



**Woodbrook Vale School  
Policy Document**

**Admissions Policy**

**For entry in August 2023 and in-year from August 2023**

**Date approved by Trustees: 10 February 2022**

**Review Date: Annually Autumn 2023**

Headteacher's Signature: *Fraser* ..... Date: **10 February 2022**

Print name: Rachael Fraser

Chair of Trustee's Signature: *Gavin C Brown* ..... Date: **10 February 2022**

Print name: Gavin Brown

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## **Admissions Policy**

### **For entry in August 2023 and in-year from August 2023**

The admission authority for Woodbrook Vale School is Woodbrook Vale Academy Trust. The Academy Trust is also responsible for arranging an independent appeal against refusal of a place at the school.

#### **Purpose of this policy**

The purpose of the policy is to ensure that places at Woodbrook Vale are allocated and offered in an open and fair way.

#### **Applying for a place**

A parent can apply for a place for their child at any state-funded school in any area. Parents apply to the local authority in which they live for a place at Woodbrook Vale and any other preferred schools. (For Woodbrook Vale this is usually Leicestershire). The annual closing date is 31 October for a place the following academic year.

#### **The decision**

The Published Admission Number (PAN) for entry in August is **160** students.

Woodbrook Vale will admit this number of students if sufficient applications are received. All applicants will be admitted if these numbers or fewer apply.

If Woodbrook Vale is undersubscribed, any parent that applies will be offered a place. If oversubscribed, oversubscription criteria will apply unless the application meets the requirements of the Fair Access Protocol.

#### **Children with an Educational Health and Care Plan (EHCP)**

The Special Educational Needs Service can request that the school offer a place to a student with SEND who has nominated Woodbrook Vale School. In this instance a place would usually be offered regardless of whether the school is full.

#### **Oversubscription criteria**

When there are more applications for Woodbrook Vale than there are places available, the following criteria will be used to allocate places (in the order listed):

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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 extends to those in care outside of England.
2. Children living in the Woodbrook Vale catchment area with a sibling attending Woodbrook Vale in Year 7, 8, 9, or 10 at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.
3. Children in the Woodbrook Vale Catchment Area.
4. Children with a sibling attending Woodbrook Vale in Year 7, 8, 9, or 10 at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.
5. Children currently attending a feeder primary school. The designated feeder schools are:
  - Holywell Primary School
  - Mountfields Lodge Primary School
  - Outwoods Edge Primary School
  - The Beacon Academy

6. Children of staff, where the member of staff has been employed at Woodbrook Vale on a permanent contract for two or more years at the time at which the application for admission to Woodbrook Vale is made.

7. Children who live nearest to Woodbrook Vale 'as the crow flies'. Registered Office: Woodbrook Vale School, Grasmere Road, Loughborough, Leicestershire, LE11 2ST Company Registration No: 7671486.

### **Tie Break Arrangements**

Where the number of applications exceeds the number of places available, children will be put in priority order by using a combination of the highest criterion and distance. Distances are measured in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system. Random allocation will be used in a tie-break to decide who has highest priority for admission if the distance between two children's homes and Woodbrook Vale is the same.

Some admission authorities use other criteria when allocating places. For the purposes of clarity, Woodbrook Vale does not allocate places on the basis of faith, ability or aptitude.

Woodbrook Vale may need to ask for proof of the following when applying the oversubscription criteria: Address, Child's date of birth, a copy of an adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

All preferences are collated. Parents then receive an offer from the local authority at the highest preference school at which a place is available on 1 March or the first working day thereafter in the year in which the child will be admitted.

### **Right to appeal**

Parents, and in some circumstances children, have the right to appeal against Woodbrook Vale's decision to refuse admission.

The local authority, on behalf of Woodbrook Vale, will set out the reasons for the decision, confirm that there is a right of appeal and explain the process for hearing such appeals. An independent appeals panel will be established to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, Woodbrook Vale is required to admit the child.

When a parent is informed of a decision to refuse their child a place at the school, correspondence will include:

- The reason why admission was refused.
- Information about the right to appeal.
- The deadline for lodging an appeal.
- The contact details for making an appeal.

Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing.

### **Withdrawing an offer or a place**

Woodbrook Vale will withdraw an offer if:

- It has been offered in error.
- A parent has not responded within a reasonable period of time (the parent will be notified that the offer may be withdrawn and given an opportunity to respond and explain).
- It is established that the offer was obtained through a fraudulent or intentionally misleading application.

Woodbrook Vale will not withdraw a place once a child has started at Woodbrook Vale, except where that place was fraudulently obtained.

### **Waiting list**

If Woodbrook Vale is oversubscribed, the local authority, on behalf of Woodbrook Vale, will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the oversubscription criteria.

Priority will not be given to children based on the date their application was received or when their name was added to the list.

Parents of gifted and talented children, those with special educational needs or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Woodbrook Vale will make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at Woodbrook Vale.

### **Children of UK service personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to this area, Woodbrook Vale will:

- Allocate a place in advance, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address for considering the application against the oversubscription criteria.
- Ensure that arrangements support the Government's commitment to removing disadvantage for service children.

### **Children from overseas**

Woodbrook Vale will treat applications for children coming from overseas in accordance with Home Office rules within the relevant statutory framework.

### **In year applications**

Woodbrook Vale School takes part in the Local Authority Mid-Year Arrangements. The LA work on behalf of the school. On receipt of an in-year application:

- Allocate a place if one is available.
- If a place is not available, add the child to the waiting list and consider the application against the oversubscription criteria.
- Inform parents of their right to appeal against the refusal of a place.
- Liaise with the local authority regarding both the application, and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

### **Children with challenging behaviour**

- Woodbrook Vale will not refuse to admit children in the normal admission round on the basis of their poor behaviour elsewhere except where the child has been permanently excluded from two or more schools.
- Woodbrook Vale will participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. However, there is no duty for Woodbrook Vale or other admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.
- Where the governing board does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the Loughborough Inclusion Partnership under the Fair Access Protocol. A fair access referral is only appropriate when the school is able to demonstrate a high proportion of children with challenging behaviour are already on roll.
- Woodbrook Vale will not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

### **Human Rights Act 1998**

The Human Rights Act 1998 confers a right of access to education. This right does not however extend to securing a place at a particular school. Woodbrook Vale will consider parents' reasons for expressing a preference when making admission decisions, though this may not necessarily result in the allocation of a place.

### **The Admissions Timeline**

|                    |   |
|--------------------|---|
| 31 October 2022    | Closing date for applications to the local authority.       |
| 28 February 2023   | Publication of Woodbrook Vale appeals timetable on website. |
| 1 March 2023       | National offer day for secondary school places.             |
| April and May 2023 | Appeals process and outcomes.                               |
| August 2023        | New intake starts at school.                                |

Anyone who considers that Woodbrook Vale's arrangements are unlawful can make an objection to the Schools' Adjudicator. Objections must be referred to the Adjudicator by **30 June** in the determination year. Further information on how to make an objection can be obtained from the Office of the Schools' Adjudicator:

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

