

# **WEST TOWN LANE ACADEMY**

## **WHERE LEARNING IS AN ADVENTURE**

### **ADMISSIONS ARRANGEMENTS POLICY**



#### **CHILDREN'S RIGHTS AND RESPONSIBILITIES:**

Article 28 – All children and young people have a right to primary education, which should be free. Young people should be encouraged to reach the highest level of education they are capable of.

Article 29 – Education should develop each child's personality to the full. It should encourage children to respect their parents, and their own and other cultures.

#### **RATIONALE**

West Town Lane Academy is its' own admissions authority for nursery and in-year admissions, however will follow the guidance and procedures as set out by Bristol City Council who will retain a coordinating role for all admissions into Reception. This policy sets out the criteria for admissions should the school be over subscribed.

#### **PURPOSES**

- To ensure there is clarity to admissions arrangements.
- To provide families with clear guidance on how children are admitted to our Academy.
- To be fair and transparent.

#### **GUIDELINES**

- Applications to the nursery class should be made directly to the Academy office using the relevant paperwork. Information is available on the website regarding the relevant dates for each academic year.
- Applications for places in the reception classes at the Academy will be made in accordance with Bristol City Council's (BCC) coordinated admission arrangements. Information on the Academy will be included in their starting school information packs.
- The Academy will use the timetable specified by BCC each year and published annually to parents & carers for admissions of pupils to primary schools.
- WTL Academy is a non selective school for local children. If the Academy is over subscribed, priority will be given to students in the order set out below:
  - Children who are in public care, or immediately after being in care became subject to an adoption, child arrangements or special guardianship order.
  - Children of Service/ Armed Forces personnel.
  - Children who have a sibling already attending the school and will continue to do so on the date of admission.
  - NURSERY ONLY- Children who have a parent/ carer working at the school.\*
  - Home to school distance will be measured in a direct line from a point on the home address as held by the Local Authority to a central point within the main school building using a computerised mapping system ('home' is defined as where the child spends the majority of their time and is living with the person who has parental responsibility).
  - Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest, the available place(s) will be allocated by drawing lots.

- Children with Special Educational Needs follow the transfer arrangements set out in the SEN Code of Practice and associated separate regulations. Other children without a Statement of SEN or an EHCP will be subject to the general admission arrangements.
- The Academy will coordinate admissions mid-year, and will make admissions decisions based on the above criteria following the School Admission Code 2015.
- Parents/ carers who are not offered a place for their child will be entitled to appeal to an independent committee under the provisions of the School Standards & Framework Act 1998 (applies to children from reception class upwards). The Academy currently commissions Bristol City Council to hear all appeals with an independent panel.
- Appeals should be made in writing to the Academy, and further guidance is available from the main office.

*\*Staff must have worked at the Academy for at least a 12 month period to be eligible.*

## **CONCLUSION**

It is important that the criteria for admission to the Academy is transparent and in line with Bristol City Council in order to avoid confusion for parents & carers. The criteria set out above will ensure that admission arrangements are clear to all parties and comply with current legislation. This Policy should be read in conjunction with the School Admission Code (DfE) 2015 and Equalities Act 2014.

*This Policy has been consulted on widely with Bristol City Council during the academic ear 2016/17.*

**Chair of Governors**

**February 2017**