

## **Admission arrangements for transferring to Year 7 in September 2019 or joining a year group during the 2019/20 academic year.**

Westfield Academy is a member of the Yeovil Federation. Each of the 4 academies in the Yeovil Federation share the same values and ethos with regards to admissions and are committed to working together to provide high quality inclusive education for the local communities that we each serve.

### **1. Introduction**

Westfield is an academy for girls and boys aged 11 to 16 of all abilities and aptitudes. Its Admissions Authority is its Governing Body. This means that governors, through their Admissions Panel, decide who should attend Westfield, whether starting the school year at the beginning of Year 7 or joining any year groups during the academic year. Westfield aims to meet parental preferences whenever possible.

Governors liaise with the Local Authority (LA) which coordinates admission arrangements for all young people in Somerset. Therefore, this document should be read in conjunction with Somerset's published coordinated Admissions Scheme for September 2019 which is available from the Somerset Local Authority (see contact details at the end of this document).

### **2. The Published Admission Number**

Governors of Westfield Academy have set 204 as the Published Admission Number for Year 7 and the admission limit for all other year groups. This is appropriate to the size of Westfield's buildings and other resources. However, as an academy, the governors reserve the right to admit over this Published Admission Number if this would not have a detrimental effect on the learning of students.

### **3. Applying for a School Place**

An application form must be completed as follows:-

a) For students wanting to enter Westfield at the start of Year 7, an application form will be available from a child's primary school, the Local Authority or from the reception at Westfield Academy. Completed application forms should be submitted electronically or on paper directly to the Local Authority and must be received by 2359 hours on 31 October 2018. Application forms for children to start in Year 7 which are delivered or post marked after 2359 hours on 31 October 2018 will be recorded as late and cannot be administered until all on time applications have been considered.

b) For students wanting to join any year group during the academic year, an application form, available from Westfield Academy reception or website, should be submitted directly to Westfield Academy at any time during the academic year. Applications will be considered on a weekly basis by the Governors' Admissions Panel and parents will receive a response within 10 school working days. If a place is offered it will be held open for 28 school working days therefore parents will need to respond within this time frame. Applications must be addressed to Mrs L Jeffreys, PA to the Principal, at Westfield Academy, or submitted electronically via the website.

#### **4. How Places are Allocated**

Westfield Academy has a designated catchment area (the same one it had as a previous Local Authority school) but will also consider applications from outside the catchment area in line with our oversubscription criteria. The catchment area can be viewed on the Local Authority website [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions).

Where there are more applications received than places available within the Published Admission Number for a particular year group, every application received will be considered against the published oversubscription criteria. Places will be allocated strictly in accordance with the Equal Preference with ranking allocation method,

#### **5. Oversubscription Criteria**

1. Looked After Children – Children who are in the care of a Local Authority, or have previously been, and are now formally adopted or subject to a residence/child arrangement order or special guardianship order (see important note).
2. Children of staff who have been employed at Westfield Academy for two years previous to 31 October 2018.
3. Children living in the designated catchment area with older siblings at Westfield Academy on 31 October 2018 and who live at the same address.
4. Children living in the designated catchment area.
5. Children living outside the designated catchment area, with an older sibling attending Westfield Academy on 31 October 2018 and who live at the same address.
6. Children living outside the designated catchment area.

Important Note 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).

#### Tie Breaker

A tie breaker will be applied where the Published Admission Number is reached part way through any oversubscription criterion and there is a need to decide which children meeting this criterion are to be allocated places and which are to be refused. For this purpose, a straight line measurement will be calculated between home and school for each child falling within the particular criterion. Places will be allocated to those children living nearest to the school by a straight line, according to a Geographic Information System (GIS) measurement.

Twins or multiple birth children of the same family and living at the same address will all be admitted regardless of the Published Admission Number.

#### Right of Appeal

Parents whose school place application is turned down have the legal right to appeal to the Governing Body against this decision. Details concerning how to appeal will be explained in the decision letter.

#### **6. Application Decisions**

##### a) Applications for Year 7

Decision confirmation in connection with on time applications, to start at Westfield Academy in September 2019 for the first time in Year 7, will be sent directly to applicants on behalf of the Governing Body by Somerset Local Authority on 1 March 2019. Applicants who submitted their application electronically 'on line' will receive an email, while applicants who submitted a paper application will be sent a letter by second class post.

Late applications will be only considered once all other places have been allocated.

#### b) In-Year Applications

Decision letters in connection with applications submitted during the academic year will be posted to the applicant within 10 school days of receipt of the application form. If a place is offered it will be held open for 28 school working days and parents will, therefore, need to respond within this time frame.

### **7. Waiting Lists**

If a child is refused admission to Year 7 in September 2019, his/her name will be held on a waiting list until the end of the first term in the new academic year. The waiting list will be held in ranked order according to the oversubscription criteria and if a place becomes available within the Published Admission Number this will be offered to the highest ranked child at that time. Westfield Academy does not hold waiting lists for any other year group. Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

### **8. Statement of Special Educational Needs/Education, Health and Care plan**

Students with a current Statement of Educational Needs / Education, Health and Care plan naming Westfield Academy will be legally allocated a place within the Published Admission Number before any other students are considered or the oversubscription criteria are applied.

### **9. Delayed or Accelerated Entry**

The governors will consider applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the child's chronological age year group. The reasons for the request must be fully explained on a supplementary form, submitted at the same time as the application form, without which the request cannot be considered.

### **10. Children from Overseas**

The Governing Body will only allocate a place to anyone moving into the country from abroad if they have documentary evidence of a home address and copies of the passport and/or visa if required. The only exceptions are children of UK service personnel and other Crown servants (including Diplomats) returning to the area.

### **11. Withdrawal of Places**

The Governing Body will consider withdrawing the offer of a place at Westfield Academy if:

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.

## **12. Issues Relating to Shared Residency Arrangements**

Legislation and guidance states that only one offer per child is made by the Local Authority. Therefore where separated parents issue separate applications for their child the Local Authority can only offer one place. In this situation the Governing Body requires parents to resolve matters between themselves. If an agreement cannot be reached parents may wish to seek legal advice. The Governing Body will not become involved in private disputes. The Governing Body does recognise that there may be situations where parents cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Governing Body to take a decision. Where this is the case the Governing Body will try to establish where the child spends the majority of their time and prioritise the application made by the parent living at this address.

Each parent will be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered. When the Governing Body has received all the necessary information from both parents a decision will be reached based on the evidence provided.

### **Children of UK Service Personnel**

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel and other Crown servants where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address).

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel and other Crown servants. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address, the admissions authority will process the application on that address. If a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

## **13. Glossary and Definitions**

### Siblings

For the purposes of admissions, a sibling is defined as a child living at the same address as a full or half brother or sister, an adoptive brother or sister, or children of the same household.

### Parent

Natural parents, whether married or not, are defined as any person who, although not a natural parent, has parental responsibility for a child or young person; or any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

### Home Address

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child. Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

### Distance Measurements

For the purpose of measuring home to school distance, all calculations will be measured using a straight line measurement from the Address Point of the home to the address point of the school using a Geographical Information System (GIS) method. Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail. In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

## **14. Contact Information**

Westfield Academy  
Stiby Road  
Yeovil  
Somerset  
BA21 3EP  
[www.westfieldacademy.co.uk](http://www.westfieldacademy.co.uk)  
Telephone: 01935 423747  
Fax: 01935 411340

Admissions & Entitlements Team  
County Hall  
Taunton  
Somerset TA1 4DY  
[www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions)  
Telephone: 0845 456 4038

## Acceleration Application Form

Please complete this form if you would like your child to be accelerated (educated in a year group ahead of his or her chronological age).

The view of the Department for Education (DfE) is that it is preferential to teach children in their chronological age group and that this should only be deviated from in extreme circumstances. A request for retention will be discussed with the relevant professionals and the Head Teacher and will be ultimately considered by the Governing Body. It is only granted in exceptional circumstances.

<b>Child's Full Name</b>			
<b>Date of Birth</b>			
<b>Current Year Group</b>		<b>Chronological Year Group</b>	
<b>Home Address</b>			
<b>Child's Current School</b>			

Have you already discussed this with your child's current Headteacher or pre-school?

Yes	
No	

Does your child have a Statement of Special Educational Needs?

Yes	
No	

Would you like to receive a copy of the completed form with your outcome letter?

Yes	
No	

Please use the next page to explain your reasons for this request. You may attach any medical information or psychological reports obtained independently or any other information you feel is relevant that you would like us to consider. Please ensure that any supporting evidence is clearly marked with your child's name.

If necessary your child's current school, pre-school or other professionals will be contacted for their views prior to a decision letter being sent to you.

**Please return this form to:**

Admissions  
Westfield Academy  
Stiby Road  
Yeovil  
Somerset  
BA21 3EP

## Reasons for Acceleration

I understand that in signing this form I am requesting that my child is accelerated and that if the acceleration is agreed my child will need to remain in education until the statutory school leaving age.

Signed: ..... Date: .....

Please Print Name: ..... Relationship to child: .....

## Retention Application Form

Please complete this form if you would like your child to be retained (educated in a year group behind his or her chronological age).

The view of the Department for Education (DfE) is that it is preferential to teach children in their chronological age group and that this should only be deviated from in extreme circumstances. A request for retention will be discussed with the relevant professionals and the Head Teacher and will be ultimately considered by the Governing Body. It is only granted in exceptional circumstances.

<b>Child's Full Name</b>			
<b>Date of Birth</b>			
<b>Current Year Group</b>		<b>Chronological Year Group</b>	
<b>Home Address</b>			
<b>Child's Current School</b>			

Have you already discussed this with your child's current Headteacher or pre-school?

Yes	
No	

Does your child have a Statement of Special Educational Needs?

Yes	
No	

Would you like to receive a copy of the completed form with your outcome letter?

Yes	
No	

Please use the next page to explain your reasons for this request. You may attach any medical information or psychological reports obtained independently or any other information you feel is relevant that you would like us to consider. Please ensure that any supporting evidence is clearly marked with your child's name.

If necessary your child's current school, pre-school or other professionals will be contacted for their views prior to a decision letter being sent to you.

**Please return this form to:**

Admissions  
Westfield Academy  
Stiby Road  
Yeovil  
Somerset  
BA21 3EP

## Reasons for Retention

I understand that in signing this form I am requesting that my child is retained.

Signed: .....

Date: .....

Please Print Name: .....

Relationship to child: .....