



Admissions Policy

Reviewed May 2016

Next Revision date May 2017

Wilmington Academy Admissions Procedures

1. Arrangements for admission to 11-16 Provision

The admission arrangements for Wilmington Academy for the academic year 2016 - 2017 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

- a. Wilmington Academy has an agreed admission number of 240 students. The Academy will accordingly admit up to 240 students in the relevant age group each year if sufficient applications are received.
- b. Wilmington Academy may set a higher admission number as its Published Admission Number for any specific year. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

2. Process of application

Applications for places at the Academy will be made in accordance with Kent County Council's co-ordinated admission arrangements and will be made on the Secondary Common Application Form (SCAF) provided and administered by the Kent County Council. Wilmington Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by Kent County Council or its Admissions Forum.

- a. By September - Wilmington Academy will publish via its prospectus and website information about the arrangements for admission, including oversubscription criteria, for the following September (i.e. in September 2016 for admission in September 2017). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. The Academy will also provide information to the Local Authority for inclusion in the composite prospectus, as required;
- b. September/October – Wilmington Academy will provide opportunities for parents to visit the Academy;
- c. October/November - SCAF to be completed and returned to the Local Authority to administer;
- d. The Local Authority sends applications to the Academy;
- e. The Academy sends list of students to be offered places to Local Authority;
- f. February – the Local Authority applies agreed scheme for own schools, informing other Local Authorities of offers to be made to their residents;
- g. 1st March offers made to parents.

3. Consideration of applications

Wilmington Academy will consider all applications for places. Where fewer than the published admission number of 240 for the relevant year groups are received, Wilmington will offer places to all those who have applied.

Requests for admission outside of the normal age group should be made to the Principal of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral.

Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper CAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria.

Parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside the normal age group through the school or authority's complaints procedure.

Procedures where the Wilmington Academy is oversubscribed

Admissions to Year 7

Where the number of applications for admission of 240 is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs/ Education, Health and Care Plans (ECHPs) where the Wilmington Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

As a result of admissions for students with Statements of Special Educational Needs/Education, Health and Care Plans (ECHPs), the published admissions number will be reduced accordingly.

- a. Children in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989)
- b. Admission of students whose siblings currently attend the school and who will continue to do so at the time of entry. (Note; the term 'sibling' includes full- half-, and step-siblings and those living as siblings in the same family unit on the roll of Wilmington Academy;
- c. Health and Special Access Reasons – Medical, health, social and special access reasons will be applied in accordance with Wilmington Academy's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical

impairment means they have a demonstrable and significant need to attend Wilmington Academy. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend the Academy. Such claims will need to be supported by written evidence from a suitably qualified, independent registered medical or other practitioner, at the time of original application, who can demonstrate a special connection between these needs and Wilmington Academy.

- d. 30 places will be available to children attending a Leigh Academies Trust primary academy. Applications will only be given priority in this category if the Leigh Trust Secondary Academy to which they are applying is closest to their home. If oversubscribed in this category it will be the 30 closest to the academy that will be admitted.
- e. Admission of students on the basis of proximity to the school using a straight line measurement. Distances will be measured using Ordnance Survey address point data, which takes a measurement from a defined point within the child's home to a defined point in the Academy. The same point of measurement in the Academy is used for all distance measurements.

We use the distance between the child's permanent home address and the Academy, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the Academy as specified by Ordnance Survey. The same address point on the Academy site is used for everybody.

- a. e) Nearness of children's homes to the Academy - we use the same method of measurement as detailed in d).

Note: The Leigh Academies Trust will monitor the pattern of applications to the Wilmington Academy and the profile of those students' admitted, and keep under review the option and potential benefits of introducing "Banding" as an over-subscription criteria in the future.

3. Operation of waiting lists

Subject to any provisions regarding waiting lists in Kent County Council's coordinated admission scheme, Wilmington Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by Wilmington 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 in paragraph 3a -3e above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

4. Arrangements for admission to Post-16 Provision

Wilmington Academy will publish specific criteria in relation to minimum entrance requirements for the Sixth Form and 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. All internal applicants who meet the criteria will be admitted to the Sixth Form, even if this number is greater than the planned admissions number. The academic entry criteria will be published in the autumn immediately preceding the year of admissions (that is Autumn 2016) for September 2017 admissions. The criteria will be included within the Academy's prospectus and within the local authority composite admission prospectus.

If 150 or more students from within Wilmington Academy meet the admissions criteria and wish to enter Year 12 of the 6th Form, no external applicants will be considered. Where there are more external applicants for any available Sixth Form places than places available, after the admission of students with special educational needs where the Academy is named on the statement, the oversubscription criteria in paragraphs 3a) – 3c) and 3e) above will be applied to determine who is admitted. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants, whether they are internal or external applicants.

As parents(s)/carer(s) I/we agree to:

- Support and work with the Academy to encourage a positive attitude to education.
- Ensure excellent attendance and punctuality and inform the Academy on the first day of any absence.
- Avoid family holidays during Academy term-time.
N.B The Governors do not approve holidays during term-time
- Make time to talk and listen to my child, discuss home study, when appropriate, and give positive support to efforts and progress my child has made.
- Attend parents' meetings and Academy functions, in which my child is involved, any special appointments, as requested.
- Let the Academy know if there are any factors which may affect my child's performance.
- Support the Academy's Disciplinary Policy, including sanctions such as after-school detentions, where necessary.
- Keep my child in correct uniform at all times, including regulation shoes and PE kit.
- Provide him/her with a well-stocked pencil case, a calculator and dictionary and any other equipment needed.
- Pay for replacement of any damaged, or lost books, or equipment.
- Pay for the repair of any damage caused by my child.
- Support my child in full-time education or training to the age of 18.
- Support the values of respect and tolerance promoted by the Academy.
- Support the Academy policy on maliciously interfering Academy equipment, including fire equipment and the fire alarm.

Name of Student: _____

Signature of Student: _____

Date: _____

Signature of parent/carers: _____

Date: _____

Signature of Principal: _____

On behalf of Wilmington Academy

Date: _____

We are confident that if all parties keep to the spirit of this agreement, it will provide the basis for a successful and happy educational partnership.