

Bedford College Academies Trust

## **Wixams Academy Admissions for 2018**

<b>Status:</b> Statutory	<b>Member of staff responsible:</b> BCAT	<b>Implementation date:</b> October 2017
<b>Issue No:</b> 1A	<b>Approved by:</b> BCAT	<b>Next Review Date:</b> June 2018

### **Our Vision**

“Our vision is to provide all of our pupils with a first-class academic education comparable with the very best schools nationally. We also aim to develop those skills and qualities in our students’ character which, hand-in-hand with exam qualifications, will deliver success and resilience in later life.

### **Our Values**

- **Determination**
- **Respect**
- **Responsibility**
- **Community**
- **Honesty**
- **Compassion**

### **Principles**

Wixams Academy welcomes applications from students living in Wixams, Wilstead, Bedford and the surrounding areas. As an Academy, education provision will be provided for pupils across the whole ability range.

The Published Admission Number for September 2018 is:

**Year 7 - 120**

### **Application Process**

Please apply via the Bedford Borough Schools Admission site:

[www.bedford.gov.uk/onlineadmissions](http://www.bedford.gov.uk/onlineadmissions)

**The closing date for applications is 31<sup>st</sup> October 2017.**

**National offer day is 1<sup>st</sup> March 2018.**

## **Oversubscription Procedures**

If the Academy is oversubscribed (after the admission of pupils with an Education, Health and Care plan or a statement of special educational needs naming the school), priority admission will be given to those children who meet the criteria set out below in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order<sup>1</sup>
2. Children with siblings in the Academy<sup>2</sup>
3. Children of staff<sup>3</sup>
4. Any other children

## **Undersubscription Procedure**

The Academy will admit up to its published admission number each year if there are sufficient applications. Where the school is undersubscribed, all applicants will be admitted.

## **Tie Break**

Within each of the over-subscription categories, priority is given to those who live nearest to the Academy, as measured by the straight line distance using the Local Authority's computerised measuring system. The distance will be measured from the address point of the pupil's home to the front door of the Academy regardless of the distance of travel. Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any individual case. This process will be overseen by the Local Authority

Where a pupil lives for part of each week at different addresses, the 'home' address shall be that address at which the pupil spends the majority of the Academy week.

## **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will be asked to submit any evidence in support of their case with the application, for instance from a medical practitioner or a head teacher.

The Academy will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

## **Appeals**

Parents will have the right of appeal to an Independent Appeal Panel if they are refused a place at Wixams Academy. In line with the School Admissions Appeals code published by the Department for Education an independent Appeals Panel will be established. The Appeal Panel will be independent of Wixams Academy and their decision binding on all parties.

Parents wishing to appeal against the decision not to offer their child a place at Wixams Academy must appeal to the Local Authority. The appeal will be heard within 40 school days of receipt of the appeal.

Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

## **Waiting Lists**

Where in any year Wixams Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the academic year. This will be maintained by Bedford Borough Council 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 pupil'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 students on the waiting list in accordance with the oversubscription criteria. Whenever a new applicant is added to or is removed from the waiting list, the list will be re-ordered in accordance with the oversubscription criteria.

## **In - Year Applications**

Wixams Academy will consider any in-year applications. If the year group applied for has a place available the Academy will admit the applicant. If more applications are received than there are places available, the oversubscription criteria will be applied. Any applicant not offered a place will be advised of their right of appeal.

Any parent can apply for a place for their child at any time to any school outside the normal admissions round.

Wixams Academy will, on receipt of an in-year application, notify the maintaining local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

<sup>1</sup> A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

<sup>2</sup> A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters.

<sup>3</sup> Children of staff who have been recruited at the academy to fill skills shortage areas