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The Governors of Welling School are committed to a continuing policy of open admission to the school, where all places are awarded without any selection or discrimination

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## **Admissions Policy 2021 / 22 of the Local Governing Body of Welling School.**

Welling School is an academy within The Kemnal Academies Trust (TKAT). The school welcomes all applications regardless of ability, gender, ethnicity or religion – it is a highly inclusive school recognising that children may have different needs and takes due regard to the Equality Act 2010.

### **Admission Numbers**

The published admission number for Welling School is 300 for year 7 and 20 for year 12. If there are more applications than available places the following oversubscription criteria will be applied in numerical order. These oversubscription criteria have been devised in accordance with the School Admissions Code 2014.

The published admission number is inclusive of students with a statement of special educational needs or an Education, Health and Care Plan (EHC Plan) and will be dealt with through a separate process. Children are admitted to the school pursuant to the school being named in their statement / EHC Plan and are given priority before the criteria are applied.

The school does not have specific facilities for students with disabilities. As far as possible the school will ensure that students with disabilities have access to the same opportunities as other students. However, the school does have an 'accessibility plan' in reference to the Equalities Act 2010

### **Application Procedures**

Applications for places will be made in accordance with Bexley Local Authority Admission Arrangements and will be made on the Common Application form administered by the Local Authority.

### **Key Stages 4 - 5**

The 6th Form is mixed, and specialises in the education of students aged 16 to 19. All Year 11 students wishing to continue to Year 12 at the school are encouraged to signal their intention to continue in the 6th Form provided that they meet the entry demands of the course they wish to study. There will be 20 places available for external applicants, both girls and boys, applying the same entry criteria. More places may be released if there is overall capacity in the 6th Form.

#### Applications

Students wishing to apply to the 6th Form, should complete a Key Stage 4-5 Progress Review. The current 6th Form prospectus will outline the specific details of the process. Subject choice discussions will take place with students to confirm suitability of choices. Places on these courses will be subject to confirmation at the point of the Summer GCSE results.

Borderline cases or students in exceptional circumstances will be offered a meeting with a senior member of staff and will be considered on an individual basis. A report will be requested from the previous school where applicable, to confirm that the student is expected to be able to cope with the desired Year 12 courses. Students who have studied in another country will need to have obtained an equivalent qualification to meet the entry criteria. It is the applicant's responsibility to prove the equivalency of their qualifications before the application will be considered.

Offers of 6th Form places are conditional on final GCSE results. Applications made by the date publicised in the 6th Form prospectus will be considered at the same time and conditional offers made to those who are eligible and are allocated a place. If there are more applications from students who meet the criteria than places available, the oversubscription criteria will be used for those students. Please see the oversubscription section for more details. Late applications will be considered if they meet the entry criteria and if there is space in Year 12 and on the chosen courses. Admissions are subject to a vacancy existing on the course for which the student is applying. Students with conditional offers are expected to attend the 6th Form Induction and any other relevant meetings. If a student fails to attend or otherwise make contact, the conditional offer may be withdrawn. Written notice will be given before any place is withdrawn.

Year 12 students making expected progress in all of their courses will automatically progress into Year 13. If a student does not successfully complete their courses they may not be eligible to continue onto the next educational phase. If students undertake the new specification two year A2 course, internal examination performance will be used to determine whether the student has successfully completed the first year. Borderline cases or students with exceptional circumstances will be considered on an individual basis and will have a meeting with a senior member of staff. This is in line with government policy (at November 2015), and may be amended to meet changes to government policy.

External applicants for Year 13

Any applications to join Year 13 from another institution will be considered on an individual basis. Any offer will be subject to there being space in the year group and on the appropriate course and if the syllabus previously studied is compatible.

### **Over subscription**

If the number of applications exceeds the number of places, those places will be allocated according to the following criteria, listed in order of priority:

1. Children in public care ('looked after children') and children previously\* in public care.
2. Siblings in school at the time of proposed entry, other than where the older sibling started at the school in the 6<sup>th</sup> Form. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.
3. Places still available after the previous criteria have been applied will be offered to children living nearest to the school from the child's home address. The home address is the one which applies to the child at the time of place allocation. If the child lives at dual addresses, due to shared parental / carer responsibilities, for this purpose, the school will abide by the address closest to the school. The official school entrance is Elsa Road entrance. Distance to the school as measured by the radial or straight line distance, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. In event of a tie the tie break will be actioned.

### **Tie Break**

Random allocation will be used as a 'tie break' to decide who has the priority for admission if the distance between 2 children's homes and the school proves to be the same. This process will be independently verified.

### **Timetable**

Applications for new Year 7 students (currently in Year 6) should be made through the Local Education Authority using the Common Application Form found on the Bexley Borough website ([www.bexley.gov.uk](http://www.bexley.gov.uk)) or by contacting the admissions team on [admissions.els@bexley.gov.uk](mailto:admissions.els@bexley.gov.uk) / 020 8303 7777.

In accordance with the Co-ordinated School Admission arrangements, parents / carers will be sent a letter saying which school their child has been offered.

### **In-Year Admissions**

If you are looking for a place at the Academy because you have recently moved into the area, or your child is at another secondary school and you feel that a change of school would benefit their education and/or general well-being, you are entitled to apply for a school place. Since September 2013, the law allows you to apply directly to the school. Please contact the school to request an In-Year Admissions Form. Governors may decide to CAP pupil numbers outside of Year 7 and 12 depending on resource provision.

### **Admissions appeals for all applications (not managed moves)**

Parents have the right to appeal if their child is not offered a place at the school. They should do so in writing to the Clerk to the Governors c/o Welling School, within 20 working days of the date of the letter confirming that their child has not been allocated a place. An independent appeals panel will then be convened to hear the appeal.

- \* Only one appeal per application is allowed.
- \* Appeals are conducted in person, and you may bring a friend.

Should an appeal be unsuccessful, the Governing Body will not consider further appeals within the same academic year.

### **The decision of the Independent Appeals Panel is binding**

### **Applications for Years other than Year 7**

In the event of over subscription and in year admissions, Governors will apply the principles set out in the policy.

### **Admission Criteria for the ASD Resourced Provision (The Elsa Centre) at Welling School**

Referrals for admission will come from the Local Authority. The referrals are considered by the Headteacher and Director of Learning (AEN) at Welling School to ensure that the following criteria are met.

Age Range: Year 7 – Year 13

- All students will have a Statement of Educational Needs/EHC plan
- There must be a clear medical diagnosis of Autism
- Primary need must clearly be AS
- Student's performance in English should indicate potential to achieve expected levels of progress in line with expectations in KS2 and GCSE grades in English and Maths at KS4.
- Formal and informal assessments indicate that students are working within the 'broadly average range' eg engaging with their environment; retaining information
- Students will have the ability to verbally communicate without full reliance on communication aids, although may still need support and programmes devised by a Speech and Language Therapist (SALT) – delivered by trained Intervention Assistants
- Students for whom their Autism is a significant barrier to their performance, and whose learning difficulties cannot be met entirely from resources available to and in mainstream school
- That the child is able to manage some time in a mainstream class on a daily basis

### **Admission will not be agreed if**

- Home/parents are not in agreement of the strategies used at the school, and are not willing to support these by following them at home

- The agreed number of funded places by the Local Authority is fully subscribed and admitting children over this number would be incompatible with the provision of efficient education or the efficient use of resources
- There is insufficient evidence of a clear diagnosis of Autism eg where it is reported 'there are autistic traits'
- There is evidence of moderate, severe or complex learning difficulties in addition to Autism

### **Admission of children outside their normal year group**

Children will usually be admitted to a year group determined by their age. However, there may be occasions when students are admitted to a year group outside their normal age group. Individual decisions where this occurs will be taken by the school in the best interest of the child concerned. This will include taking account of the parent / carer view; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether the child has previously been educated out of their normal age group; the views of the Headteacher must be sought; where a child is admitted to a year group outside of their normal age, parents / carers will be given reasons for the school's decision.

Requests from applicants wishing to study in a year group outside of their normal cohort will be considered on an individual basis. The school will meet with the applicant to discuss the appropriateness of the request. The application will then be dealt with in the normal way, either in the requested year group, or within the normal cohort, as agreed at the meeting.

### **Falsifying information**

Falsifying information to gain / keep a place at Welling School will lead to the withdrawal of the offer of a place and any further siblings will not be considered.

### **Managed moves**

Welling School follows the New Horizons Federation protocol for managed moves. Should a child at the end of the managed move timeframe be accepted at Welling School, the child will take precedence over any child already on a waiting list and this includes admitting children over the published admission number. Should a child not have a successful managed move, in line with the protocol, the school would not expect an admissions application by the parents / carers.

### **Operation of waiting lists and Continued Interest List**

All in year admissions and waiting lists will be co-ordinated by Welling School.

Where applications exceed places, a waiting list will be maintained until 31 December in that year's admission, in accordance with the admission criteria. After that date, a new Year 7 list will be created and held from 1 January to 31 July, containing the names of students whose parents have expressed, in writing, a continued interest in a place at Welling School.

Similarly, Continued Interest Lists will be created and held from 1 September to 31 July each year for Year 8-13 inclusive.

Continued Interest Lists will be ordered in line with the oversubscription criteria and, therefore, positions on those lists are subject to change in the event of new applications.

### **Fair Access Protocol (FAP)**

Welling School is required to participate in the Fair Access Protocol. The school can be directed to admit a student and this could mean such a child is admitted ahead of the waiting list or even if the year group is full.

## **Children of UK service personnel**

Governors will abide by the Admissions Code December 2014 for children of UK service personnel.

*\* Admissions Code February 2012 - previously looked after children who were looked after but ceased to be so because they were adopted (or become subject to a Residence Order or Special Guardian Order).*

*\* Admissions code December 2014 - Looked After Children. Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.*