



The
Featherstone Academy

ADMISSIONS POLICY FOR 2024-25



Responsible Person/Author:	Head of Governance and Compliance
Ratifying Committee(s)	Trust Board
Date of Approval	27 February 2023
Effective from:	28 February 2023
Date of Next Formal Review:	September 2023
Review Period	Annual
Next Scheduled Consultation Period	September 2030
Status:	Statutory
Owner	The Rodillian Multi Academy Trust
Version:	1

Introduction

This document sets out the framework of the Rodillian Multi Academy Trust for admission to The Featherstone Academy. The desire of the Trust is for the Academy to be an all-inclusive, all-ability academy which serves the needs of students in the local community where the Academy is situated.

The Trust is committed to delivering a fair and transparent admissions process which meets statutory requirements and guidance issued by the Department for Education as well as meeting its duties under the Equality Act 2010.

Procedure for Year 7 entry

The admission arrangements are:

1. There are 120 places available.
2. Application for places at the Academy will be made in accordance with the Local Authority's co-ordinated admissions scheme as found at www.wakefield.gov.uk/schools-and-children/schools/admissions/apply-secondary Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
3. Parents wishing to apply for a place should name the Academy as one of the preferences on the local authority website by completing an online application and submitting it by the national closing date of 31 October. There is a strict deadline for the completion of the online application. Those received by the deadline will be considered first.
4. Parents residing outside of the Wakefield Authority who wish to apply for a place should complete and return an application to their own local authority.

Oversubscription Criteria

The Academy will admit up to 120 children in year 7. All applicants will be admitted if 120 children or fewer apply.

If the Academy is oversubscribed, which means we have more applications than places, after the admission of children with an Education, Health, and Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out below:

1. Looked after children or children who were previously looked after by a local authority or those who have been in state care outside of England and ceased to be so because of being adopted.

See note 1 for a definition of the above terms.

2. Children who have exceptional social or medical need, supported by a written recommendation from the child's paediatrician/consultant or a professional from Children's Services.

Prioritisation will be decided based on the information received and parents will be informed by the Academy if the application meets the criterion before the end of December. See note 2 for how to apply.

Most schools have experience of supporting a wide range of social and medical needs. However, in exceptional cases, there may be compelling reasons why a child needs to attend the Featherstone Academy. This priority can be requested in these cases, and applicants will

need to clearly demonstrate the connection between your child's need, our Academy and how our Academy can meet your child's needs in a way that no other school can. It must be supported by professional evidence.

The Academy Local Review Board will review your request for this priority. Cases will be considered individually.

A request would not be granted where a parent wishes for their child to attend the Academy based on the child's abilities, because their friends attend the Academy or due to childcare arrangements. Any request for this priority must outline why the child's circumstances are exceptional, and why only the Featherstone Academy is suitable.

You must provide the following information to info@featherstone.academy.co.uk at the time you apply:

- Your child's name, date of birth and address
 - What precise support your child requires due to their specific needs
 - Why only our Academy can provide the support needed to meet your child's needs and no other school can.
 - What extra support or funding your child currently receives
 - You must attach supporting evidence from an independent professional, such as a medical specialist which confirms exactly what your child's needs are and why, in their view, only our Academy can meet that need. Without this evidence, your child's needs cannot be considered.
3. Children of staff who have been in post at the Featherstone Academy for at least 2 years, or to staff recently appointed to a post for which there is a demonstrable skill shortage. See note 2 for how to apply.
 4. Children whose siblings live at the same address, currently attend the Academy, and will continue to do so on the date of admission. See note 4 for a definition of sibling.
 5. Children residing in the Featherstone Academy catchment area who reside nearest to the Academy based on the distance from the home address to the Academy. The Featherstone Academy catchment area covers Featherstone All Saints Church of England Academy, the area of Pontefract served by Girnhill Infant School, North Featherstone Junior and Infant School, Purston Infant School, St Thomas Church of England Junior School, and Streethouse Junior School. See note 5.
 6. All other children residing outside of the Featherstone Academy Catchment Area who reside nearest the Academy from the home address to the Academy. If none of the other criteria apply, your application will be considered under this criterion.

Notes

1. 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).

A previously looked after child is a child who was previously looked after but who left care through an adoption order, child arrangements order or special guardianship order.

Children previously in care outside of England are those who have been looked after by a public authority, a religious organisation, or another provider of care whose sole purpose is to benefit

society. The care may have been provided in orphanages or other settings.

You must submit evidence of your child's previously looked after status (a copy of the Court Order and evidence of being in local authority or state care outside England) with your application.

2. Children with identified Special Educational Needs have a significantly greater difficulty learning than their peers and/or cannot access learning without significant adaptations to the school facilities. This typically means that additional support will be required for them to access learning. Further information can be obtained from the SEND Code of Practice (January 2015), Special Educational Needs Assessment and Review Team (SENART) or the Special Educational Needs and Disability Information and Support Services (SENDIASS).

The Academy must consider applications from parents of children who have special educational needs or disability (SEND) but do not have an Education, Health, and Care Plan (EHCP) based on the published admissions criteria as part of the normal admissions procedures.

The Academy must not refuse to admit a child who has SEND but does not have an EHC Plan because they do not feel able to cater for those needs.

The Academy will not discriminate against any child or young person who has an SEN or disability and must make reasonable adjustments as set out in the Equalities Act (2010) so that they can be admitted to the Academy where they do not have an EHC Plan.

Children with an Education, Health, and Care Plan (EHCP) are dealt with under a different mechanism. Any child with a school named on their EHC Plan will automatically gain a place at the school named via the statementing process. Any child with an EHC Plan who is admitted to a mainstream community/voluntary controlled school will be counted against the Academy's admission number.

Applications from the parents of students with exceptional medical or health needs must be in the form of a letter or email to the Clerk to the Local Review Board of the Academy and accompanied by the supporting information described above. The letter or email is required in addition to the submission of a completed local authority application form.

3. Applications must be in the form of a letter or email to the Clerk to the Local Review Board of the Academy, stating the name, post, and length of service of the member of staff and the child's name and date of birth. The letter or email is required in addition to the submission of a completed local authority application form. Applications should be submitted to info@featherstone.academy
4. The term siblings include brothers, sisters, half, adopted, step or foster brothers or sisters living at the same address. It does not include cousins or other family members sharing a house. Where siblings such as twins or triplets apply for the same year group and one sibling gains a place, the other sibling(s) will be offered a place(s) even if this is above the admission number.

Please note that we are heavily subscribed, and we cannot always guarantee to offer a place to every sibling.

5. A map of the catchment area is available at www.featherstone.academy.

When you apply you must use the child's permanent address, where they usually live with their parent or carer - this is the address of a person holding parental responsibility for the child. You must not use any other address on your application.

Using the address of a childminder, a relative or renting a property for a short period of time to secure an Academy place is considered a fraudulent application. We will investigate all queries about addresses, and we could ask the local authority to change the Academy place offer.

If we find out that an intentionally misleading or false address has been given to get an Academy place, the place may be withdrawn even if the child has already started at our Academy.

If the child lives in different properties (shared care)

Only one address can be used on your application for a school place, and this should be the parent address where the child lives for most of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

For applications made in the normal round, if there is no agreement, the local authority will decide on our behalf which parent address will be used. This decision will be based on where the child spends most of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor at the closing date.

If parents disagree on an application made in the normal round

Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this.

When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either) written evidence that everyone holding parental responsibility agrees the application or a Court Order specifying who should apply.

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

Moving home

When offers are made on national offer day, we assume your address will be the same when you take up an Academy place in June. If you are planning to move house, you must still use your current address on your application.

As soon as you move house, you must tell Wakefield Council of your new address and provide proof of the house move, including evidence you have permanently left the old address and evidence of the new address. They may have to change the school place offered to you.

Any change of address received after **6 January 2024** will be used for correspondence purposes only and will not be administered until after the secondary National Offer Day. Until then the application will continue to be processed from the last known address.

If children meet the same priority (tie break)

In any priority, if children meet the same priority but there are not enough places left for all of them, the places will be allocated based on distance from our Academy. For example, if there are 4 places remaining at our Academy and 5 children have asked for a place at our Academy, the 4 children living closest to the Academy will be allocated those places.

If two or more children live the same distance from our Academy for example, in a block of flats, and there are not enough places for both, we will draw lots. An independent person will witness this.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place, we will admit them all, exceeding the Published Admissions Number for our Academy.

If there are more applicants from than there are places left, (after higher criteria have been applied) the remaining places will be allocated based on who resides nearest to the Academy from the home address to the Academy.

In all categories, when decisions must be made between children satisfying the same criterion, children living nearest to the Academy, measured as the crow flies, have priority. The distance measured will be from the central (centroid) point of the applicant's property to the central (centroid) point of the Academy's grounds. Measurement will be made using the Wakefield Local Authority in-house admission system and mapping software.

If two or more students live equidistant from the Academy, the distance each student lives by road from the Academy will be measured and the place offered to the student who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation.

Calendar for admission

September	Local authority booklet and common application form is made available.
September	Open evening held
31 October	Deadline for receipt of: <ul style="list-style-type: none">• Local authorities' common application/preference form.• Letters or emails and any documentation in respect of exceptional need.• Letters or emails in relation to applications under children of staff oversubscription criteria
20 November	Applications received after 31 October but on or before 20 November will be accepted as if they had been received by 31 October. Applications after this date will be regarded as late and will be considered after all applications received on time.
1 March	Local authorities write with offers made to parents for all schools in their schemes. In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list until 31 July.
25 June	The Academy transition process from Year 6 into Year 7 will start on 25 June 2024, when children officially become Featherstone Academy students and leave their primary school. This is in line with the start of our academic year. Parents are required to ensure their child attends school regularly. Any student who fails to attend on 25 June 2024 without good reason will be absent without authorisation. If the absence is prolonged, consideration may be given to a Fixed Penalty Notice against the parents. Unauthorised absences of more than 20 days may lead to deletion of the child's name from the Academy register.

Application process (normal round)

When applying to start in the entry year, all applications are coordinated by local authorities across England. You apply to your home Local Authority (the council who empty your bins) by the closing date of 31 October. All offers will be made by your home Local Authority on offer day the following 1 March.

Applying after the national closing date

If you apply after the national closing date, we cannot guarantee to consider your preferences at the same time as those received on time.

Until 20 November, all applications submitted or changed will be treated as if they were on-time.

After 20 November, any applications submitted or changed will only be considered after allocations have been made for all on-time applications, unless there are exceptional reasons for the late application agreed by us.

All applications submitted after 21 November are considered late and will not be allocated a school place until after national offer day.

In-year admissions

The Academy will admit any children whose parents or carers apply for a place in Year 8 upwards unless admitting that child would prejudice the effective education or use of resources of existing students in the Academy.

The Academy deals with multiple in-year admissions and may not have sufficient places for every child whose parents or carers apply. Places will be allocated in accordance with the oversubscription criteria detailed in these arrangements.

The Wakefield Local Authority operates a waiting list in accordance with the Academy's oversubscription criteria.

Vacancies rarely occur, but where they do, places are not offered based on the length of time children have been on the waiting list. They are filled in coordination with the local authority and in line with the oversubscription criteria stated above. It is possible, that a child may be added to the waiting list who qualifies more highly under the criteria than children already on the list. If a place becomes available, the list will be ranked in line with the oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the Academy in accordance with the Fair Access protocol take precedence over those on a waiting list.

The waiting list for each year group will be reviewed and revised each time a child is added to or removed from the waiting list and/or when a child's changed circumstances will affect their order of priority for an Academy place.

Parents seeking in year admissions should make application via the Wakefield Local Authority by requesting and completing an In Year admission form. This is available on the Local Authority website and a hard copy may be requested from the local Authority.

Where a place is offered, and the place is accepted, we shall plan for your child to start the Academy as soon as possible. If the decision letter informs you that a place cannot be offered to your child at the Academy, you will be advised of your right of appeal to an independent appeal panel.

Details of children refused admission at the Academy will be included on the Academy's waiting list. The

Wakefield Local Authority maintains the waiting list, in accordance with the Academy oversubscription criteria. Parents will need to complete a new in-year application each academic year they wish for their child's details to remain on the waiting list. Waiting lists will be maintained up to July 2025.

Waiting lists

If your child is not offered a place at the Academy for Year 7, your child will be added to the waiting list. The Wakefield Local Authority hold the waiting list until the end of July. You will need to make a fresh application from June for your child's details to remain on the waiting list for the next school year.

For in-year applications, the details will remain on the waiting list until the end of the academic year in July. You will need to make a new school transfer application from June. If you wish for your child to be placed onto the waiting list for the next academic year. Where places become available, they will be filled in accordance with the oversubscription criteria.

Fair access protocol

All local authorities must have a Fair Access Protocol, which the Academy is required to be part of, to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot be managed through the normal admissions process. Children admitted through the protocol may be placed into a year group which is full and will take precedence over other children on the waiting list. It is the local authority's decision to determine which children are dealt with by the protocol and the Academy is obliged, as are other schools within the local authority, to admit a proportion of these children.

Admission of children outside of their normal age group

Parents may request that their child is admitted outside their normal age group, for instance, where the child is gifted or talented or where a child has suffered from learning, social or medical issues impacting his or her schooling.

When such a request is made, the Local Review Board will decide based on the circumstances of the case and in the best interest of the child concerned, taking into account the view of the Principal and any supporting evidence provided by the parent. The process for requesting such an admission is as follows:

Parents should submit an e-mail or letter to the Clerk to the Local Review Board to request that the child is admitted to another year group (stating which year group) and the reasons for their application. Enclosed with this should be any evidence in support of their case; some of the evidence a parent might submit could include:

- 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 have fallen into a lower age group if it were not for being born prematurely.

It is for parents to decide the evidence they wish to submit in support of their application for admission outside of their normal age group. There is no expectation on parents to provide professional evidence they do not already have.

The Academy LRB will make their decision based on the circumstances of each individual case, and in the best interests of the child concerned. The Clerk to the LRB will inform the parents whether the

request for admission out of age group has been agreed or the reason for any refusal.

Where the LRB refuses such a request, there is no right of appeal against a refusal to offer a place in the preferred age group. The right of appeal only applies against a refusal of a place at the Academy.

Appeal

All parents whose children are refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. This is a legal process and places are not 'reserved' for appeal panels to offer.

For further information about appeals, please contact Wakefield Local Authority.