



## Admission Arrangements 2020 – 2021

### Willenhall E-Act Academy

*E-Act (the “Academy Trust”) is the admissions authority for Willenhall E-Act Academy. The Academy Trust will comply with the requirements of the Funding Agreement, the School Admissions Code and the Admission Appeals Code, and recognises that its ‘relevant area’ is Walsall since this is the local authority area within which the Academy is located.*

Date of Approval: September 2019

Date of Review: September 2020

Unless there are legislative or regulatory changes in the interim, this policy will be reviewed annually as per the Admissions Code. Should no substantive changes be required at that point, the policy will move to the next review cycle.

*Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.*

#### **Academy context**

Willenhall E-Act Academy is based in Walsall in the authority of Walsall Local Authority.

Our Published Admission Number (PAN) is 190 for Year 7. The maximum PAN for each year group is 190 for Years 7 to 11. A total PAN of 950.

#### **How to apply for a place**

Willenhall E-Act Academy is part of the co-ordinated admissions arrangements operated by Walsall Council and the Local Fair Access Protocol. For Year 7 admissions the Council will co-ordinate admissions, allocate places to the academy and inform families. Parents/carers should apply using Walsall Council’s schools’ admission process and are not required to complete a Supplementary Information Form to apply for a place

#### **Mid-year admissions**

For children wishing to move to the academy during the academic year, or outside of the normal transfer phase (Year 7) these are known as ‘mid-year’ admissions.

Mid-year applications can now be made directly to our academy or via the education department at Walsall council. Our academy uses Walsall Local Authority Mid-Year admission application forms and these can be obtained by contacting us on 01902 365221. Once completed this must be returned directly to our academy. Our academy will then liaise directly with parents/carers and the local authority as required. Parents/carers will have the right to appeal a decision should their child be refused a place. We encourage

parents/carers to ensure that their child continues to attend their named school until they officially join Willenhall E-ACT Academy.

### **How to apply for a place:**

Parents living in Walsall must apply on-line by no later than 31st October 2020. Parents living outside Walsall must submit all applications to their home Local Authority and return it as stated. If you require any advice or information before you complete your application, please contact [schooladmissionsadvice@walsall.gov.uk](mailto:schooladmissionsadvice@walsall.gov.uk).

### **Admissions Criteria**

Applications for children with an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Need are made by the Local Authority SEN team. The placement of such children is made after a process of consultation between parents, the Academy and the Local Authority. Children with an EHCP (or a Statement of Special Educational Need) receive priority over others for admission to the school named on their Plan (or Statement).

### **Oversubscription Criteria**

If there are fewer applicants than there are places available for Year 7 entry in September 2022, everyone who applies will be offered a place.

Sometimes, however, there are more applications for our Academy than there are places available. This is described as oversubscription. If there are more applicants than there are places available after the admission of pupil with an Education, Health and Care Plan or statement of special educational needs naming the school, the following criteria will be followed, in order, to determine who will be offered a place:

1. Children in Public Care (looked after children)
2. Pupils who have an older sibling already in attendance at the school at the proposed time of admission.
3. Pupils for whom a place at the school is essential on medical or social grounds as supported in writing by a medical practitioner or social worker (applications will be subject to verification by the Managing Director, Children's Services Education).
4. Distance between the home address and the school as measured in a straight line, with those living closer to the school receiving the higher priority.

### **Tie-breaker**

Where two applications cannot otherwise be separated, the place will be offered on the basis of random allocation.

### **Twins, Triplets and other children of multiple births**

Where students are from multiple birth families offers of places will be given to all.

### **Split residence**

Places will be offered based on the residence of the parent where the student spends the most time during the week

## **Late Applications**

Late Applications and changes after the closing date Application forms must be received by 31st October 2021. Applications received after the closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on-time. However, in very exceptional circumstances applications received after the closing date may be considered as on time. Applicants who consider they have exceptional circumstances that prevented them applying between applications opening in September and published closing date should provide independent written evidence explaining why the application was late no later than 5pm, 10 working days after the closing date. Additionally, any changes to the application (e.g. order of school preference or change of preferences) received after the closing date will be treated in the same way as late applications.

## **Changes of Address after the closing date**

Changes of address will only be considered after applicants are resident at the new address and evidence to demonstrate this has been supplied. Applications will not be processed from an intended future address except in the case of Crown servants and UK service personnel. Evidence must be received by no later than 5pm, 10 working days after the closing date for the new address to be used when processing the application and calculating home to Academy distances. Any change of address evidenced after no later than 5pm, 10 working days after the closing date will not be included until after national offer day.

## **Notification and acceptance of places**

This is the timeline of notification and acceptance and the onus is on the person making the application to a notify Walsall LEA to accept or decline the offer:

[https://go.walsall.gov.uk/secondary\\_school\\_admissions](https://go.walsall.gov.uk/secondary_school_admissions)

## **Waiting Lists**

Waiting lists are not maintained on a 'first come - first served' basis. Waiting lists are kept in the priority order as explained in the oversubscription criteria. Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list. Children may also move down the waiting list if another family, with a higher priority under the oversubscription criteria, ask for their child's name to be added to the list. Applicants, who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the Academy. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

Lists will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria. This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants.

The waiting list will be closed each year and will not roll over. A new application will have to be made for a new academic year.

### **In-year applications**

Applications received outside the normal admissions round will be considered in line with the oversubscription criteria. A place will be offered at the Academy provided there is a vacancy in the appropriate year group. The address used to process the application will be the address where the parent and child normally live and they must be living there at the time of application. Admission of one child to the Academy does not give a right of admission for brothers or sisters, if places are not available for all at the same time.

Applications can be made by applying directly to the Academy. Once the application is made, the Academy will allocate a place as per our oversubscription criteria when a place becomes available. Please note that you will need to accept the place within 14 days or you will lose the offer of a place and considered to have declined a place.

Please note that you may be asked for further proof if applying under medical/social needs etc. You will be placed on the waiting list and places will be allocated as they become available and prioritised according to our over subscription criteria.

### **Appeals Procedure**

Parents can choose to appeal against the decision of the Academy Trust not to offer their child a place at the school. Walsall LEA administer any admissions appeals on behalf of the Academy Trust. To appeal against the decision not to offer their child a place, parents must complete the appeal forms that are available on the Walsall LEA website [www.walsall.gov.uk](http://www.walsall.gov.uk) or from the Admissions and Pupil Place Planning Team (01922 652585). To be considered in the first round of appeals, the notice of appeal must be received by the Council by their specified date. The appeal will be heard by an independent appeals panel constituted and operated in accordance with the School Admissions Appeals Code. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

### **Fair Access Protocol**

The Academy complies with Walsall Fair Access Protocol (FAP). The purpose of the FAP is to ensure that, outside the normal admissions round, unplaced children who fall into the specified categories are offered a place quickly, so that the amount of time any child, especially the most vulnerable, who remains out of education is kept to a minimum. The FAP will only be used once the in-year admissions process has been exhausted.

### **Admission contact details**

Academy contact: Mrs Emma Little, Assistant Headteacher Attendance & Safeguarding

LA contact: Admissions Team: [schooladmissionsadvice@walsall.gov.uk](mailto:schooladmissionsadvice@walsall.gov.uk).

## **Appendix 1**

### **Definitions**

#### **Distance**

Distance will be measured in a straight line from the centre point of the home address to the centre point of the school address using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

#### **Home Address**

The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and either:

- owned by the child's parent, parents or guardian or
- leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement of not less than six months duration.

Documentary evidence of ownership or a rental agreement may be required together with proof of actual permanent residence at the property concerned. In certain circumstances the child's current school will be asked to verify the address given.

Where parents have shared responsibility for a child and the child lives with both parents for part of the week, the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the application. The offer of a place is based upon the address of the child when the offer is made.

If a child is offered a place at an oversubscribed school the place may be withdrawn if it is found that the child moved (before the place was offered) to a new address that was further away from the school, and the child would not have qualified for a place under the distance criterion. In the event that a family moves between the application date and the date of offer, the parent(s), carer(s) or guardian(s) must inform the School Admissions and Appeals Team as soon as possible of these circumstances.

If the home address is a flat (or apartment) and there is more than one flat at the same address, priority will be given to applicants living at the lowest numbered flat and/or the flat on the lower floor.

#### **Children who are looked after or were previously looked after**

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). 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's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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).

### **Medical or social needs of the child**

If parents believe there are specific medical or social reasons for claiming priority for a child to attend a particular school, the relevant part of the on-line application must be completed and evidence to support the claim must be submitted. The evidence provided must relate to either the child or the parent/s, for example, where one or both parents or the child has a disability that may make travel to a school further away more difficult. Requests for such consideration will be subject to verification by the school. This is necessary because parents will be asking the Authority to assess the child as having a stronger case than many other children, some of whom may live closer to the school. Medical: Medical evidence must be submitted in writing from a medical practitioner and should state why the preferred school is the only school that can meet the child's needs. Social: Social evidence must be submitted in writing from an appropriate professional and should state why the preferred school is the only school that can meet the child's needs. Please note that only in exceptional cases are places prioritised in respect of medical or social grounds. Applications will only be considered if supporting evidence from a medical professional or social worker is submitted to the School Admissions and Appeals Team.

### **Sibling**

Where children live as brother and sister in the same household they are treated in the same way as siblings for admissions purposes. This includes a child's brother or sister, half brother or sister, adopted/foster brother or sister, step brother or sister living in the same family unit at the same address. It does not include cousins or other extended family members who live in the same household. In the case of twins, triplets and other multiple birth children, if one child can be offered a place in the school, other multiple-birth children will be allocated a place in the school. Where twins are concerned and one twin has a Statement of Special Educational Needs or Education, Health and Care Plan that names the school the other twin will be treated as having a sibling link for that academic year

### **Parent**

This means the parent who has parental responsibility as defined in the Children Act 1989, or the person in the household who is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a biological parent but who has responsibility for her or him (such as a child's guardians) but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.