



WELLSWAY  
SCHOOL

# Admissions Policy 2024/2025

For review by   Principal

Approved by    Academy Governance Committee (AGC)

Date of last review:   January 2023

Date of next review:   January 2024

# ADMISSIONS POLICY 2024/25

## Purpose of the policy

The purpose of this policy is to make the admissions process to Wellsway School clear and open. The Trust is supported by Bath & North East Somerset Council (BANES) in allocating places in Year 7 to Wellsway School and the home local authority will notify families of their places.

This criteria to be specifically applied for entry to Year 7 in September 2024.

Futura Learning Partnership is the Admissions Authority for the school. These arrangements are established in accordance with the school's Supplemental Funding Agreement. The admission authority will comply with provisions within the School Admissions Code and the School Appeals Code available at [www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2).

Wellsway School ("the school") is set in east Keynsham. It is an Academy and is, as a consequence, its own admissions authority.

While parents/carers have the right to choose a preferred school, the number of places available at that school may limit the choice. Should Wellsway School be over-subscribed (i.e. if there are more applications than places available), 'the over-subscription criteria' will be applied to all applications.

The school has a single Area of Prime Responsibility (APR) which normally serves the part of Keynsham to the East of the River Chew, Chelwood Village, Compton Dando, Corston, Marksbury, Newton St Loe, Priston and Saltford. The school caters for the 11-18 age range.

## Admission to Year 7 September 2024

The process for admissions to the school is governed by regulations made under the school Standards and Framework Act 1998. All the processes described below are in accordance with that Act. The arrangements set out in this Policy apply to all students except those with an Education Health Care Plan. If your child has such an EHCP you do not apply for a place at the school under this policy. Instead, you must contact your local authority who will advise you on the procedure to follow.

## Published Admissions Number

The school has a Published Admission Number (PAN) of 230 for Year 7 which means that it will admit 230 students in Year 7. This includes students with an EHC Plan whose EHCP names the school. If fewer applications (including those children with EHCPs) are received, all those applying will be offered places. If the school receives more than PAN, i.e. the school is over-subscribed, the following procedure is followed. The operational capacity for each year group may be different to the Published Admission Number and will be agreed by the Trust in September of each academic year.

## **The Over-Subscription Criteria:**

### **PRIORITY A**

Children in Public care (Looked After Children) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### **PRIORITY B**

Children from within the Area of Prime Responsibility [APR] whose older sibling will be attending the school in Year 8 - Year 11 on the admission date.

### **PRIORITY C**

Priority can only be given for applications to the school at which the staff member works (not at any school within the trust) and that applies to all staff who have been employed for two or more years at the time at which the application for admission to the school is made and/or those recruited to fill a vacant post, for which there is a demonstrable skill shortage.

This applies to all permanent staff whose children are either natural, adopted, stepchildren, children of cohabiting partners, living with the staff member or elsewhere.

### **PRIORITY D**

Children living within the APR.

### **PRIORITY E**

Children living outside the APR whose older sibling will be attending the school in Year 8-Year 11 on the admission date.

### **PRIORITY F**

Children living outside of the APR.

Please note that the offer of a place at any particular school does not guarantee an offer of a place for a sibling at a later date.

## **Applying:**

Please note that applications for Wellsway School should be made through the family's home local authority.

To be considered under the above criteria parents/carers must have named the school as a preference on the Common Application Form. Under the above criteria all preferences are considered equally. If

a student qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under the above criteria any single category resulted in oversubscription, priority would be given to those children who live nearest to the school. In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

In the event of the school being oversubscribed where the applicants for the final qualifying place(s) available within the admission number are twins, triplets or other multiple births the school will offer these children places.

## **GENERAL INFORMATION**

As indicated above, children with an EHCP are dealt with through the SEND Code of Practice and their placement is determined through the statutory assessment process or an annual review of their EHCP. All schools are consulted before being named on a student's EHCP and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If the school is named on an EHCP the student must be admitted.

## **Waiting List**

Unsuccessful applicants will have the opportunity to go on the Waiting List. Places in Year 7 are offered from the Waiting List in accordance with the oversubscription criteria. The Waiting List will be kept open until December.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

## **Home Address**

The child's home address is defined as the permanent address where he or she generally resides with their parent. Temporary addresses may not be used. Where the parent/guardian/carers of the child have separated, the home address of the child will be regarded as the address at which the child sleeps for the majority of the weekdays.

The school reserves the right to investigate home addresses and may ask applicants to supply further evidence of the home address. This may include Council Tax, Electoral Roll, Utility Bill records, GP registration, and Child Benefit records.

A place allocated on the basis of fraudulent information may be withdrawn.

## **In Year Admissions**

### **(i.e. all applications other than for Year 7 or Sixth Form in September 2024)**

All applications must be made directly to the school. An application is made by completing an application form which must be forwarded to the school. If no form is submitted the school will not be able to process the application. All applications will be considered by the Admissions Authority and places will be offered if this will not prejudice efficient education of others at the school or the efficient use of resources. Where there are more applicants at any one time than there are places available, priority will be determined by applying the Oversubscription Criteria set out above. Parents/Carers should be informed of the outcome within 15 school days, which is the recommended legal requirement.

### **Independent Appeal Panel**

Anyone applying under any of the provisions of this policy who is not offered a place at the school will be advised of the process for appeal. The admission appeals timetable will be published on the school's website by 28th February of each year.

### **Admissions of children outside their normal chronological year group (delayed or accelerated entry)**

- Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not the chronological age year group, will be considered.

The admissions authority for the school will make the final decision.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account:

- the parent's views;
- information about the child's academic, social and emotional development.
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- The admissions authority must also take into account the views of the Principal.
- Parents will need to write to the school to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed.
- Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible.
- Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## Post-16 Admissions Policy

Wellsway School is part of a collaborative Post-16 provision (referred to as Futura Sixth, from September 2021), shared with IKB and SBL Academy. It is our belief at Wellsway School that all students should have the opportunity to continue their studies with us and we offer a variety of Level 2 and Level 3 courses in partnership. When considering applications, we aim to advise students to undertake courses which will enable them to succeed. This advice will be offered during our open evening and the initial student meeting where prior academic achievement will be discussed.

### Capacity

Every year, Wellsway School can enrol approximately one hundred and ten students into Year 12 where they choose Wellsway School as their home centre.

## Sixth Form Admissions Policy

### Oversubscription Criteria

In the unlikely event of the Sixth Form being oversubscribed, we will give priority to applicants as follows:

- 1) Looked after children and previously looked after children
- 2) Students living within the area of prime responsibility of the school.
- 3) Students from Futura Learning Partnership Schools
- 4) External applicants
- 5) Siblings of students on roll of the school on 1st September 2024
- 6) All other applicants

## Entry Criteria

The overall academic entry requirements to the Sixth Form are: a minimum of 5 GCSEs (or equivalent) at grade 4 or above including either GCSE Maths or English. Each subject has its own specific entry requirement; these can be seen via the Futura Sixth website under 'our courses'.

Students who do not obtain a Grade 4 or above in Maths and English will be encouraged to re-sit during Year 12. The school reserves the right to admit students who do not meet these criteria into the Sixth Form in exceptional circumstances.

The entry requirements apply equally to internal and external candidates.

## Appeals

Applicants who are refused admission to our Sixth Form are entitled to appeal to an independent appeals panel.

## **Late applications**

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late applications will be considered only after those applicants who applied by the published closing date.

## **In Year Admissions**

The school will co-ordinate their own in year admissions and an application made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an in-year application, the school will notify the Local Authority of both the application and its outcome, to allow the Local Authority to keep up to date with figures on the availability of schools places within their authority.

## **Fair Access Protocols**

The school works in accordance with the In-Year Fair Access Protocols held by the Local Authority; should a vulnerable child within the protocols require a place at the school, they will take precedence over any child on the waiting list.

## **Tie Breaker**

Where children have identical ranking, priority will be determined by random allocation (see below).

N.B. Should the PAN be reached in any criterion before the final oversubscription criterion, then distance will be used to prioritise applicants, with those residents closest to the school receiving the higher priority.

## **Random Allocation**

Random Allocation is the drawing of lots, supervised by a person independent of the school. Each child will be allocated a number. All the numbers will be placed into a hat or other suitable container and will be drawn out and ranked in the order that they were drawn.

For children of a multiple birth, only the allocated number of one of the children will be entered in the draw. Where this number is drawn, the other child or children will be deemed to have also been drawn. Lots will then also be drawn for these children to decide their individual ranking. This process will also be applied to brothers or sisters who are not from a multiple birth but are applying for a place in the same year group.

## **Definitions:**

### ***Children with an Education, Health and Care Plan***

Any child with an Education, Health and Care Plan (“EHCP”) is required to be admitted. This gives such children overall priority for admission to the named school. This is not an over-subscription criterion.

### ***Looked After Children***

Any child that is Looked After or previously Looked After is required to be admitted to the school. This gives such children overall priority for admission to the named school. In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

### ***A sibling***

A **sibling** is defined as a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the school in any year group excluding the final year. Biological siblings who attend the school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

### ***Brothers and Sisters***

Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half- brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

### ***Looked after child***

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4).

(1) 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) at the time of making an application to a school.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.



(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### ***Adoption Order***

An adoption order is an order under Section 46 of the Adoption and Children Act 2002.

### ***Residence Order***

A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### ***Residence/resident***

Residence is defined as the normal family address where the child resides. The qualifications date is the closing date for applications under the co-ordinated admissions scheme (where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

The school can be contacted at the following address:

c/o the Principal  
Wellsway School  
Chandag Road  
Keynsham  
BS31 1PH

Tel: 0117 9864751

[enquiries@wellswayschool.com](mailto:enquiries@wellswayschool.com)