



## Policy Documents Control Sheet

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## Policy Validity Statement

This policy is due for review by the date shown above, after which it may become invalid. Policy users should ensure that they are consulting the currently valid version of the document.

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# Admissions Policy 2019-20

The Sir Robert Woodard Academy is a thriving 11–18 Academy serving the students of Lancing, Sompting and West Shoreham. We are committed to ensuring that every student is known and nurtured and is provided with teaching and learning experiences that allows them to fulfill their potential. We believe that students are engaged and achieve when the environment is both caring and orderly, with teaching that fires their imagination and brings learning to life.

Our core principles are based upon the educational, spiritual, moral and social and cultural development of our students. We seek to educate our students so that they are equipped to succeed in their chosen career and make an active contribution to the communities in which they both live and work.

## 1. Arrangements for admission to the Academy in September 2019

The admission arrangements for The Sir Robert Woodard Academy for the year 2019 – 2020 and, subject to any changes approved or required by the Secretary of State, for subsequent years are set out below:

- a) The Sir Robert Woodard Academy has an agreed admission number of 240 students to year 7.
- b) The Sir Robert Woodard Academy will accordingly admit at least 240 students in the relevant age group each year.
- c) The Sir Robert Woodard Academy will admit 100 students to year 12. The number of external students admitted will be 100 minus the number of internal students who progress to the 6<sup>th</sup> form subject to achieving the required levels of attainment.
- d) The Sir Robert Woodard Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, The Sir Robert Woodard Academy will consult all relevant stakeholders.

## 2. Process of Application

Applications for places at the Academy will be made in accordance with West Sussex County Council's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the West Sussex Local Authority (LA). The Sir Robert Woodard Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which will fit in with the common timetable agreed by the Local Authority.

- **September** - The Sir Robert Woodard Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2018 for admission in September 2019). This will include

details of open evenings and other opportunities for prospective students and their parents to visit the school. The Sir Robert Woodard Academy will also provide information to the Local Authority for inclusion in the composite prospectus, as required;

- **September/October** - The Sir Robert Woodard Academy will provide opportunities for parents to visit the Academy;
- **October** – by the 31<sup>st</sup>, CAF to be completed and returned to the LA to administer;
- **December** - The LA sends list of applications received to the Academy (preferences 1-3) for over-subscription ranking by the Academy;
- **Late February** – The LA send list of applicants to be offered a place at the Academy;
- **March** – 1<sup>st</sup>, The LA send offers on behalf of the academy as part of the national scheme of coordination. Academy sends out letter to parents, confirming offer and requesting confirmation of acceptance;
- **April to June** – Appeals are heard

### 3. Consideration of Applications

The Sir Robert Woodard Academy will consider all applications for places. Where fewer than the published admission number (PAN) for any relevant age group are received, The Sir Robert Woodard Academy will offer places to all those who have applied.

Where the number of applications for admission is greater than the PAN, applications will be considered against the criteria set out below. After the admission of students with Education Health Care Plans (EHCP) where the Sir Robert Woodard Academy is named on the EHCP, the criteria will be applied in the order in which they are set out below.

- a) Looked After Children who are in public care at the time when preferences are expressed and are still expected to be in public care when admitted to the Academy, and previously Looked After Children who ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) as defined in the School Admissions Code 2014, paragraph 1.7;
- b) Students who, after objective assessment by the Academy Governing Body of evidence and endorsement by the LA, demonstrate exceptional and compelling social, psychological or medical grounds. The Academy will only consider applications that have been endorsed by West Sussex LA from applications made on the CAF. (The CAF needs to be supported by written evidence from a registered health professional e.g. a doctor or social worker);
- c) Admission of students whose siblings currently attend the academy and who will continue to do so on the date of admission, all of whom live within the catchment area;
- d) Admission of students who live within the catchment area on the basis of proximity;
- e) Admission of students whose siblings currently attend the academy and who will continue to do so on the date of admission, all of whom live outside the catchment area;
- f) Admission of students who live outside the catchment area on the basis of proximity

In the case of oversubscription in any of the above categories, apart from category (a), priority of placement is given to applicants on the basis of proximity. For the basis of calculating this proximity is considered to be measured by a straight line from within the curvature of the Academy, to the home address, using Ordnance Survey address point data. In the event of a tie-break being necessary within any of the criteria, this will be conducted through a process of random allocation overseen by an independent scrutiniser.

The term 'sibling' is defined as full, step, half, adopted or fostered brothers and sisters, living permanently at the same address.

Sibling priority will not be given for siblings in attendance at the academy sixth form.

In the event of a tie-break being necessary within any of the criteria, this will be conducted through a process of random allocation overseen by an independent scrutiniser.

A child's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence, for example from utility bills or similar, can be requested at any time throughout the admissions process. Where a child regularly lives with one parent for part of a week and with the other parent for the rest of the week, the permanent address for Distance Tie- Break purposes will be the address at which the child lives for the greater part of the school week, i.e. Monday to Friday. If the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the main parent/carer eligible, if applicable, to receive Child Benefit and Child Tax Credit.

The Academy reserves the right to apply a fair banding system at its own discretion as part of the oversubscription criteria in order to achieve an intake that better reflects a range of abilities in its catchment area.

If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

#### **4. Catchment Area**

From September 2019, the catchment area will be increased for The Sir Robert Woodard Academy, to include Swiss Gardens Primary School, Shoreham Beach Primary School and Buckingham Park Primary School. The Academy already provides transition arrangements for these primary schools, and has increasingly taken more students from these schools into Year 7. The catchment area for The Sir Robert Woodard Academy will be extended to the current catchment area boundary lines for these three primary schools. This is in order to provide additional parental choice for families in Adur. Please see Appendix A for a map showing the

current catchment area for The Sir Robert Woodard Academy (in green) and a map showing the extended catchment area (in pink).

## **5. Right of appeal to an Independent Appeals Panel for unsuccessful applicants**

Unsuccessful applicants have the right to appeal against the decision not to offer a place. Appeals are dealt with in accordance with The School Admissions Appeals Code. All appeals which must be lodged in writing are heard by an independent panel. Parents/carers can obtain appeal forms and details of the appeals process at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions) or request them by calling 0330 2223444. If parents/carers decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. The hearing will be conducted as informally as possible and parents/carers will have the opportunity to put forward their case and ask questions. If the appeal is refused, the Local Academy Council will not consider a further appeal for admission to the Academy in the same academic year, unless there is a significant material change in circumstances of the parent or child or the Academy.

## **6. Arrangements for Admission to Post 16 Provision**

The Sir Robert Woodard Academy will publish 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.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants.

## **7. Arrangements for Admitting Students to Other Year Groups**

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, 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.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants.

## **8. Admission at Other Times**

The Local Authority coordinates admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect the Academy's right to determine which applicants have priority for admission.

## **9. Operation of waiting lists for all year groups:**

Subject to the provisions regarding waiting lists in the Local Authority's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year The Sir Robert Woodard Academy receives more applications for places than there are places available, a waiting list will operate until the end of the spring term. 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. A child'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. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above.

## **10. Late applications**

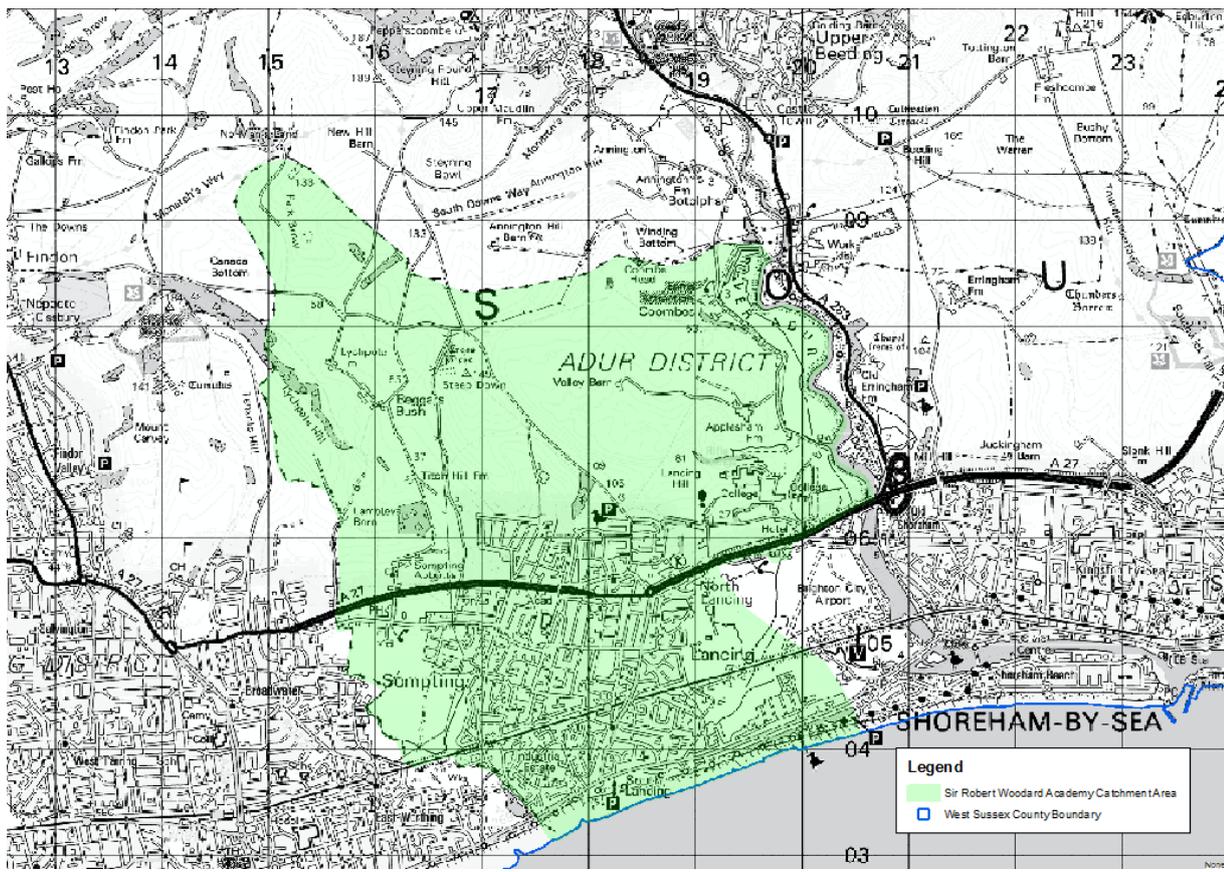
Late applications shall be considered after applications made on time.

## **11. Fair Access**

The Sir Robert Woodard Academy participates in the Local Authority Fair Access Protocol to minimize the number of students who are at risk of underachievement by being out of school.



**Previous Catchment Area – Sir Robert Woodard Academy**



## Revised Catchment Area – Sir Robert Woodard Academy

