

Wellington School



Excellence in Everything

ADMISSIONS POLICY

Updated: January 2017

Review Date: January 2018



Wellington School



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Policy Title	Admissions Policy
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Summary of Contents

This document outlines the Admissions Policy for Wellington School.

Date of Update	January 2017
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Review Date	January 2018
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Status	Statutory
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Member of Staff Responsible	S Roberts
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Wellington School Admissions Policy for September 2018

THE DOCUMENT COVERS 4 DISTINCT SECTIONS:

Section A	Admission into Year 7 in September 2018
Section B	Admission into Years 7 to 11 during the academic year commencing September 2018
Section C	Admission into Year 12 for September 2018
Section D	Admission into the Sixth Form during the academic year commencing September 2018

SECTION A : ADMISSION INTO YEAR 7 FOR THE ACADEMIC YEAR COMMENCING SEPTEMBER 2018

As an Academy School, Wellington is responsible for all its own admissions.

Parents seeking a place for their child in Year 7 in September 2018 **must** include Wellington School in ranked order of preference on their **Local Authority's Common Application Form**.

Students may be admitted at the age of 11, without reference to ability, aptitude or religious denomination. The number of intended admissions for the year commencing 1 September 2018 will be 244.

The Co-ordinated arrangements introduced by the 2002 Education Act impose a national "allocation day" of 1st March. All parents will be notified by their Local Authority on behalf of the Governing Body, of the outcome of their application.

Only applicants born between 1 September 2006 and 31 August 2007 (inclusive) will be considered for entrance into Year 7 unless there are exceptional circumstances. In such cases each application will be considered in line with the School Admissions Code Section 2.17A and the decision based on the circumstances of each case and in the best interests of the child.

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order set out below, to determine how the places are awarded:

1. 'Looked after' or previously 'Looked after' children (as defined in the Education Act 2002 – Admissions).
2. Applicants living in the Post Code Areas of WA14 and WA15. If the number of applicants in this category exceeds the number of places available, then the places will be allocated on the basis of proximity of the child's home address to school, with those living nearer being accorded the higher priority. Distance will be calculated in a direct straight line from the child's permanent place of residence to the School using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666) (Royal Mail postal address information may be used in some instances). In the case of a child living in a block of flats, co-ordinates will be obtained the same way.
3. All other applicants. Distance will be calculated in a straight line from the child's permanent place of residence using the same method as above.

A map showing the WA15 and WA14 Post Code areas is available for inspection at the School Office.

The child's home address means the address where the child normally and permanently lives on a full-time basis, not a temporary address or the address of any carer or relative. In the case of parents who are separated or divorced and where child-care arrangements are shared between two addresses, both addresses will be used for the purpose of determining priority for admission. The average of the distances of the two addresses from the school will be used. Where one of the addresses is outside the WA14 and WA15 Post Code Areas the applicant will be regarded as living outside the WA14 and WA15 Post Code Areas and the average of the distances of the two addresses from the School will be used.

In the case where there is more than one applicant for the final place, who live exactly the same distance from the school, then a ballot will decide who receives the final place.

If a successful applicant moves home between the date of allocation and the beginning of term in September 2018, the offer of the place will be reviewed. As a result of this review, the offer may be withdrawn if an unsuccessful applicant is, as a result of the move, promoted to a higher priority on the School's admissions criteria.

For all leasing agreements a minimum of 24 months leasing agreement is required with legally supporting documentation and also documentation pertaining to the disposal of the previous home.

Any applicant who moves address must provide evidence and legal documentation to the effect they have purchased and exchanged contracts on a property and documentation relating to proof of disposal of the previous home.

Wellington School reserves the right to withdraw a place at a later date if it is discovered that false or incorrect information has been provided in order to secure a place.

Unsuccessful applicants may request to be placed on a waiting list and thus be considered for any places that may arise in the future. These places will be awarded in accordance with the criteria listed above. Parents who wish to exercise this right must state their intention in writing directly to the school within 28 days of receipt of notification letter.

All unsuccessful applicants will have the right to appeal to an Independent Appeals Panel in accordance with the Education Act 1998. Parents who wish to exercise this right must state their intention in writing within 28 days of receipt of notification letter.

SECTION B : ADMISSION INTO YEARS 7-11 **DURING THE ACADEMIC YEAR COMMENCING** **SEPTEMBER 2018**

This section applies to applicants applying for places outside the normal admissions process, i.e. pupils wishing to change schools, pupils excluded from their school, or pupils moving into the area.

It is the policy of Wellington School to admit pupils into the year group appropriate only to their age unless there are exceptional circumstances. In such cases each application will be considered in line with the School Admissions Code Section 2.17A and the decision based on the circumstances of each case and in the best interests of the child.

Year 7	Only applicants born between 1 September 2006 and 31 August 2007 will be considered for entry into Year 7
Year 8	Only applicants born between 1 September 2005 and 31 August 2006 will be considered for entry into Year 8
Year 9	Only applicants born between 1 September 2004 and 31 August 2005 will be considered for entry into Year 9
Year 10	Only applicants born between 1 September 2003 and 31 August 2004 will be considered for entry into Year 10
Year 11	Only applicants born between 1 September 2002 and 31 August 2003 will be considered for entry into Year 11

All applicants for places at Wellington School must contact the school in writing.

Waiting Lists are maintained throughout years 7 to 10. If any places in these year groups become available they will be awarded at the end of the academic year, strictly in accordance with the School's published Admissions Policy, with the nearest person being awarded the place irrespective to how long they have been on the waiting list.

Applicants will only be kept on the waiting list for the academic year of application, if an applicant wishes to remain on the waiting list for the following academic year they must apply again in writing.

Wellington School reserves the right to withdraw a place, at a later date, if it is discovered that false or incorrect information has either been withheld or not provided in order to secure a place.

SECTION C : ADMISSION INTO YEAR 12 **FOR SEPTEMBER 2018**

Only pupils born between 1 September 2001 and 31 August 2002 will be considered for entry in Year 12.

The maximum number of students to be admitted into Year 12 will be 100 which will consist of 95 places for students from Wellington School and 5 places for external applicants. Additional external students may be admitted providing their admission does not prejudice efficient education or the efficient use of resources.

The minimum qualifications for entry are:

- 5 GCSE's at grades 5 to 9 (which will include English Language and Mathematics at Grade 5 or above).
- Students wishing to study Mathematics must have achieved a Grade 6 or higher at GCSE level. Students wishing to study a Modern Foreign Language must have achieved a grade 6 or higher at GCSE level.
- Students wishing to study either Biology, Chemistry or Physics must have achieved a grade 6 or higher in that subject if they studied separate Sciences at GCSE level. If they studied GCSE Double Award Science they must have achieved 2 grade 6's or higher. In exceptional circumstances the school may consider other grades in the double award providing grade 7 or higher has been achieved in the unit of the Science wishing to be pursued at 'A' level.

INTERNAL APPLICANTS

All pupils in Year 11, during the academic year commencing September 2017, will be given the opportunity of an interview to discuss subject choices and suitability for entry onto 'A' level courses.

In order to secure a provisional offer of a place in the Sixth Form, internal applicants must show evidence of a positive attitude towards school and towards learning throughout Year 11. The key factor in determining whether a place in the Sixth Form will be offered will be whether the applicant is likely to meet all the entry requirements. In support of their application, students will have completed the Sixth Form passport of learning skills during Year 11.

Provisional places will be offered after February 2018 to those internal applicants who have demonstrated a satisfactory level of commitment towards their school work and whose predicted GCSE grades suggest that they will be able to cope with AS/A level work.

The final offer will then be confirmed following appropriate GCSE results being achieved in August 2018.

Wellington School reserves the right to refuse to offer a place, or remove a place already awarded, if any of the above conditions are not fulfilled.

If the number of applicants exceeds the number of places available then the places will be awarded to the highest ranked applicants using the same criteria as used for entry into Year 7.

Application forms must be returned by 19th January 2018.

EXTERNAL APPLICANTS

An application form, available from the school, must be completed and returned by 19th January 2018. All application forms will be acknowledged.

Applicants wishing to be considered for a place will then be invited to contact the School after receiving their GCSE Results in August 2018.

In order to achieve a place applicants must have 5 GCSE's at grades 5 to 9 (which will include English Language and Mathematics at Grade 5 or above) and be able to demonstrate evidence of a positive attitude towards school and towards learning throughout Year 11. Students wishing to study Mathematics, a Modern and Foreign Language or Science must meet the same criteria as internal applicants as stated above.

If the number of applicants exceeds the number of places available then the places will be awarded in order of merit based on their actual GCSE grades. If at this point two or more applicants have the same score the applicants will be ranked according to the distance criteria used for Year 7.

Wellington School reserves the right to withhold the offer of a place in the Sixth Form if any of the above conditions are not fulfilled, or to withdraw a place if it is discovered that false or incorrect information has either been withheld or not provided in order to secure a place.

TRANSFER FROM YEAR 12 TO YEAR 13

Transfer from Year 12 to 13 is not automatic and depends on overall performance throughout Year 12. The School reserves the right to review a student's position and provide advice about their prospects at A level and if they are allowed to return in Year 13.

SECTION D - ADMISSION INTO THE SIXTH FORM **DURING THE ACADEMIC YEAR COMMENCING** **SEPTEMBER 2018**

The only admissions into Sixth Form for the academic year commencing in September 2018 will be into Year 12 up to the end of September 2018, if places are available.

Only applicants born between 1 September 2001 and 31 August 2002 will be considered for entry into Year 12.

All applicants will be required to complete an application form and will be invited to attend for an interview to discuss subject choices and suitability for entry onto 'A' level courses.

All applicants will be required to meet the criteria and accept the conditions listed under 'Section C - Admission into Year 12 for September 2018'.