

## Wood End Academy

### Determined Admissions Arrangements 2018-19

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#### Admissions Criteria

Pupils are admitted from a wide-spread area encompassing roads in all directions from the School.

Pupils will be admitted at age 7 without reference to ability or aptitude.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Children in public care (looked after children) and previously looked after children (previously looked after children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order).
2. Where the child has a brother or sister currently attending Wood End Academy providing siblings (including step, foster or adopted siblings) are still in attendance at time of entry.
3. Where the child has brother or sister (including step, foster or adopted siblings) currently attending Wood End Infant School.
4. Where the child is a pupil at Wood End Infant School at the time of application will be considered by the Governing Body in accordance with the criteria panel.
5. Children who suffer from a confirmed medical condition which necessitates attendance at Wood End Academy (supported by written evidence by the Consultant or other medical practitioner). The Governing Body will consider the application in accordance with the criteria panel.
6. Children with special personal circumstances which necessitate attendance at Wood End Academy (written supporting evidence to be supplied with a letter from a professional eg: social worker).
7. Proximity of the child's home to the School, with those living nearer being accorded the higher priority (this address must be where the majority of the child's time is spent at the child's address with parents or guardians). Distance is measured as the crow flies from the school gate to child's address.

#### Admissions Procedure

1. Parents whose children attend Wood End Infant School are automatically sent prospectuses and application forms.
2. Prospectuses and application forms are given out to parents whose children attend schools other than Wood End Infant School if requested over the telephone, by letter or in person. Parents may visit the School by appointment.
3. Returned application forms will be kept on file.
4. After the closing date, places are allocated in accordance with the Admissions Policy. All parents are notified by letter of the decision regarding their child.
5. Parents offered a place are given six weeks in which to return their acceptance forms. If a place is not accepted, it will be offered to the next applicant in line.
6. During the Summer term parents are invited to a meeting in preparation for their child starting school in September of that year.
7. Applications from parents not offered a place for their child will be placed on a waiting list.

## **Appeals Procedure**

1. In the event of an appeal being made against a decision not to give a place to a child, the appeal will be heard by an Appeals Panel, convened in line with statutory requirements.
  2. Every parent except one whose child has been permanently excluded (and the most recent exclusion occurred within the past two years).
  3. At the Appeals Panel parents present the case for the child to be admitted. The School also presents reasons for non-admission. The parents are notified of the Panel's decision by letter within seven days.
  4. The decision of the Appeals Panel is final and legally binding on the School.
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