ADMISSIONS POLICY
FOR ENTRY FROM AUGUST 2020

Adopted by the South Wigston High School (Academy) – March 2012

Reviewed by the Governing Body – September 2019

Next Review Date – September 2020

Headteacher: Susan Webb
Deputy Headteacher: Nikki Squires
Admissions Policy for entry from August 2020

South Wigston High School is its own Admissions Authority, but all matters relating to admissions are delegated to the Local Authority. All applications are made through the Local Authority’s admissions process.

1. **Purpose of this Policy**
   The purpose of this policy is to ensure that places at South Wigston High School are allocated and offered in an open and fair way in accordance with admissions legislation.

2. **Applying for a place**
   Parents apply to the Local Authority in which they live for a place at South Wigston High School. This is usually Leicestershire County Council or Leicester City Council. The annual closing date for application to be made to the Local Authority is the 31st October for a place the following August.

3. **In-Year applications (all year groups)**
   In year applications are managed by Leicestershire County Council Schools Admissions Service. We advise that you contact the school to arrange a visit prior to an application being made.

4. **Oversubscription criteria**
   Where there are more applications for South Wigston High School than there are places available, the following criteria will be used to allocate spaces. Priority will be given to children whose parents applied **on time**, in the following order (*see note i below*):

<table>
<thead>
<tr>
<th>No.</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Looked after children (LAC) and those children who were previously looked after children (<em>see note ii</em>).</td>
</tr>
<tr>
<td>2nd</td>
<td>Students who live in the catchment area (<em>see note iii &amp; iv</em>).</td>
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<tr>
<td>3rd</td>
<td>Students who will have an older brother or sister attending the same school at the same time (<em>see note v</em>).</td>
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<tr>
<td>4th</td>
<td>Students who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school (<em>see note vi</em>).</td>
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<tr>
<td>5th</td>
<td>Students who are attending a feeder school at the point of application (<em>see note vii</em>).</td>
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<tr>
<td>6th</td>
<td>Student living nearest to the school measured in a straight line distance from their home address to the school gate (<em>see note viii</em>).</td>
</tr>
</tbody>
</table>
Notes:

i. Combinations of the above criteria are used, where appropriate, in priority order.

ii. A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provide 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) at the time of making an application to a school. Previously looked after children (including those previously in care outside of England) are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order Section 19 or special guardianship order).

iii. The child’s place of residence is taken to be the parental home. Living in the catchment area does not guarantee you a place at your catchment school.

iv. The child’s home address is the primary address of the parents. Where a child lives for part of the week with one parent and for part of the week with the other parent, the primary address is the one where the child lives for the majority of the school week. Where it is claimed that the weekly residence arrangement varies, both addresses will be valid, and in some case the child will have two catchment area schools. These definitions depend on the written declaration of both parents, and if the claimed residence arrangement is found to be false, the child’s place at the allocated school may be withdrawn even if the child has started attending.

v. The term “brother or sister” includes half-brother or sister or legally adopted child being regarded as the brother or sister.

vi. Documentary evidence from the Lead Professional must be supplied and must be submitted with the application in support of a serious medical condition or an exceptional social or domestic need. The following list are the areas that are considered exceptional:

- Crown Servants
- Children subject to Child Protection Plans
- Hard to Place children – who fall under the Fair Access Protocol
- Children of parents suffering from domestic violence

vii. The child must be on roll at the feeder school at the point of application. The following primary schools are considered to be feeders schools:
- Fairfield Primary School
- Glen Hills Primary School
- Parkland Primary School

viii. Measurement of distance is in a straight line from the centre point of the property to the school’s main designated front gate, using a computerised mapping system (Geocoding). Where there is equal distance then lots will be drawn, supervised by an independent officer.
5. Exceeding the Admission Number
South Wigston High School will have an admission number of 180 for entry into Year 7. Under exceptional circumstances we may overfill for applications from looked after children or a child with an Education, Health and Care Plan (EHCP) that names South Wigston High School in their plan or due to successful appeals or the Fair Access process.

6. Oversubscription lists
If South Wigston High School is oversubscribed for Year 7 applicants, the Local Authority will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the oversubscription criteria and will be subject to a review of ranking when any new child is placed on the waiting list. The waiting list will be maintained to the end of the Autumn Term only.
South Wigston High School does not hold oversubscription lists for in-year transfers.

7. Excluded students
There is no obligation to comply with a parental preference for a child who has been permanently excluded from two or more schools, therefore South Wigston High School may refuse admission to applicants where the date of last exclusion was less than two years before the application for admission is made.

8. Late Applications
Any applications received after the closing date will generally have the lowest priority of all applications, even when the parents are requesting the catchment area school. This means that it is probable that a late request will not be allowed if the school is oversubscribed and there is not clear and significant reason (supported with documentary evidence) that is was beyond the parent’s control for not applying at the appropriate time, e.g. the parent has been ill for some time or the family is returning from abroad.

South Wigston High School will participate in full with the Local Authority Fair Access Protocol in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number if the school is already full.

10. Withdrawal of places or offers of places
In the normal admissions round, it will be assumed that an offer has been accepted unless it is refused. Once the academic year begins the school place should be taken up within 20 school days. For mid-term applications the offer must be taken up within 20 school days from the offer date. If not, the parent will be afforded reasonable time (up to 2 weeks) plus an additional 7 days for a reminder, to accept the offered place. If no acceptance is received the offered place may be withdrawn. In addition, South Wigston High School reserves the right to withdraw a school place, or an offer of a place where the place has been obtained by false or misleading information, for example an incorrect address or date of birth. Offers of places may also be withdrawn if they were based on an address and the parent’s address changes before the child is admitted.
11. Right to appeal

Parents have the right to appeal against South Wigston High School’s decision to refuse admission. South Wigston High School commissions Leicestershire County Council to arrange independent appeals against refusal of a place at the school. Details on how to appeal are available on the Leicestershire County Council website.