



# **ADMISSIONS POLICY**

**Version History:**

**Revised: September 2023**

**Ratified by Trustees: September 2023**

# WYVERN COLLEGE ADMISSIONS POLICY

## Wyvern College Admissions Policy for 2024-2025

This policy will apply to all admissions from 1 September 2024, including in-year admissions. It will be used during 2024-25 for allocating places for September 2024 as part of the main admission round for Year 7.

Outside the normal admissions round, Hampshire County Council's Fair Access protocol may be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

### Admission Criteria

The Wyvern College Trust is the admission authority for Wyvern College. This policy has been reviewed in accordance with the Schools Admission Code (DfE September 2021). The admission arrangements are determined by Wyvern College Trust, after statutory consultations. All main round admissions are co-ordinated by Hampshire County Council, on behalf of the College as required by legislation.

Wyvern College will consider first all those applications received by the published deadline of **midnight on 31 October 2023. Notifications to parents offering a secondary school place will be sent by the County Council on 1 March 2024.**

Applications made after midnight on 31 October 2023 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

The published admission number (PAN) for Wyvern College for 2024-25 is 270.

For the normal admission round, all preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

If the College is oversubscribed, places will be offered up to the published admission number (PAN) in the following priority order. Places for applications received after the deadline will be allocated using the same criteria.

1. Looked After Children or children who were previously looked after (see (i) in Definitions).
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends Wyvern College school rather than any other. Appropriate medical or psychological evidence must be provided in support.
3. Children living in the catchment area of Wyvern College (see (iii) in Definitions) who at the time of application have a sibling (see (iv) in Definitions) on the roll of the College who will still be on roll at the time of admission. [See 5 for additional children who may be considered under this criterion.]
- 3a. Children living in the previous included catchment area of Chalcroft Farm and Fir Tree Lane, who have a sibling on roll at Wyvern College who was admitted when their address was still in the catchment area prior to it changing, (September 2021) and who will still be on roll at the time of the younger sibling's admission, will be given catchment priority for admission to Wyvern College, up to and including admission in September 2024. After this date, September 2024, Wyvern will no longer give these children priority. They will be under priority 8, see below.

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4. Other children living in the catchment area of Wyvern College.
5. Children living out of the catchment area of the College who at the time of application have a sibling (see (iv) in Definitions) on the roll of the College who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced (see (v) in Definitions) from the catchment school for their address, the application will be considered under 3, above, subject to the siblings still living in the catchment area. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the College under this criterion as a consequence of their elder sibling's displacement and they remain living in the catchment area].
6. Children living out of the catchment area of the College who at the time of application are on the roll of a linked junior or primary school (Fair Oak Junior, Stoke Park Junior, Durley Primary School and Upham Primary School).
7. Children of staff (see (vi) in Definitions) living out of the catchment area of the school who have, (1) been employed at the College for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Other children living out of the catchment area of the school.

A map of the College catchment area can be viewed by making an appointment via the College reception.

### Definitions

- (i) Looked After Children are defined as those who are (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). Previously looked after children are those who were looked after but immediately after being looked after became subject to an adoption order, child arrangement order, or special guardianship order; this also includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).
- (ii) 'Medical need' does not include common medical conditions supported in mainstream schools, such as asthma or allergies. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that a family member's medical needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given

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priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one school above any other.

- (iii) The child's permanent residence is where they live, normally including weekends application. The permanent residence of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the child's current school, nursery, preschool or childminder, the address registered for child benefit and the address registered with the child's GP.
- (iv) 'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adoptive brother or sister are living at separate addresses. Criteria 3 and 5 include children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.
- (v) Displaced refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school. [To identify the child's catchment school please use this link](#). Note that some addresses are in catchment for more than one school and in this case, displaced refers to a child who was refused a place at any of their catchment schools.
- (vi) 'Staff' includes all those on the payroll of the College. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.

### Tie-Breaker

If the College is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the College have priority. Distances will be measured from the Ordnance Survey home address point to the school reception using Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County Council's website.

### Additional Information

#### 1. Pupils Education, Health and Care Plan (EHCP)

The governors will admit any pupil whose final Education, Health and Care Plan names the College. Where possible such children will be admitted within the PAN.

#### 2. Multiple births

Where a twin or child from a multiple birth is admitted to the College under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the College's PAN.

#### 3. In-Year Fair Access placements by the Local Authority

The Local Authority must ensure that all pupils are placed in schools as quickly as

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possible. It may therefore sometimes be necessary for a pupil to be placed by the Local Authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the Local Authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

### **4. Other In-Year Applications**

For most in-year applications, the College will invite the applicant parents and the child to a meeting with key staff to discuss transition arrangements, e.g. availability of option subjects, for Key Stage 4 children, any special needs or pastoral needs, and for a tour of the College during a normal working day. The College will always contact the child's previous school to make preliminary arrangements for the transfer of data and information. We aim to imitate the same careful, best-practice transition liaison that we apply to new admissions to Year 7.

### **5. School Closures**

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

### **6. Waiting Lists**

When all available places have been allocated, waiting lists will be operated by the College. Any places that become available will be allocated according to the criteria of the Admission Policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised each time a child is added to, or removed from, the waiting list and when a child's changed circumstances affect their priority.

At the time of receiving an application decision from the College, parents will be advised of the process for adding their child's name to the waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish.

### **7. Admission of children outside their normal age group**

Parents can seek places outside their normal age group. Decisions will be made on the basis of the circumstances of each case; parents may be offered a place in another year group at the College.

### **8. Appeals**

Parents may appeal where their application has been unsuccessful. The College will arrange independent appeals; the Governing Body is responsible for appeal arrangements. Parents should be aware that the appeal process is entirely separate from the management of the waiting list and submitting an appeal will have no effect on their child's position on the waiting list.

### **9. Legislation**

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE 2021).

### **Review Schedule:**

Reviewed annually by SLT

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Ratified by FTB: March 2023