

**Pewsey Vale School**



# **Secondary Admission Policy for 2019/2020**

## **Introduction**

Pewsey Vale School (Academy) participates in the Wiltshire Council Local Authority Coordinated Admissions Scheme. All applications for normal entrance to Pewsey Vale School and all in year admissions and transfers should be submitted via the Local Authority Coordinated Admissions scheme (except for applicants outside Wiltshire, who need to apply through their local council).

This Admissions Policy applies to:

### **Pewsey Vale School**

Age group: 11-16  
Address: Pewsey Vale School, Wilcot Road, Pewsey, Wiltshire, SN9 5EW  
Telephone: 01672 565000  
E-mail: [admin@pewsey-vale.wilts.sch.uk](mailto:admin@pewsey-vale.wilts.sch.uk)  
Website: [www.pewseyvale.org](http://www.pewseyvale.org)  
Published Admission Number: 105 Year 7

Pewsey Vale School is a co-educational comprehensive Academy which provides Secondary Education for children of the local community.

Pewsey Vale School's Admission Policy is intended to be inclusive and comprehensive, welcoming students across the ability range and from all social groups. We will continue to support the existing Designated Area and the strong curriculum liaison with Primary Schools which has been developed over a number of years.

- To uphold the school values of fairness and equality
- To meet the learning needs of the local community
- To continue to develop our excellent links with primary schools to ensure students experience a smooth transition to Secondary education.

## **Applications:**

### **Applications for Normal Entrance to Pewsey Vale school**

#### **Admission at age 11 – Year 7**

1. Children will start Secondary Education in the academic year (1<sup>st</sup> September to 31<sup>st</sup> August) they have their twelfth birthday (they will be eleven on 1 September in the year of entry).
2. Application forms will be sent to students attending Primary Schools in the area in September of each year by Wiltshire County Council, and all other parents on request. Application forms are also available from the Local Authority [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)
3. There are no automatic entries from a Primary School into Secondary and there is no automatic offer of a Sibling place (a place for a brother or sister). Therefore an application **must** be made for a school place for each child.

4. The closing date for the receipt of applications by the Local Authority is midnight on the National Deadline date confirmed in the Academy Application and Admissions Timelines section of this policy. Any application received after the National Deadline will be treated as a late application.
5. The Admissions Authority will determine and publish how many children it will admit into Year 7 in September – this is the PAN (Published Admission Number) for that Academy (confirmed on Page 2). Should the Admission Authority decide it can offer more than the PAN in any one year information will be posted on the Pewsey Vale School website and the Local Authority will be informed. Parents/carers will be notified of the outcome of their application by the local authority which will be posted by the national offer dates confirmed in the Pewsey Vale School application and admission timelines section of this policy. Offers of a place at an Academy will need to be accepted within 2 weeks of posting of the notification letter.

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

#### **Admission at ages 12 to 15 – Years 8 to 11**

1. Although the usual age of admission is 11 students may be admitted when there are vacancies in a year group
2. Parents of gifted & talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal year group. Such applications will be considered on the basis of their circumstances of each case.
3. All applications for admissions for Year 8-11 are coordinated by Wiltshire Council in their capacity as the Local Authority (LA). Parents need to apply to their LA for a place at Pewsey Vale School using a Transfer Application form

### **Right of Appeal**

If an application is not successful the applicants have the right to appeal against the decision to an independent panel. Appeals should be made in writing within 20 school days and addressed to The Clerk to the Governors, setting out the grounds on which the appeal is made. The Independent Appeals Committee will hear the appellant, who may be accompanied by a friend or representative, and the Governor's or Headteacher's representative. The decision made by the Appeal Committee will be communicated in writing to the appellant and to the Governing Body and Headteacher.

### **Waiting Lists**

When an application has been unsuccessful, a child's name will be added to a waiting list held by the admission authority. Offers will be made when a place becomes available. If a child is offered a place from the waiting list then it must be accepted or declined within 10 working days of the date of the offer.

### **Other applications**

Applications for a school place which are not for Normal Entrance into Pewsey Vale School or which are late applications (applications submitted after the national deadline) are determined as follows:

- a. Immediate admission – applications for an immediate start e.g. moving into catchment area by transferring from another school. The application should in the first instance be made to the Local Authority who will pass the application on to the Admission Authority. The application will be considered by the admissions authority using the oversubscription criteria as specified in this policy. Notification of the outcome will usually be made within 20 school days of the Admissions Authority receiving the application from the local authority.
- b. Future Admission – applications for admission at a future date. The application should in the first instance be made to the Local Authority who will pass the application to the Admission Authority. They will be considered by the Admission Authority using the oversubscription criteria in this policy at the earliest date they are eligible for consideration which is two terms (6 per year) in advance of the requested admission date.

If admission is refused parents have the right to appeal as detailed.

### **Over-subscription Criteria**

Where applications for admission exceed the number of places available the following criteria, in the order set out, will be applied:

Children with Special Education Needs (SEN) or Education, Health & Care (EHC) Plans must be admitted.

#### 1. Looked after Children

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 child who was previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order is also included in this category

#### 2. Children who have exceptional social or medical needs

Supported by a written recommendation from the child's paediatrician/consultant or a professional from Children's Services to show that it would be detrimental to the child not to be admitted to the preferred school. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

#### 3. Children living in the Catchment Area of the Academy

A child is considered under this criterion if the child lives within the Catchment Area which is composed of the civil parishes of:

- i. Alton
- ii. Beechingstoke
- iii. Burbage
- iv. Charlton
- v. Easton Royal
- vi. Everleigh
- vii. Grafton
- viii. Huish
- ix. Manningford
- x. Milton Lilbourne
- xi. North Newnton

- xii. Pewsey
- xiii. Rushall
- xiv. Stanton St Bernard
- xv. Upavon
- xvi. Wilcot
- xvii. Wilsford
- xviii. Woodborough
- xix. Wootton Rivers

- a. Children living in the catchment area and attending one of Pewsey Vale's cluster primary schools
  - i. Pewsey Primary School
  - ii. Woodborough Primary School
  - iii. Rushall Primary School

Children must be attending a cluster school at the application deadline and continue to do so through to the end of the school year.

- b. In-Area with siblings

A child is considered under this criterion if the child lives within the catchment area and has a sibling living at the same address who is on the roll of the Academy or of a cluster school as at the application deadline and continues to be so when the child is admitted

#### 4. Students entitled to Pupil Premium

Pupil premium students are those who have been eligible for free school meals at any point in the last six years (known as 'Ever FSM'), students who have been looked after continuously for more than six months, and children of service personnel.

#### 5. Out-of-Area Applications

- a. Out-of-area attending Pewsey Vale's cluster primary schools

A child is considered under this criterion if the child lives outside the catchment area and is attending a Pewsey Vale cluster school at the time of the application deadline and continues to do so through to the end of the school year.

- b. Out-of-area with siblings

A child is considered under this criterion if the child lives outside the catchment area and had a sibling living at the same address who is on the roll of the Academy or any cluster school at the time of the deadline date and continues to be so when the child is admitted.

#### 6. Proximity of the child's home to the school

Those students living nearer being given priority.

#### 7. Any other applications

Children living outside the catchment area who do not qualify under one of the criteria above

If admission is refused parents have the right to appeal as detailed.

#### **Academy Application & Admission Timelines**

- 31 October 2018 midnight – National Secondary deadline – applications must be received by the local authority by midnight. The local authority will issue a receipt for applications received, if confirmation is not received parents/carers must follow up with the local authority to ensure the application has been received and will be processed
- 1 March 2019 – National Secondary offer date – the council will post notification letters to the applicants
- 15 March 2019, midnight – Offer Acceptance Deadline – the deadline for parents to accept the place offered. Parents will be asked to respond to the relevant Academy directly. If they do not respond by this date it will be assumed that the place offered has been declined
- 30 April 2019 Second round offers
- 15 May 2019 Third round offers
- June/July 2019 – appeals heard
- 31 August 2019 - Deadline. Any applications received after this date will be considered as in-year transfer applications
- 1 September 2019 – Normal Entrance admission date – on or after