

The Westwood School

Admissions Policy 2011 - 2012



THE WESTWOOD SCHOOL

A TECHNOLOGY COLLEGE

Date Approved – 9th March 2010
Next Review – Spring Term 2011

The Westwood School Admissions Policy 2011/12

The admissions process is part of the Coventry Local Authority co-ordinated scheme.

The school admission number for the school year beginning in September 2011 is 157

2011/12 Oversubscription Criteria:

If there are more requests for a school place than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below:

- 1 Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children)**
A looked-after child is defined in Section 22 of the Children Act 1989.
- 2. Children who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will continue to attend that school the following year**

The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address.

- 3. Other children who live in the catchment area served by the school.**
- 4. Children living outside the catchment area with a brother or sister who currently attends the school, provided that the brother or sister will continue to attend that school the following year**
- 5. Children by reference to the distance to the preferred school**

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests by reference to distance.

Brothers and Sisters

The Governors see the benefits of children from the same family attending the same school and give priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where schools are over-subscribed no guarantee can be given that places will be available for brothers and sisters. Where the final place in a year group is offered to one of twins or other multiple births the parent has to decide which child will take up the place

Distance

If it is not possible to meet all of the requests in any one of the categories described above, the Governors will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence - to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the

highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the Governors will select by drawing lots

Home address

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Governors that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.

Catchment area

One of the aims of local schools is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area and details of specific catchment areas are available from the Admissions and Benefits team

Late Applications

The closing date for applications in the normal admissions round is **31 October 2010**. After that date, the Local Authority will continue to receive applications but these will be considered to be late and may not be processed until after 1 March 2011.

Year 12

There is no planned admission number for Year 12 as this is not considered a normal year of entry. Full details of the minimum requirements for all year 12 courses are published in our prospectus. Students are considered for entry based on their academic attainment and/or individual subject grade criteria and the availability and suitability of courses. Entry to Year 12 is not dependent upon attendance or behaviour records. Applicants refused a place in Year 12 are entitled to appeal to an independent appeal panel.

Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply to the Local Authority Admissions and Benefits Team who will arrange for appeals to be registered. Appeals will be heard by an independent panel.

Waiting Lists

After the initial allocation of places on **1 March 2011**, the Governors in conjunction with the Local Authority will establish a waiting list and this will operate until the end of the autumn term. Parents, who wish for their children to continue to be considered for any places that

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might become available **after 31 August 2011**, must contact the Local Authority to go onto the waiting list.

Applications outside the normal admissions round

The Local Authority will administer in-year admissions on behalf of the Governors. Persons applying for places in the first year of secondary education after **1 September 2011** will be sent an application form by the Local Authority within **five working days** of receiving the request, where appropriate.

Applicants refused their preferred school will be offered an alternative school and the right of appeal.

Fair Access Protocol

The Governing Body have adopted the LA policy for admission of previously excluded or hard to place children.