



# Admissions Policy



Policy & Procedure Number: 05

Date of Board of Governors Review: Spring 2021

Next Review Due: Summer 2022

School Link: Mrs Leanne Healey

Revision Number: v2



## Admissions Code

This document sets out the admission arrangements for Wade Deacon High School.

The School will comply with all relevant provisions of the statutory codes of practice for academy admissions. Reference in the codes to admission authorities shall be deemed to be references to the Wade Deacon Trust. In particular, Wade Deacon will take part in any admissions forum set up by Halton Borough Council and will participate in the co-ordinated admission arrangements operated by the LA.

Notwithstanding these arrangements, the Secretary of State may direct Wade Deacon High School to admit a named student to Wade Deacon High School on application from an LA. Before doing so the Secretary of State will consult the School.

The admission arrangements for Wade Deacon High School, subject to any changes approved by the Secretary of State, for subsequent years are:

- Wade Deacon High School has an agreed planned admission number of 320 full time students. Wade Deacon High School will accordingly admit at least 320 students in the relevant age group each year if sufficient applications are received in line with this policy.
- Wade Deacon High School may set a higher admission number as its planned admission number for any specific year. Before setting an admission number higher than its agreed admission number appropriate notifications will be issued. Students will not be admitted above the planned admission number unless exceptional circumstances apply.

## Process of Application

Applications for places at the School will be made in accordance with Halton Borough Councils Local Authority's co-ordinated admission arrangements, and parents will complete their home Local Authority Common Application Form. All of this information can be found using the Admission to Secondary School [Booklet on the Halton Borough Council website school admissions section](#). 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:

- September – The School will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September. 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 online publication.

- September – The School will provide an opportunity for parents and prospective students to attend an Open Evening.
- October – Parents complete the Common Application Form of their home Local Authority and return it to their home Local Authority to administer.
- November – Halton Borough Council LA receives the admission data for Wade Deacon High School from the Local Authorities and forwards this admission data to Wade Deacon High School (regardless of preference).
- January – February - LA & Wade Deacon High School agree a list of 320 offers of places based on the published admissions criteria.
- Early March – One offer of a secondary school place is made to parents by their home Local Authority.

## **Consideration of Applications**

Wade Deacon High School will consider all applications for places. Where fewer than 320 applications are received, the School will offer places to all those who have applied.

## **Procedures where Wade Deacon High School is oversubscribed**

All applicants will be required to have followed the school admissions procedures. After the admission of pupils named in a Statements of Special Educational Needs/Education, Health and Care Plan and the school can meet the needs of the individual student, applicants will then be allocated a place on the following criteria:

- Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order); Children who appear to the Local Authority as the admission authority for community and voluntary controlled schools to have been in state care outside of England and ceased to be in state care as a result of being adopted;
- 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 following tie break measures:



## Tie break

- If only one of the exact distance matches has a sibling connection which will remain in place at the start of the new academic year, the place/s will be allocated to the sibling connection.
- If more than one exact distance match has a sibling connection which will remain in place at the start of the new academic year, the place/s will be allocated by the drawing of lots.
- In no sibling match is present in the new academic year, the place/s will be allocated by the drawing of lots.

## Siblings

In the event of a tie break, the following criteria will be considered a valid sibling connection:

- Siblings who are permanently resident at the address (including step, foster & adopted siblings and other children living permanently as the same address). Appropriate evidence may be required to support this claim.

## Operation of Waiting Lists

Waiting lists will be maintained until the autumn term only in line with the LA coordinated scheme, at which point the waiting list will cease. The waiting list will comprise of those pupils refused admission to the school. If a place becomes available, the place will be reallocated in accordance with the published oversubscription criteria detailed above. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants.

The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term will be considered within the scheme, following which any applications received after this date will be dealt with as an in-year admission and the in-year admission process will be applied.

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

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.



## **Right to Withdraw an Offer**

The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.

## **School Contact Details**

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