



Woolwich Polytechnic School
PolyMAT
DETERMINED ADMISSIONS POLICY
2018-2019

1. This document sets out the admission arrangements for Woolwich Polytechnic School. The document forms an Annex to the Funding Agreement between the Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Any changes to this policy will be consulted on fully in line with the timescales laid down by the regulations
2. The Academy will comply with all relevant provisions of the statutory Codes (the School Admissions Code and the School Admission Appeals Code) 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 the Academy. The Academy will use the admission arrangements operated by Royal Greenwich, local authority (LA).
3. Notwithstanding these arrangements, the Secretary of State may direct Woolwich Polytechnic School to admit a named pupil to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

4. The admission arrangements for Woolwich Polytechnic School for this year and, subject to any changes approved by the Secretary of State, for subsequent years are:
 - a) Woolwich Polytechnic School has an agreed admission number of 240 pupils in Year 7. The Academy will accordingly admit 240 pupils in the relevant age group each year if sufficient applications are received;
 - b) The Academy may set a higher admission number as its Published Admission Number (PAN) for any specific year. The Academy is not required to consult on any proposed increase to the PAN, however it must notify the Local Authority of the increase and specify the changes on the Academy website.

Process of application

5. Applications for Year 7 places at the Academy will be made in accordance with the Royal Greenwich (LA's) co-ordinated admission arrangements, and will be made on the Common Application Form (CAF) provided and administered by the respective home LA's of the applicants.

Consideration of applications

6. Woolwich Polytechnic School will consider all applications for places. Where fewer than 240 applications are received, the Academy will offer places to all those who have applied.

Procedures where Woolwich Polytechnic School is oversubscribed

7. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs / education health and care plan (EHCP) where Woolwich Polytechnic School is named on the statement / plan, applicants will be considered, in the following priority order:

Looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or become subject to a child arrangements order or special guardianship order.

- a) Children with a sibling (brother or sister) living at the same address who will be attending the school at the time of the child's admission.

Sibling means a full, half, step brother or sister. This does not include siblings attending our school's sixth form provision.

- b) Children or their immediate family member with an acute medical or social need for a particular school.

The application must be supported by a letter written by a hospital consultant, GP or social worker, setting out the reasons why the school is the only one to meet the child's needs and the implications if the child did not obtain a place at the school.

- c) Other children based on a home to school distance.

Distance from home to school is measured as a straight line from the centre of the home address to the centre of the school. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically. In the event that two or more applicants have equal right to a place under any of the above criteria, priority will be given to those who live nearest to the school. Should two applicants live an equal distance from the school, the offer of a place will be decided by random allocation.

The home address is considered to be where the child resides as their only or principal residence. Proof of liability for Council Tax will be required. If the child resides equally between both parents, the principal home address will be considered as being the address at which the child is registered whilst attending primary school, with a GP and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax Credits for the child. For children who reside with a relative or carer other than a parent, a residence order or other court order will be required.

Additional children may be admitted under very exceptional circumstances. This will be in instances where children are twins and children from multiple births when one of the children is the 240th child admitted.

Operation of waiting lists

10. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate for the duration of that academic year, ending on August 31st. This will be maintained by the LA on the Academy's behalf and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Each added child will require the list to be ranked again in line with the published oversubscription criteria. The waiting list is maintained until 1st September in the academic year of entry. From 1st September to 31st August, the LA will maintain the waiting list on behalf of the Academy with pupils ranked in admissions criteria order.
11. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria set out in paragraph 8.

Admission out of normal age range

12. 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.

13. The process for requesting such an admission is as follows:

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 submit any evidence in support of their case with the application, for instance from a medical practitioner, Head Teacher etc. Some of the evidence a parent might submit could include:

- Information about the child's academic, social and emotional development, including their prior learning if recently admitted to the country from abroad;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

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. An application from a child who would 'normally' be a Year 8 child for a Year 7 place will be considered alongside applications for Year 7. This applies to all admissions whether made in the normal admissions round through the CAF or in-year admissions.

Appeals

14. Under the School Standards and Framework Act 1998, you have the right to appeal against the decision not to offer your child a place at the Academy. If you wish to appeal against a decision not to offer your child a place at this school, you need to complete an appeal form within 20 school days from the date you received the outcome of your application. If you wish to appeal, an appeal form and guidance notes on the procedure are available on request.

The Academy will act in accordance with the School Standards and Framework Act 1998, ensuring that an Independent Appeal Panel is trained to act in accordance with the School Admission Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. Parents should contact the Business Manager who will answer any enquiries parents/carers may have about the process, with regard to published timescales.

Arrangements for admission to Post 16 provision

All 16-19 year olds who live in Royal Greenwich or attend a Royal Greenwich school have the right to attend a post 16 centre which offers the course of study they wish to follow, provided that:

- they meet the entry requirements and,
- they enter a Learning Agreement which is mutually acceptable to both the student and the post 16 centre he/she has chosen.

Other applicants who meet these two conditions are also welcome to apply and will be offered places where possible.

For September 2018, the Academy has a planned admission number of 160.

In terms of admission to courses at post 16 centres for students who meet the general conditions for entry (as set out above), the following priorities will apply: (1) Looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or become subject to a child arrangements order or special guardianship order.

A 'looked after child' is a child who is in the care of an English or Welsh local authority, including foster care.

(2) If there are more applicants for particular courses at any centre than there are places available on that course, priority will be given in the following order, to:

- Students in Year 11.
- Students who attend another Royal Greenwich secondary school.
- Students who live nearest to the preferred post 16 centre, as measured in a straight line between the front gate of the applicants home address and the main entrance of the centre (within this category, an applicant may be given higher priority on the grounds of with an acute medical or social need for that particular post 16 centre).

Unsuccessful applicants for places at the Academy's sixth form will be informed of their right of appeal. All appeals against the decision to refuse a place in the Academy's sixth form are considered by an independent appeal panel in accordance with the School Standards and Framework Act 1998.

Arrangements for admitting pupils to other year groups, including replacing any pupils who have left the Academy

15. 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 Academy must consider all such applications and if the year group applied for has a place available, admit the child. In the case of applications for such places in Years 8-11 the Academy may refuse admission to pupils with challenging behaviour in cases where there are fewer students in a particular year group than the published admissions number. Such refusals will only occur where the student

concerned has been previously excluded from two or more schools or where special circumstances apply as specified in the School Admissions Code.

However, the Secretary of State may direct the Academy to admit such students and such a direction will be binding. Parents/Carers whose application is turned down are entitled to appeal.

16. The Academy participates in the Local Authority's Fair Access Protocol. Children admitted via the Fair Access Protocol take priority over those children on the school's waiting list and those pending appeal. For information on how requests for children to be educated outside of their chronological year group, please refer to Royal Borough of Greenwich's 'Secondary Schools in Royal Greenwich' booklet.