



Wade Deacon High School

Innovation Enterprise Academy

Exceptional Values

Exceptional Learning & Teaching

Exceptional Achievement

WADE DEACON HIGH SCHOOL ADMISSIONS POLICY – CONSULTATION DOCUMENT FOR SEPTEMBER 2015 ONWARDS

This document sets out the proposed admission arrangements for Wade Deacon High School (part of the Innovation Enterprise Academy)

- Consultation Commences Monday 16th December 2013
- Consultation Period Ends Monday 10th February 2014
- Admission arrangements Reviewed Tuesday 11th February 2014
- Formal Determination/Approval of Admission Arrangements 11th March 2014

Any comments regarding the consultation document/process should be directed to:

c/o Ian Kirkham
Clerk to the Governing Body
Wade Deacon High School
Birchfield Road
Widnes
WA8 7TD

Email (clerk@wadedeacon.co.uk – any person wishing to comment by email is requested to include alternative contact details in addition to their email address).

Admissions Code

1. This document sets out the admission arrangements for the Wade Deacon High School.
2. The School will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of Wade Deacon. In particular, Wade Deacon will take part in any admissions forum set up by Halton Borough Council and have regard to its comments; and will participate in the co-ordinated admission arrangements operated by the LA.
3. Notwithstanding these arrangements, the Secretary of State may direct Wade Deacon High School to admit a named student to the School on application from an LA. Before doing so the Secretary of State will consult the School.

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4. The admission arrangements for Wade Deacon High School for the year 2015/2016 and, subject to any changes approved by the Secretary of State, for subsequent years are:
 - i) Wade Deacon High School has an agreed admission number of 300 students. Wade Deacon High School will accordingly admit at least 300 students in the relevant age group each year if sufficient applications are received.
 - ii) Wade Deacon High School may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, Wade Deacon High School will consult those listed at paragraphs 19-20 below. 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.

Process of application

5. Applications for places at the School will be made in accordance with Halton co-ordinated admission arrangements for year 6 into 7 transition, and parents will complete their home Local Authority Common Application Form. Wade Deacon High School 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 Halton Borough Council -Local Authority) (For applications outside this period and scheme, applications should be made directly to the school):
 - i) September – The School will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2014 for admission in September 2015). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. Please note that, to be considered for admission, all applicants must complete and submit their home Local Authority's common application form, including Wade Deacon as one of their preferences. The School will also provide information to the Local Authority for inclusion in the Admissions to Secondary school publication for issue to parents, as required.
 - ii) September/October – The School will provide opportunities for parents to visit the School.
 - iii) October – Parents complete the Common Application Form of their home Local Authority and return it to their home Local Authority to administer.
 - iv) November – The LA will co-ordinate the collation of the admission data for Wade Deacon High School from both Halton and other Local Authorities and forward this admission data to the school.
 - v) January – February - Wade Deacon High School via the LA will agree a list 300 offers of places based on the published admissions criteria.

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- vi) Early March – One offer of a secondary school place is made to parents/carers by their home Local Authority.

Consideration of applications

- 6. Wade Deacon High School will consider all applications for places. Where fewer than 300 applications are received, the School will offer places to all those who have applied.

Procedures where Wade Deacon High School is oversubscribed

- 7. All applicants will be required to have followed the school admissions procedures. Applicants will then be allocated a place on the following criteria:
 - i) Children in public care – looked after children or children who were previously looked after, but immediately following being looked after became subject to an adoption, residence or special guardianship order.
 - ii) Students with a Statement of Educational Need, where Wade Deacon High School is named on the statement and can meet the needs of the individual student.
 - iii) Pupils living nearest to the school measured using an Ordnance Survey address – point system which measures straight line distances in metres from the point of the place of permanent residence of the pupil to the address point of the school. The school will consider the point of residence in joint custody circumstances on the production of relevant evidence to support this claim. In the event of an oversubscription based on exact distance matches, the place/s would be allocated by the drawing of lots.

Operation of waiting lists

- 8. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the School will operate a waiting list. Where in any year Wade Deacon High School receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the school 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.
- 9. Student's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in section 7. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

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Arrangements for appeals panels

10. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Wade Deacon High School. The Appeal Panel will be independent of the School. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The school current uses the services of Halton Independent School Appeals Panel, 7th Floor Municipal Building, Kingsway, Widnes, Cheshire, WA8 7QF, who will advise of the relevant documentation required for submission.

Arrangements for admitting students to other year groups, including to replace any students who have left Wade Deacon High School

11. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the School must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, our over subscription criteria will apply. Parents of children whose application is turned down are entitled to appeal.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

12. Wade Deacon High School shall consult each year on its proposed admission arrangements.
13. The School will consult by 1 March:
 - i) Halton Borough Council;
 - ii) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
 - iii) Any other governing body for primary and secondary schools (located within the relevant area for consultation).
 - iv) Other appropriate local stakeholders and parents/carers

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Determination and publication of admission arrangements

14. Following consultation, Wade Deacon High School will consider comments made by those consulted. The School will then determine its admission arrangements by no later than 15th April of the relevant year and notify those consulted what has been determined.

Publication of admission arrangements

15. Wade Deacon High School will publish its admission arrangements each year once these have been determined, by:
 - i) copy being sent to Halton Borough Council for inclusion in the 'Admission to Secondary School' booklet issued annually each year in September
 - ii) Inclusion on the school website for viewing and download - hard copies will also be available without charge from the school
 - iii) copies being sent to public libraries in the area for information purpose
16. The published arrangements will set out:
 - i) the name and address of the School and contact details;
 - ii) a summary of the admissions policy, including oversubscription criteria;
 - iii) a statement of any religious affiliation;
 - iv) numbers of places and applications for those places in the previous year; and
 - v) arrangements for hearing appeals.

Representations about admission arrangements

17. Where any of those bodies that were consulted, or that should have been consulted, make representations to Wade Deacon High School about its admission arrangements, the School will consider such representations before determining the admission arrangements. Where the School has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the School's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult with Wade Deacon High School. Where he judges it appropriate, the Secretary of State may direct the School to amend its admission arrangements.
18. Those consulted have the right to ask Wade Deacon High School to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the School to increase its proposed Published Admissions Number. The Secretary of State will consult Wade Deacon High School and will then determine the Published Admission Number.

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19. In addition to the provisions at paragraphs 17 and 18 above, the Secretary of State may direct changes to Wade Deacon High School's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

Proposed changes to admission arrangements by Wade Deacon High School after arrangements have been published

20. Once the admission arrangements have been determined for a particular year and published, Wade Deacon High School will propose changes only if there is a major change of circumstances. In such cases, the School must notify those consulted under section 15, of the proposed variation and must then apply to the Secretary of State setting out:
- i) the proposed changes;
 - ii) reasons for wishing to make such changes;
 - iii) any comments or objections from those entitled to object.

Need to secure Secretary of State's approval for changes to admission arrangements

21. The Secretary of State will consider applications from Wade Deacon High School to change its admission arrangements only when the School has notified and consulted the proposed changes as in sections 15 & 16.
22. Where Wade Deacon High School has consulted on proposed changes the School must secure the agreement of the Secretary of State before any such changes can be implemented. The School must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.
23. The Secretary of State can approve, modify or reject proposals from Wade Deacon High School to change its admission arrangements.

Records

24. Records of applications and admissions shall be kept by Wade Deacon High School for a minimum period of ten years and shall be open for inspection by the Secretary of State (please note that these will be in a secure electronic format)

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ACADEMY ADMISSIONS FAQ SUMMARY

Are academies required to comply with the School Admissions & Appeals Code?

Academies have to comply with both the School Admissions and Appeals Code through provisions within their funding agreements. All academies are required to adopt clear and fair admission arrangements in line with admissions law and the School Admissions Code.

Academies are their own admission authorities. This means that:

- The academy will be responsible for consulting on and determining ('finalising') the school's admission arrangements in accordance with the School Admissions Code;
- The academy will make arrangements to consider applications to the school.
- The academy Trust becomes responsible for organising admission appeals in compliance with the School Admission Appeals Code.

Academies continue to be within central co-ordination scheme for year 6 into 7 transition. Because admissions are centrally co-ordinated by the LA, parents/carers only need to complete one application form.

Parents will apply to the LA by 31st October. The LA will send a list of applicants to the schools by a date agreed in the locally agreed coordination scheme ranking the applicants against their oversubscription criteria if required. The LA then coordinates admissions across its schools and with neighbouring authorities and offers parents their highest available preference on 1st March each year.

Do academies have to participate in in-year fair access protocols?

Yes, the funding agreement requires them to participate in such protocols.

Who is responsible for setting any catchment areas for academies?

The academy is its own admission authority. That means that it is responsible for its own admission arrangements. It is also responsible for deciding whether to adopt a catchment system or to prioritise by distance (or both).

Academies are also required, by the Academies Act 2010 to give priority to children 'who are wholly or mainly drawn from the area' in which the school is located. This means that an academy's admission arrangements must allow for the majority of pupils admitted to be those residing close to the school. In addition schools are also required to comply with the 'Greenwich' 1989 and 'Rotherham' 1997 judgements.

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