

Admissions Policy 2024/25

For Year 5 Coordinated Scheme normal time of transfer at age 9 in
September 2024

For In-Year Admissions for all Year Groups during the 2024/25
academic year

Consultation Draft Approved by Trustees 18/10/2022

Determined by Trustees: 14/02/2023

This Policy contains four sections:

- x Introduction
- x Admissions process
- x Oversubscription criteria and definitions
- x Useful contact details

The Policy should be read in conjunction with Worcestershire County Council's Information for Parents Book on Admissions and Transfers to Schools 2024-25 and is available to view online at:

www.worcestershire.gov.uk/schooladmissions

A copy of the book is also available to view in Schools, Libraries and at your Local Worcestershire Hub.

The Information for Parents book contains full details on the application and allocation process, including the oversubscription admission criteria for each school. You are advised to read the book prior to making an application.

Section 1: Introduction

Woodfield Academy is a 913 academy (part of Bordesley Multi Academy Trust) serving an area of North East Worcestershire.

Parents/carers who have applied to be included on the waiting list will only be notified if a place becomes available which can be allocated to their child in line with the criteria published. Each waiting list is maintained strictly in order of the priorities in this Policy and not based on the date the application was added to the list. Therefore, applications received after the allocation of places may receive a higher ranking than those who may have been on the list for some time if they have a higher priority in the Oversubscription Criteria.

Woodfield Academy intends to hold waiting lists for any oversubscribed year group after 1st September. Each term the waiting lists for each year group are compiled. Parents/carers must write to the Headteacher Woodfield Academy at the start of each new term conference to become available, applications currently on the waiting list will be ranked according to our Oversubscription Criteria as described below and an offer will be made to the ranks highest at that time.

Appeals

The parents/carers of children who are unsuccessful in gaining a place at Woodfield Academy may appeal to an Independent Appeals Panel. Parents/carers wishing to do this should contact in writing the Clerk to the Governing Body Woodfield Academy within twenty school days of receipt of notification.

Appeals are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code of Practice. Parents/carers may attend the hearing of their appeal and make their case to the panel. Whether an appeal is successful is likely to depend on the merits of the case.

Section 3: Oversubscription criteria

The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place at Woodfield Academy. The Admissions Committee takes considerable time and the utmost care to ensure that the system is applied fairly.

Where there are more applications than places students will be offered places in the following order of priority (for definitions of the words in bold, see the section below on Definitions):

- 1.

7. Other children

Within each criterion, priority will be given to those who live nearest Woodfield Academy by the shortest straight line distance. The measurement will be taken using the Geocode Points for each property and the Geocode point for the school. The Academy Trust will utilise the Local Authority software package called ArcView GIS to determine distance. Ordnance Survey supplies the coordinates that are used to plot an address within this system.

Parent[s]/Carer[s]

h

- a) 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.

Sibling

By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child

school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Home

or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be the address where the child lives with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following factors:

- x In order for a child to be classed as challenging in Worcestershire there must be evidence that the advice of a range of professionals has been sought, in order to support the child. The advice from professionals must have been put in place and despite this, challenging behaviour has continued

Section 4: Useful contact details

Woodfield Academy

Tel: 01527527081

Web: <https://www.woodfield.worcs.sch.uk> Email: admin@woodfield.worcs.sch.uk

Headteacher Mr N Straw

Worcestershire Pupil Admissions and Transfers

Tel: 01905 822700

Web: <http://www.worcestershire.gov.uk/cms/education-and-learning/enjoy-and-achieve/schoolinformation/schooladmissions.aspx>

Postcode catchment area online 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 disabilities

Tel: 01905 768153

Web: <https://www.hwsendiass.co.uk>

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

Tel: 0808 800 5793

Web: www.aceed.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

