellington Academy;

Reception and Y7 admission applications are handled by Wiltshire Council's coordinated admissions schemes and the Trust will accordingly admit this number of pupils if there are sufficient applications. Where fewer than the agreed PAN for the relevant year group are received, the Local Authority on behalf of The Trust will offer places to all those who have applied.

The Published Admission Number (PAN) is:

- 125 entering Y12 of the sixth form based at The Wellington Academy (there is no specified number of day or boarding pupils); and
- 100 boarders entering Y7 – Y13 of the Boarding House based at The Wellington Academy.

N.B. Sixth-Form and Boarding House admission applications are handled by the Trust in-house. Please see sections 5 and 6 below.

2. APPLICATION PROCESS

Applications for day pupil places in Reception and Y7 at any of the Trust's academies will be made in accordance with the Local Authority's coordinated admission schemes and the relevant application form provided by Wiltshire Council.

See **Appendix 1** for details of the Y7 admissions timetable for The Wellington Academy (TWA)

- **N.B.** See section 5 below for additional criteria, application process and timetable relating to Sixth-Form applications.
- **N.B.** See section 6 for additional application process and timetable relating to Boarding House applications.

See **Appendix 2** for details of the Reception class admissions timetable for Wellington Primary Academy (Tidworth) AND Wellington Primary Academy (Ludgershall).

- **N.B.** If the Trust has not entered into a funding agreement with the Secretary of State for Education to open the Academy by 15 January 2019, the Local Authority will make conditional offers to parents for places at Wellington Primary Academy (Ludgershall) which will be confirmed once a signed funding agreement is in place.

All admission application forms can be obtained from either:

- the Trust's website: <https://www.thewellingtonacademy.org.uk/Pages/Page.asp?PageID=121>
- Wiltshire Council's website: <http://www.wiltshire.gov.uk/schools-learningadmissions-applying>

3. OVERSUBSCRIPTION CRITERIA

The criteria in this section applies in full to admission applications for entry into Reception and Y7 at all academies, and in part to Sixth-Form provision managed by the Trust.

Where the number of applications for admission is greater than available places, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the Academy, priority for admission will be considered by the Local Authority against the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being after being looked after became subject to an adoption, a child arrangements order, or special guardianship order. (A looked after child 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 Section 22 of the Children's Act 1989.)
2. Priority will next be given to children with serious medical, physical or psychological conditions where written evidence is provided at the time of application. The written evidence must be from a senior clinical medical officer, general practitioner or specialist, a senior social worker or other appropriate professional of the child's need and why they must attend the academy applied for, rather than any

other school, based on those needs. If evidence is not submitted to the LA with the application, a child's medical or social needs cannot be considered.

3. Priority will next be given to siblings of pupils currently attending the Academy applied for and who will continue to do so on the date of admission. A sibling is defined as a brother or sister sharing at least one parent and who is normally resident at the same address. Step, half, adopted and foster siblings are included in this category.
4. Priority will next be given to other children living nearest the Academy applied for. See tie-break in section 4.
5. Priority will next be given to other children to whom none of the above criteria apply.

4. TIE BREAK

If in oversubscription criteria (2-5) above a tie-break is necessary to determine which child is admitted, the child living nearest to the academy applied for will be given priority for admission. This is called a distance tie-break. Distance will be measured using a straight line (as the crow flies) from the child's home 'address point' determined by Ordnance Survey Data to the centre point of the school grounds as determined by the Local Authority using its computerised measuring system. Those living closest to the academy applied for will be given priority. Accessibility by car or public transport will be disregarded. If applicants share the same address (for example, live in the same block of flats or shared house) priority will be given to those closest to the ground floor and then by ascending flat number.

If two or more applicants with the same priority for admission live an indistinguishable distance from the preferred academy, but cannot all be admitted, then the available places will be decided by means of casting lots. The random allocation will be conducted independently by Democratic Services, Wiltshire Council as a tie-break to decide who will be admitted.

5. ARRANGEMENTS FOR ADMISSIONS TO THE SIXTH-FORM

The Sixth-Form must admit any pupils with an education health and care plan naming it.

All other Y12 applicants (internal and external) must meet the same academic entry criteria set out in the Sixth Form prospectus to be offered a place. A copy of the prospectus and application form can be obtained from: <https://www.thewellingtonacademy.org.uk/Pages/6thFormCurriculum.asp>

An individual course consultation will be held to discuss options and academic entry requirements for particular course(s), but this meeting does not form part of the decision-making process on whether to offer a place (see P11 of School Admissions Code).

Applications **MUST** be made to directly to the Sixth-Form (NOT the Local Authority) and the application deadline is **28 June 2019**. Late applications i.e. if received after 28 June 2019, will be considered once all on time applications have been processed.

Parents will be notified of a conditional offer of a Sixth-Form place by 31 July 2019 subject to the pupil meeting the required entry grades, any subject specific criteria and having a suitable reference from your previous school. A final interview will be held immediately after the applicant's exam results are known on Thursday 15 August 2019. This is when an actual offer of a Sixth-Form place is confirmed.

Oversubscription Criteria:

Where the number of applications for admission is greater than available places, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the Sixth-Form, priority for admission will be considered by the Trust against the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being after being looked after became subject to an adoption, a child arrangements order, or special guardianship order. (A looked after child 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 Section 22 of the Children's Act 1989.)
2. Priority will next be given to other children living nearest the Academy applied for. See tie-break in section 4.

The Trust will also keep a waiting list, ranked against the oversubscription criteria, of those applying for entry to Y12 of the Sixth-Form who are not made a conditional offer by 31 July 2019. Any of those pupils meeting the academic entry criteria on 1 September 2019 will be considered for a place if the pupil(s) of any parent(s) previously notified of a conditional offer do not achieve the required entry criteria.

6. ARRANGEMENTS FOR ADMISSIONS TO THE BOARDING HOUSE

All Y7 pupil admission applications should follow Wiltshire Council's determined admission arrangements for coordinated schemes in line with the timescales detailed in Appendix 1 and published on their website: <http://www.wiltshire.gov.uk/schools-learningadmissions-applying>

In addition, where parents also wish to apply for a Boarding House place, please complete a supplementary information form (application) for the boarding house.

The Boarding House prospectus and application can both be found on The Wellington Academy's website: <https://www.thewellingtonacademy.org.uk/Pages/Page.asp?PageID=121>

Boarding fees are charged in accordance with the Department for Education's guidance. Full details can be found by visiting: <https://www.gov.uk/government/publications/state-funded-boarding-school-provision-management-and-charges>

Following receipt of a completed supplementary information form (application) the Director of Boarding will contact the applicant to arrange an interview, in person or via Skype, to assess the applicant's suitability to board. Such interviews **must** only consider whether a child presents a serious health and safety hazard to other boarders or whether they would be able to cope with and benefit from a boarding environment. As part of the assessment, information from the previous school and by the child's home local authority (on safeguarding issues) will also be requested.

All maintained boarding schools **must** give priority in the oversubscription criteria as listed below in the order of priority:

- Looked after children and previously looked after children

- Children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school's fees;
- Children with a 'boarding need' identified via the process outlined above to assess the applicant's suitability to board. Children with a 'boarding need' include:
 - children at risk or with an unstable home environment; children of service personnel who have died while serving or who have been discharged as a result of attributable injury; or
 - children of key workers and Crown Servants working abroad (e.g. the children of charity workers, people working for voluntary service organisations, the diplomatic service or the European Economic Area, teachers, law enforcement officers and medical staff working abroad) whose work dictates that they spend much of the year overseas.

Source: School Admissions Code P17 (DfE) Dec. 2014

Boarding House applications MUST be made directly to the Boarding House and the application deadline is **15 March 2019**. The Director of Boarding will write to parents to confirm offers no later than 30 April 2019.

Late applications i.e. those received after 15 March 2019, will be considered once all on time applications have been processed.

7. LATE APPLICATIONS

All Reception and Y7 applications received by the Local Authority after the primary or secondary admissions deadline detailed in Appendix 1 and 2 will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

8. DEFERRED ENTRY FOR INFANTS

Parents offered a place in reception by the Local Authority for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

9. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP, FOR OTHER YEARS OF ENTRY OR IN-YEAR TRANSFERS

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application to the Local Authority, specifying why admission out of normal year group is being requested AND the year group in which they wish their child to be allocated a place IF every year group is already open in the academy applied for. Not all year groups may be open in the new Wellington Primary Academy (Ludgershall) due to open on 1 September 2019.

When such a request is made, the Local Authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

For entry to years other than reception, or for in-year transfers, Wiltshire Council remains the co-ordinating Local Authority and applications must be made to them in accordance with their criteria and guidelines. More information is available via: <http://www.wiltshire.gov.uk/schools-learning-admissions-applying> or by calling Wiltshire Council's Customer Services on 01225 713010.

10. CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)

The Local Authority has declared the community area of Tidworth as a 'special planning area for Admissions'. Applications for children of service personnel with a confirmed posting to the county or crown servants returning from overseas to live in the county, will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admissions round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the Local Authority as soon as possible. This should include relocation date and the Unit postal address. Until a fixed address is available, the Unit postal address will be used, and a school place allocated accordingly. The Trust will not refuse a child of UK service personnel a place because the family does not currently live in the area, nor will it reserve blocks of places for these children.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered for a primary aged child, the child may be admitted as an 'excepted' pupil under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

11. WAITING LISTS

Subject to any provisions regarding waiting lists in the Local Authority's co-ordinated admission scheme, each academy will operate a waiting list. Where in any year an academy receives more applications for places than there are places available, a waiting list will operate until the end of the end of the academic year. This will be maintained by the Trust 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 in paragraph 4 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria wherever anyone is added to or leave the waiting list.

12. APPEALS

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. More information can be found by visiting Wiltshire Council's website: <http://www.wiltshire.gov.uk/schools-learning-admissions-appealing>

Appeals resulting from primary and secondary applications for admission in September 2019 will be heard according to the following timetable. Appellants should contact the relevant Admissions and Appeals Lead listed for more information and submit an appeal BEFORE the highlighted deadline.

Entry Year	Name	Telephone No.	Email	Deadline for Appeals	Appeals Heard
Reception	Mrs D. Andrews	01264 310780	WPAadmin@wellingtonprimary.org.uk	20 days after offer of place	Dates to be fixed if required
Y7	Ms. S. King	01264 405060	admissions@thewellingtonacademy.org.uk		
Y12	Mr J. Gibson	01264 405060	JamieGibson@thewellingtonacademy.org.uk		
Boarding	Mr M. Price	01264 405060	boarding@thewellingtonacademy.org.uk		

- Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.
- Appellants will be sent notification of their appeal hearing at least 10 clear school days in advance of the hearing.
- Appellants will be asked to submit any relevant documentation 7 school days prior to the hearing and sent a copy of the academy's case 5 school days in advance of the hearing.

Additional Supporting Information

If appellants wish to submit further evidence, which was not included with their initial appeal, they should ensure this is received at least **7 clear school days**, *not counting the day of postage or the hearing*, in advance of your appeal.

Please remember that any confidential medical/social evidence submitted to the Local Authority in support of your application will not be provided to an appeal panel. If you wish to rely on this in support of your appeal you will need to submit this documentation to the relevant Admissions and Appeals Lead.

Only a short document, such as a doctor's letter not previously available, will be accepted up to 4 clear working days prior to the hearing. **Any additional evidence or information received after this deadline will not be circulated and may not be considered at the hearing.**

APPENDIX 1 – THE WELLINGTON ACADEMY, TIDWORTH ROAD, WILTSHIRE SP11 9RR

The following timetable will be used for applications for Y7 at The Wellington Academy:

1. September 2018 – The Wellington Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (i.e. in September 2018 for admission in September 2019). The website will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
2. September/October annually – The Wellington Academy will provide opportunities for parents to visit the Academy.
3. By 31 October 2018 deadline for secondary admissions – parents return the completed application form to their Local Authority to administer. For parents living in Wiltshire, the preferred method of submission is online via www.wiltshire.gov.uk
4. The Local Authority sends applications to the Trust.
5. The Trust sends list of pupils to be offered places to the Local Authority.
6. February – Local Authority informs other local authorities of the offers of places to be made to their residents.
7. Date of LA notification letters to parents: 1 March 2019.

APPENDIX 2 WELLINGTON PRIMARY ACADEMY (TIDWORTH), OATWAY ROAD, TIDWORTH SP9 7FP and WELLINGTON PRIMARY ACADEMY (LUDGERSHALL), LUDGERSHALL ROAD, POSTCODE

The following timetable will be used for Reception class applications:

1. October 2018– Wellington Primary Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria. The website will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
2. November/December annually – Wellington Primary Academies will provide opportunities for parents to visit the Academies.
3. By 15 January 2019 deadline for primary admissions – parents return the completed application form to their Local Authority to administer. For parents living in Wiltshire, the preferred method of submission is online via www.wiltshire.gov.uk
4. The Local Authority sends applications to the Trust.
5. The Trust sends list of pupils to be offered places to the Local Authority.
6. April – the Local Authority informs other local authorities of the offers of places to be made to their residents.
7. Date of LA notification letters to parents: 18 April 2019.