



## **WETHERBY HIGH SCHOOL**

# **Admissions Policy 2022-23**

**This policy applies to governors, students and parents/carers**

### **Reviewing Committee: Full Governing Body**

Responsible SLT member	-	Gareth King
Delegated policy updater	-	Gareth King
Responsible governor sub-committee	-	Quality of Education and Inclusion Committee
Responsible governor	-	Paul Sibbons

**Publication date:     October 2016**  
**Next review date:     February 2022**

Wetherby High School is a Local Authority maintained school and is a partner in the Leeds Learning Alliance.

The Governing Body acts as the Admissions Authority for the School as part of the co-ordinated scheme with the Local Authority. Following due consultation in accordance with the national Schools Admission Code 2012, the Governing Body has agreed the following Admissions Policy for the academic year 2022-23.

Parents of children in Year 6 must apply for a place in the School either using the Authority's online system, which opens on 1<sup>st</sup> August 2021, or the Common Preference Form which must be completed and returned as specified on the form. Only under exceptional circumstances will late applications be accepted. Applications received after this date will only be considered after those applications which were submitted on time.

Parents living within the boundaries of different education authorities may still choose Wetherby High School as a preferred secondary school but must complete the preference form provided by their local authority which will then pass on the information to the Admissions Team.

There will be 170 places available for Year 7 in September 2022.

Children with an EHCP of special educational needs will be admitted to the school named on their EHCP.

We will offer places to children in the following order of priority:

**Priority 1**

- a) Children in public care or fostered under an arrangement made by the local authority. (See note 1)
- b) Students without a statement but who have Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at Wetherby High School. (See note 2)

**Priority 2**

Children with brothers or sisters who will be at school at the start of the academic year and are living at the same address (See note 3). This priority will not apply where the older sibling joined the Sixth Form from a different school.

**Priority 3**

Children who do not qualify under criteria 1 and 2 but for whom Wetherby High School is the nearest high school. (See notes 4, 5,6 and 7)

#### **Priority 4**

Any other children

#### **Tie break**

Within each criterion, if there is oversubscription, remaining places available will be allocated according to distance. Children living closest to the School will, therefore, be allocated a place before those who live further away. (See notes 4 and 5) If the last two applicants live equal distance from the school, random allocation by an independent person will take place.

#### **Notification and acceptance of places**

The Local Authority will make the formal offer of a place to parents or carers on behalf of the Governing Body of the School. Parents will be asked to accept the offer of a school place. Parents who do not wish to accept the offer, or do not accept the offer within a reasonable time, may have the place withdrawn.

#### **Appeals Procedure**

Wetherby High School manages appeals for the School. Parents who want to appeal against the governors' decision not to offer their child a place at the School must return the appeal form within 30 school days, stating the grounds for appeal.

All requests for appeals which are received by this date will be held within 40 school days.

#### **Waiting list for the incoming Year 7**

The Local Authority manages waiting lists for the School. Unsuccessful applicants will have the opportunity to ask for their child's name to be added to a waiting list which will be compiled in accordance with the admissions criteria. Any places which become available will be filled from the waiting list.

All waiting lists will be held in criteria order of the admission policy and will close at 22nd July 2023.

Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy. Under the Admissions Code, looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

## **Details and Explanations**

### **Note 1**

Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order will be included within the higher priority for looked after children.

### **Note 2**

Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits in consultation with the school concerned. To receive this assistance you must contact the SEN Assessment and Provision Service on 0113 395 1035.

### **Note 3**

For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

### **Note 4**

The distance between home and the School is measured as a straight line between the centre of the School and the home. For this purpose we shall apply the distances provided by a national computer system, which is the method of measurement used by the Local Authority.

### **Note 5**

If the school has to move to a temporary site for any reason, such as the building being damaged by a fire, we will base our distance measurements on the school's permanent site.

### **Note 6**

For admission purposes, the home address is where the child usually lives with their parent or carer. Parents or carers must not give the address of a child minder or relative. When we make an offer, we assume the child's address will be the same in the following September as the one we have on record. If there is a plan to move house, parents must still give the current address. If parents move after the deadline for submission of the preference form in October, they must inform the School and the Admissions Team of the new address.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the local authority will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

#### **Note 7**

Parents or carers can apply for any school but the nearest priority school only applies to some Leeds schools. You will receive the nearest priority if our school is your closest school by straight-line distance. We do not include Voluntary Aided/Faith schools when calculating your nearest priority school. If you live in another local authority and the nearest school to your home in a straight line is our school, we will give you the relevant priority under our admissions policy.

#### **Note 8**

Further information is available in our prospectus, which will be available at the School Open Evening in September or on request from the same date.

#### **Late Applications**

Late applications are dealt with under the Leeds Coordination Scheme.

#### **Children educated outside of their chronological age group**

A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Parents should still apply in the normal admission round for 2022, and indicate their request on the preference form – specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place. In addition, applications should be made by letter addressed to the Headteacher and any relevant accompanying evidence should be attached. These applications must be submitted to the School by the closing date. These applications will be put before the Governing Body who will consider the applications and notify the parents in writing whether the request is agreed. There is no right of appeal against a decision relating to admission out of chronological age.

## **In-Year Applications**

All applications to the School outside the normal admission round should be made using an in year application form. From September 2013, the form should be returned directly to the School. If the School is full, parents will be offered a right of appeal.

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the school, if there is a place available. Where parents simply wish for their child to change schools, the application will be considered for the start of the following term.

Where a school place is not offered, parents have a right to appeal. Appeals against a decision for transfers in any other year group will be heard within 30 school days of the appeal being lodged (where the right of appeal has been given). Wherever possible, decision letters will be sent out within five school days of the appeal hearing. School days are term time only and do not include school holidays. If an appeal is submitted in the holidays the school days deadline will not start until the beginning of the next term e.g. an appeal received in July after schools have closed will not be heard until the new academic term, 'school days' will start from the beginning of the new term in September.

## **Fair Access Protocol**

As part of the co-ordinated admissions arrangements with the Local Authority the school may accept hard-to-place students onto the school roll from time to time in accordance with the In-Year Fair Access agreement. These are special cases arranged outside the boundaries of this admissions policy.

## **Sixth Form Admissions**

Admission arrangements for students in Year 12 are as follows.

- **Option 1**
  - Minimum entry criteria: 5 A\* to C GCSEs including English and Maths
  - Students can choose 4 A levels or BTEC qualifications to study.
  
- **Option 2**
  - Minimum entry criteria: 5 A\* to C GCSEs including either English or Maths
  - Students can choose 3 A levels or BTEC in addition to studying either their English or Maths for a re-sit at GCSE.
  
- **Conditions:**
  - The subjects chosen must match the subjects passed at GCSE grades A\* to C.

- The subject chosen must be \*in line with subjects passed at GCSE at grades A\* to C if the subject was not an option at GCSE.
- Maths and Physics A level options must be supported by a minimum 'B' grade pass in Maths at GCSE.

*\*In line with*

- Sociology requires a C grade or better in English or Geography or History
- Psychology requires a C grade or better in Maths and Science

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**Priority 2**

Children with brothers or sisters who will be at school at the start of the academic year and are living at the same address (See note 3). This priority will not apply where the older sibling joined the Sixth Form from a different school.

**Priority 3**

Children who do not qualify under criteria 1 and 2 but for whom Wetherby High School is the nearest High School. (See notes 4, 5 and 6, 7)

**Priority 4**

Any other children