

# Admissions Policy 2019 - 2020

***Approved: Nov 2018***

***Review: By WT for  
Admissions 2020/2021***

***SLT Liaison: G Wright***

Wardle Academy Policy



## 1. INTRODUCTION

The Admission Authority for Wardle Academy is the Wardle Academy Trust.

The Admission Policy is the responsibility of the Board of Trustees of the Wardle Academy Trust, though in practice the operation of the policy is delegated to the relevant Local Governing Body of each academy within its Trust. The Pupil Admission Number (PAN) for Wardle Academy is 240.

The purpose of this policy is to ensure all places at each Academy are allocated and offered in an open and fair way. Boys and girls will be admitted to Wardle Academy at age 11+ without reference to ability or aptitude.

**The admissions policy for 2019/20 is as follows:-**

## 2. CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS OR AN EDUCATION HEALTH AND CARE PLAN

Where pupils have a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP), the Wardle Academy Trust has a statutory duty to admit those pupils. This means that children with such a Statement or EHCP will be allocated a place before any other places are allocated.

## 3. CRITERIA FOR THE ALLOCATION OF PLACES

The Wardle Academy Trust will admit pupils, on demand, up to the school's Published Admission Number of 240 (2019/20). Where there are more applications than there are places available, places will be allocated giving priority to pupils in the following order:

### 1. Children in care to a local authority (Looked after children):

Children who are in public Care ("Looked After" children as defined by Section 22(1) of the Children Act 1989), or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.

### 2. Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to Wardle Academy:

Exceptional medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the preference for Wardle Academy.

Exceptional welfare considerations (such as children at risk) must be supported at the time of the application by a letter from a supporting agency (e.g. Social Worker, Family Support Worker) indicating how the circumstances relate to Wardle Academy.

This criteria will consider issues relevant to the child and/or the family in line with the Equalities Act 2010. If exceptional medical or exceptional welfare grounds are claimed after the allocation procedure has been completed, it might not be possible to allocate a place under this priority.

### 3. Children with an older sibling attending Wardle Academy at the time of admission:

A sibling is defined as a brother or a sister, or stepbrother or stepsister living at the same address as the child for whom application is being made and who are in attendance at the school at the start of the academic year for which admission is sought. Sibling priority will not be given where the brother/sister, stepbrother, or stepsister lives at a different address to the child for whom the application is being made. No sibling priority is given to cousins, regardless of their address.

**You may only claim this priority if your child has an older sibling who will be in attendance at the school in September 2019.**

#### 4. Children eligible for the service premium:

Children eligible for admission under this priority are those where:

- one of their parents is serving in the regular armed forces;
- one of their parents served in the regular armed forces in the last 3 years;
- one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War pensions Scheme (WPS).

#### 5. Children of staff at the school:

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### 6. Proximity and ease of access - (where you live):

- Once places have been allocated using the above criteria any remaining places are allocated on the basis of relative proximity and ease of access to the school.

If the Admissions Authority reach their admissions number in mid category, places will be allocated according to relative proximity measured by the shortest safe walking route.

The Admissions Authority will consider second (or fresh) applications if there is a change in circumstances.

**Under the Schools Admissions Code of Practice all admissions authorities are required to complete an 'equal ranking' preference system.**

## 4. APPEALS AGAINST ADMISSION DECISIONS

If you are unsuccessful in gaining a place at the school, you can appeal to an independent committee.

Any appeal shall be given in writing to the clerk of the Admissions Appeal Committee.

If an application for admission or a within-year transfer request has been turned down by the Admissions Authority, parents/carers can appeal to an Independent Appeals Panel. This appeal must be made in writing to Rochdale Local Authority Legal Services Team within 20 school days of notification of refusal. The date of notification of the appeal date will be shared with you and a decision following the appeal should be advised within two working days after posting by first class post.

**The decision of the appeals panel is binding on all parties.**

## 5. ADMISSION AND APPEALS INFORMATION

The following forms and documents are available from the School Admissions Team at Rochdale Local Authority:

- Secondary School Application Form
- In-Year Transfer Form
- Secondary School Appeal Form
- Secondary Allocation and Appeal Procedure
- School Admission Appeal Timetable

## Contact Details

Early Years & School Admissions Team  
Number One Riverside  
Smith Street  
Rochdale  
OL16 1XU  
Tel: 0300 303 0340

RMBC Legal Services Team  
School Admissions Appeals  
Number One Riverside  
Floor 2 Smith Street  
Rochdale  
OL16 1XU  
Tel: (01706) 924811

Email: [school.admissions@rochdale.gov.uk](mailto:school.admissions@rochdale.gov.uk)

Website: <http://www.rochdale.gov.uk>

**If applications for the school are in excess of the number of places available the Admissions Authority will apply the above criteria, to decide which children should be admitted/offered places. In the event of oversubscription in any of the above categories, applicants living nearest to the school will be given priority. Distance will be measured from the front door of the child's home address (including flats) to the main entrance of the school, using a recognised computerised measuring system, with those living closer to the school receiving the higher priority.**

It is the responsibility of all applicants to state clearly any specific details, which relate to any of the above admission criteria. The information should be included on the application form, which should be fully completed before submission.

Children living in other authorities must apply to their own Council and name Wardle Academy, Rochdale.

**Please note that the 2019/20 policy reflects no change in Wardle Academy Admissions Policy.**

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