



**Admission Arrangements for the
academic year 2016/2017**

These admission arrangements have been set in accordance with the School Admissions Code 2012

Woodlands Academy of Learning is part of an inter-LA Co-ordinated Admission Scheme. All dates referred to within this document are in line with this scheme.

The academy as its own Admission Authority is required to consult on admission arrangements for the academic year 2016/2017

WOODLANDS ACADEMY OF LEARNING

Admissions Number = 60

Admission Criteria - September, 2016

OVERSUBSCRIPTION CRITERIA

If there are more applications than there are places available, places will be allocated using the Oversubscription Criteria in the following order of priority:

1. Children in public care (looked after children), and previously looked after children

Definition: Children who are in the care of a local authority or provided with accommodation by a local authority, or who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)

2. Sibling - pupils who have an older sibling already in attendance at the school, and who will be still attending the school at the proposed admission date.

Definition: A sibling is a child who resides at the same address as the child for whom a place is being requested and is one of the following:

- A brother or sister sharing the same parents;
- A half-brother or sister sharing one common parent;
- A step-brother or sister (ie related by their parents marriage);
- Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (eg under the terms of a residence order)
- In the event of that there is an insufficient number of places to allocate to twins, triplets or other children from multiple births, a decision will be made as to which child(ren) the place(s) are to be offered. In this situation a place or places will be offered to the first born (older child(ren)) and in cases where this is not known, the offer will be decided by lot

3. Medical factors

Definition: Pupils for whom a place at the school is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker. This can relate to either the child or the parent, for example where one or both parents or the child has a disability that may make travel to a school further away from home more difficult.

Requests for such consideration will be subject to verification by the schools Admissions Committee. This is necessary because parents will be asking the Committee to assess the child as having a stronger case than many other children, some of whom may live closer to the school.

Medical evidence must be submitted in writing from a medical practitioner and should state why the preferred school is the only school that can meet the child's needs.

4. Distance

Definition: The home address of a child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either:

- *Owned by the child's parent, parents or guardian; or*
- *Leased to or rented by the child's parent, parents or guardian under lease or written rental agreement of not less than six months duration.*
- *Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. In certain circumstances the child's current school will be asked to verify the address given.*
- *Where parents have shared responsibility for a child and the child lives with both parents for part of the week, the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the application.*
- *The offer of a place is based upon the address of the child when the offer is made. If a child is offered a place at an oversubscribed school the place may be withdrawn if it is found that the child moved (before the place was offered) to a new address which was further away from the school and the child would not have qualified for a place on the distance criterion.*
- *In the event that the family moves between the application and the date of offer, the School Admissions Team must be informed as soon as possible of these circumstances.*
- *If the home address is a flat (or apartment) and there is more than one flat at the same address, priority will be given to applications living at the lowest numbered flat and/or the flat on the lower floor.*
- *Distance will be measured in a straight line from the centre point of the home address to the centre point of the school address using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.*

OVERSUBSCRIPTION FOR NURSERY PLACES

Applications for nursery places should be made direct to the school.

If there are more applications than there are nursery places available then places will be allocated using the Oversubscription Criteria in the following order of priority.

- *Priority for nursery places will be given to children born between 1 September 2012 and 31 August 2013. If places are oversubscribed the following Oversubscription Criteria will apply:*
- *Children in Public Care (looked after children) (see above)*
- *Pupils who have an older sibling already in attendance at the school. (see above)*
- *Pupils for whom a place at the school is essential on medical or social grounds and supported in writing by a medical practitioner or a social worker (see above)*
- *Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority (see above)*

Where places are still available the school may only offer places to children who have attained the age of 3. If the remaining places are oversubscribed the Oversubscription Criteria shown above will apply.

PROPOSED SCHEME FOR ADMISSIONS TO WOODLANDS ACADEMY OF LEARNING FOR 2016/17

Secondary Schools

Early in September 2015 Walsall Council will issue to Walsall Primary Schools (including Woodlands Academy of Learning) the “Walsall Preference Form” to enable Walsall parents for Year 6 children (who will transfer to secondary education in September 2015) to name up to 5 secondary schools, rank them in order of preference and give reasons for their preference. The Walsall Preference Form may be used to apply for a place at any secondary school in or outside the borough.

Primary Schools

In the middle of October 2015, Walsall Council will issue the “Walsall Preference Form” to all parents of children at Woodlands Academy of Learning, to enable Walsall parents of Nursery children to name up to 3 primary schools, rank them in order of preference and given reasons for their preference. The Walsall Preference Form may be used to apply for a place at any primary school in or outside the borough.

Parents of children who are in nursery provision in Walsall and are resident in Walsall must complete a Walsall preference form if they want their child to join a reception class in a Walsall primary school.

Attendance at Woodlands Academy of Learning Nursery does not guarantee a place at Woodlands Academy of Learning.

LATE APPLICATIONS POLICY

The policy on late applications for Woodlands Academy of Learning is in line with Walsall Council arrangements.

Preference Forms, received after the Closing Date, are classed as late applications. Any request to change the name or ranking of a school made after the Closing Date will be classed as a late application.

Late applications will normally be considered for places after all the applications that were received by the Closing Date. Therefore, late applicants may be less likely to be offered a place at one of their preferred schools.

If a Walsall Preference Form is received after the closing date the application will be passed to the appropriate admission authority for consideration under its Late Application Policy. Each admission authority is required to publish its own Late Application Policy which explains how late applications will be dealt with.

Late Applications received up to 4 weeks after the Closing Date

Late applications received up to four weeks after the Closing Date may be considered as being on time but only where there are exceptional circumstances.

- Where the family were unable to complete the Walsall Preference Form by the Closing

Date because they moved into the Borough of Walsall after the issue of the Walsall Preference Form

- The family were unable to comply with the admission timetable because of exceptional circumstances which prevented the Walsall Preference Form arriving on time
- When a single parent has been ill for some time

In these cases the circumstances must be given in writing at the time of application and attached firmly to the Walsall Preference Form: they will be subject to verification by the Managing Director, Walsall Children's Services -Serco.

Late Applications received more than 4 weeks after the Closing Date

Applications for schools received more than 4 weeks after the Closing Date but before the Notification Date will be considered only after all other applications.

Applications Received After the Notification Date (once places have been offered)

Applications received after the notification date: a place will be offered at the highest ranked school if places are available. For Walsall residents, if a place is not available at any of the ranked schools a place will be offered by Walsall Children's Services - Serco at the nearest alternative Walsall community or voluntary controlled school with vacant places and the child's name will be added to the Waiting List for schools listed as preferences in admission criteria order.

WAITING LIST POLICY

Waiting Lists for all Walsall schools will be maintained by Walsall Council. Parents may enquire about their child's position on the Waiting List by telephoning the Admissions Team on (01922) 652585 between the closing date for acceptances/refusals of places offered and the end of the autumn term 2016.

Children who are the subject of a direction by a local authority to admit to a school or who are allocated to a school in accordance with a Fair Access Protocol must take preference over those children on the waiting list.

Waiting Lists are kept for all children who have been refused a place at any school which was ranked higher than the school at which they have been offered a place, for example

- If a child is offered a place at the school that was ranked 2nd on the Walsall Preference Form then the child's name will only be placed on the waiting list for the school that was ranked 1st.
- If a child is offered a place at their first choice school the child's name will not be added to any waiting list kept for their other ranked schools.

After 25 April for Primary Admissions a parent may contact the Admissions Team to apply for a place at an oversubscribed school. Their child's name will be placed on the school's waiting list in admission criteria order. Any vacancies will be offered on the basis of the admission criteria for the school.

Deferred Entry Policy

Children reach compulsory school age on the first day of the term following their fifth birthday. However, all Walsall primary schools provide full time places for pupils in a reception class from September in the year before children reach their fifth birthday.

If parents prefer their child to start later than 1st September 2016 they have the option of deferring the child's entry until later in the 2016/2017 school year. Parents opting for this must inform Walsall Children's Services - Serco in writing of the date they wish their child to start in a reception class. Parents can request that their child attends part-time until the child reaches compulsory school age.

Parents are not able to defer entry beyond the beginning of the term following their child's fifth birthday or beyond the academic year for which admission is sought.

This is because the school place is held for that child and is not available to be offered to another child.

MID YEAR ADMISSION POLICY

Nursery schools and classes

Parents wishing to move their children to a nursery school or nursery class in Walsall should contact the school direct.

Primary and Secondary schools

1. Parents should contact Woodlands Academy of Learning direct to request a Mid-Year Transfer Form.

The Process

1. All applications for midyear admission by Walsall residents must be made on a Woodlands Academy of Learning Mid-year Transfer Form.
2. Applications for Mid-term Admission are considered and the Academy admissions Policy is followed. If a place is available, the parent will be notified and a starting date arranged for the child.
3. Should no place be available, the child's name may be added to a Waiting List for one full term.

Parents of children with a statement of special educational needs (SEN) must contact the SEN Team at Walsall Children's Services - Serco or the LA that issued the statement if they wish to move to a school that is not named in Part 4 of their child's statement.