



Admissions Policy

Date Reviewed: December 2017

Date Ratified by Governors: December 2017

Date due for renewal: December 2018

Wyvern Admissions

Applications will be accepted for all year groups 7 – 11. Places will be allocated if we are unsubscribed in that year group.

Application Procedure

- Complete application form available from Wyvern Academy or the Local Authority
- A meeting will be arranged with the appropriate Pastoral Leader to complete application process
- Start date agreed

Local Authority Admissions Contact Details

School Admissions Team: 01325 406333 or schools.admissions@darlington.gov.uk

<http://www.darlington.gov.uk/education-and-learning/school-years/admissions/>

Admissions Oversubscription Criteria – Wyvern Academy

The Board of Directors of Wyvern Academy Trust is the Admissions Authority for this school. The Admissions Policy Criteria will be applied on an equal preference basis and works in association with the Co-ordinated Scheme for Darlington Authority. The Board of Directors intends to admit up to 140 pupils into Year 7 in September. This number will apply to Year 7 and to every other year group in the school.

After the admission of Children who have an Education, Health and Care Plan where Wyvern Academy is named on the statement and where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

Admissions Oversubscription Criteria

(i) Looked After Children

A 'looked after' child is a child who is looked after by a LA in accordance with Section 22 of the Children's Act 1989(b) at the time of application for admission to the school is made and who the LA can confirm will still be looked after at the time of admission to the school.

(ii) Family Links

Children who have a brother or sister already attending Wyvern Academy and are expected to be on roll at the school at the time of admission (see explanation below).

(iii) Transport Links

Children for whom Wyvern Academy is the closest school and the route is unsafe (not lit and paved at regular intervals) or is the nearest appropriate school and is over 3 miles (measured by the shortest walking route where applicable).

(iv) Distance

Children who live nearest Wyvern Academy measured from the front door of the home address (including flats) to the main school gate as designated by the LA, by the shortest walking route judged to be safe (lighting at regular intervals and paved/tarmacked). To remain consistent the Authority uses a Geographical Information System to measure all distances. (See explanation of home address).

Explanations

Tie-Break

In the event of a tie-break, the Local Authority will carry out a thorough investigation, which may involve an Officer walking the route using a *pedometer* as distance will be the deciding factor.

Multiple Births

In the case of a single place remaining and the next child to be offered is a twin or other multiple birth, then the Academy will use its discretion in deciding whether to offer over the published admission number of 180.

Family Links

Children have a family link if:

- They are half or full brother or sister;
- They are adoptive brother or sister;
- Their carers are married/co-habiting and children live together in the same household;
- They are children of the same household (e.g. carers have special Guardianship)

Home Address

The address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address at the time of application. You must not give the address of childminders or other family members who may share in the care of your son / daughter. For parents/carers who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside.

Where parents/carers are separated and the child lives for periods with both, then the home address will be that of the parent that receives the child benefit. Where the childcare arrangements are shared jointly between both parents, the LA will consider the mother's home address to be the relevant address when considering the application unless legal documentation is provided to the contrary.

The Schools Admissions Team will check addresses against other records held by Darlington Borough Council, such as the electoral register and council tax records.

If the main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent/carer

was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and move into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided.

Where a family intends to move into the Borough, a request for a school place based on a new address cannot be considered until a letter is provided from a licensed conveyancer or solicitor confirming exchange of contracts.

It is the parent/carers responsibility to inform the Local Authority immediately of any permanent change of address during the period from receipt of application up to the offer date, as this may affect the admission offer made for your child. In the event of a change of address affecting the application for your child to attend an over-subscribed school, the Local Authority will request a letter from a licensed conveyancer or a solicitor's letter confirming exchange of contracts.

It is the parent/carers responsibility to inform the Local Authority immediately of any permanent change of address during the period from receipt of application up to the offer date, as this may affect the admission offer made for your child. In the event of a change of address affecting the application for your child to attend an over-subscribed school, the Local Authority will request a letter from a licensed conveyancer or a solicitor's letter confirming exchange of contracts.

The Local Authority reserves the right to withdraw any offer made on the basis of an inaccurate or misleading address.

Offer Date 1st March

The Local Authority as co-ordinated admissions authority will send out an offer letter on or around 1st March (or the next working day if 1st falls on a weekend) of the year that your son / daughter will be starting in year 7. If your son / daughter lives outside of Darlington Borough an offer letter will be sent from your home authority.

Right of Appeal

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

Waiting List

If your son / daughter's application has been refused due to oversubscription, you may want to consider putting their name on a waiting list for the school. Completing the 'options' form, which accompanies the offer/refusal letter, can do this. Offers off the waiting list will be made in accordance with the oversubscription criteria based on the information provided at the time of application. The waiting list will be maintained for at least the first term in the academic year of admission.

Tie Break

In the event of a tie-break in any oversubscription criteria, distance will be the deciding factor, which may involve an officer walking the route using a pedometer.

Multiple Births

Where a single place remains and the next child to be offered is a twin or other multiple births, then the LA will use its discretion in deciding whether to offer over the PAN.

Applying for a place in a year group outside of pupils chronological age

Should a parent / carer seek a place in a year group other than the year that their child would 'normally' be in (outside of their chronological age), requests should be put in writing with a clear explanation of why the request is being made, for example their son / daughter is gifted and talented, they have missed a significant part of their education due to a medical problem etc.

2.17A of the Admissions Code states:

*Admission authorities **must** make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group and whether they may naturally fall into a lower age group if it were not for being born prematurely. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.*