



WOODFIELD ACADEMY

ADMISSION POLICY 2023-2024

Ratified on 9th February 2022

Section 1 – General Principles

Woodfield Academy is a 9 -13 mixed comprehensive middle school and one of several middle schools in the town of Redditch. We do not have any requirement for aptitude from prospective students.

The main principle of admission to Woodfield Academy is to maintain the character of the school as an inclusive comprehensive school, providing for the needs of young persons within the 9 – 13 age range, who live in Redditch and the surrounding areas defined below. There is no guarantee of a place for children living in our priority admission area.

Admission to our school is not dependent on any ‘voluntary’ contribution.

The school will endeavour to provide places for pupils who live outside the priority admission area, whose parents wish them to attend Woodfield, provided that they can be accommodated within the admission limits.

Pupils will be admitted at the age of 9+ **without** reference to ability or aptitude using the criteria below. The admission number PAN for September 2023 and subsequent years will be 150. The PAN only applies to the relevant age group.

The school participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants:

Applications Open on	1 September 2022
Closing Dates	15 January 2023
School Offer Notification Dates	16 April 2023

Children with statements naming the school must be admitted and will count towards the PAN if the information is available before the offer date.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Woodfield Academy has adopted Worcestershire County Council’s **Policy on Delayed and Accelerated Transfer** which is available at the following url and is appended to this policy:

http://www.worcestershire.gov.uk/download/downloads/id/5465/policy_on_delayed_and_accelerated_transfer.pdf

Section 2 – Definitions and Details

As required by the Regulations of 2012 the school will give top priority to applications on behalf of children in public care (Looked After Child) in accordance with the definition below:

A “looked after child” has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and

includes those children who appear to have been in state care outside of England and ceased to be in state case as a result of being adopted.

Children previously in state care outside of England are now given the same weighting as LAC and previous LAC so should be included in the same category.

All children with an Educational Health and Care Plan will be admitted (EHCP).

Priority Admissions Area

Our priority admission area is the town of Redditch and the surrounding areas/villages which fall within the school's defined 'catchment area' (a map is available from the school).

Note. The majority of catchment area falls within the Worcestershire county border, whereas others fall within Warwickshire county borders.

Please note that the Admission Area is defined by means of a boundary line and does not necessarily include the entire geographical area of all the villages.

We have strong curriculum and sporting links with a number of First Schools and historically admit pupils from three main pyramid schools, however, we would welcome applications from any First School.

We also regularly take pupils from first/pyramid schools outside of Redditch and adjoining areas including other UK authorities, UK regions, and overseas.

Sibling

By sibling we mean:

Children living at the same address who have one or both natural parents in common

Children living at the same address who are related by a parent's marriage

We include siblings who are adopted within our definition of sibling

We do not include 'cousins' within our definition of sibling

Multiple Births – places would be allocated to all siblings if this is necessary

Pyramid Schools (Redditch):

Oakhill First School

St Georges First School

Woodrow First School

Home Address

Proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met. Receipt of Child Benefit can no longer be used to determine a child's address for admission purposes.

Where a child lives part of the week with one parent and part with another member of the family the '**home address**' will be considered to be the residence where the child spends at least 3 nights of the school week each week.

For applications for children of UK service personnel and crown servants. Woodfield Academy will use the address at which the child will live when applying oversubscription criteria, as long as the parents provide some evidence of their intended address.

A Unit or quartering address must be used as the child's home address when considering the application against our oversubscription criteria, where a parent requests this.

Parent[s]/Carer[s]

“Parent” is defined in law (The Education Act 1996) as either: a) any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or b) any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Staff

Under the oversubscription criteria in Section 3 the word staff will mean:

All staff who have been continuously employed by the school for a period of at least 2 years for the purpose or working in the school as follows:

- All full time teaching staff
- All full time support staff – defined as those on a 37 week and above contract
- All part time teaching staff with a 45% and above timetable
- All part time support staff who work at least 15 hours per week for 37 weeks or more

The 2 year qualification period may be waived if a post is hard to fill.

The definition does not include contract staff. If a service has been ‘in house’ and is subsequently ‘contracted out’ children or staff will no longer be eligible for priority admission under this criteria.

The definition does not include peripatetic staff.

Testing Arrangements

There are no testing arrangements for entry in 2023 or subsequent years.

Section 3 – Oversubscription Criteria

Places will be allocated on the basis of the oversubscription criteria only. An applicant will not be given additional priority solely on the basis of having completed a supplementary information form.

Applications will be considered in the following order:

1. Looked After Children and previously Looked After Children sometimes referred to as Children in Care, as defined above will be admitted as the top priority.

2. Sibling Priority Admission Area – children residing in the priority admission area with a brother or sister (sibling as defined above) attending the school at the time of application with a reasonable expectation they will be attending at the time of at the start of the new academic year.

3. Children of staff as defined above.

4. Distance – Children residing in the priority admission area defined above and according to our map. If you need clarification of the exact boundaries on this map please contact the school where you will be able to view a large-scale version.

Tie-breaker

In the event of oversubscription in any category above, priority will be given to pupils who live nearest the school by shortest straight-line distance. The measurement will be taken using the Geocode point for each property and the Geocode point for the centre of the school.

The Academy Trust will utilise the Local Authority's software package called "Arcview GIS" to determine distance.

Ordnance Survey Supply the co-ordinates used within this system.

Applications from outside the priority admission area described above will be considered if there are still places available and will be determined by the following criteria:

1. Children with a brother or sister (sibling) attending the school at the time of application with a reasonable expectation they will be attending at the start of the new academic year.
2. Children residing outside the priority admission area.

Waiting Lists

As required by the current Code of Practice the school will maintain a waiting list until the end of the autumn term. We will continue to do this for subsequent terms and also maintain waiting lists for other year groups. Applications for inclusion on a waiting list must be made on the school's appropriate form and they will be ranked according to our oversubscription criteria as described above. We have to admit any pupil who is admitted through the appeal process, or who is the subject of a 'direction' by the LA or allocated to us according to the local Fair Access Protocol and any such pupils take precedence over the waiting list.

Late Applications

In accordance with the Local Authority's admissions policy, late applications will be accepted by the Authority up to the 31st January 2023.

The Academy has agreed late applications, or changes to on time applications within this time-frame, and treat them as being on time, only in the following circumstances;

- a) where a family have just moved address;
- b) where it is agreed by School Admissions, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case independent supporting documentary evidence will need to be submitted with the application. In all other circumstances, or if the application is not received until after 28th February 2023, late applications (including late changes to on time applications), will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

In Year Admissions

Admissions mid-year for any year group will be dealt with in accordance with the agreed Worcestershire County Council coordinated in-year admissions protocols, which are available online at the following url: https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated_schemes_for_all_worcestershire_schools

Appeals

If you are not offered a place at our school you have the right to appeal to an independent panel. Appeal papers will normally be sent out with offer letters to all those parents who were offered a school lower on their preference list than Woodfield Academy. Please ensure that these are headed with the school name and address and are returned to the Clerk to the Appeal Panel at the school within 20 school days of notification. The closing date on the appeal application form must be adhered to. If you are in any doubt please contact the school and we will send you appeal forms.

All appeals should be heard by the same panel and it is difficult to slot in late applications. Appeals will be heard before 6th July or the first working day afterwards if the 6th is a weekend.

The admission authority must keep a clear record of any decisions on applications, including in-year applications.

Section 4: Useful contact details

Woodfield Academy

Tel: 01527 527 081

Email: office@woodfield-academy.org.uk

Worcestershire Pupil Admissions and Transfers

Tel: 01905 822700

Web: <http://www.worcestershire.gov.uk/cms/education-and-learning/enjoy-andachieve/school-information/school-admissions.aspx>

Postcode catchment area on-line check

Web: <http://www.worcestershire.gov.uk/schoolsearch>

SENDIASS (providing impartial information, advice and support on matters relating to children and young people with special educational needs and/or disabilities)

Tel: 01905 768153

Web: www.SENDworcestershire.co.uk

ACE (Advisory Centre for Education): a national charity that provides independent advice for parents and carers of children aged 5-16 in state-funded education

Tel: 0808 800 5793

Web: www.ace-ed.org.uk

Transport Assistance

Free transport to school may be provided by the Local Authority in certain circumstances. Full details are available from your Local Authority. The contact details for Worcestershire are:

Tel: 01905 766524

Web: www.worcestershire.gov.uk/schooltransport