



WARLEY  
ROAD  
Academy

# Admissions Policy



<b>Version Number</b>	21.1
<b>Date of Issue</b>	March 2021
<b>Date Approved</b>	March 2021
<b>Review Frequency</b>	Every 3 years
<b>Status</b>	Statutory
<b>Approved By</b>	Headteacher
<b>LGB</b>	For information – May 2021
<b>SLT Member Responsible</b>	School Business Manager
<b>Equality Check</b>	Completed



## **ADMISSIONS POLICY 2021**

Warley Road Primary Academy provides for the needs of children within the 4 to 11 age range who are resident in the catchment area as defined on the map that can be found at

<https://www.calderdale.gov.uk/v2/sites/default/files/catchment.pdf> .

Pupils will be admitted without reference to ability or aptitude using the criteria set out in this policy. Admission to Warley Road Primary Academy is not dependent on any 'voluntary' contribution.

Warley Road Primary Academy will normally admit pupils to primary education at a single point at the beginning of the school year in which they attain the age of 5. Parents have the right to defer admission until the term in which their children become 5 years of age. Note: If the child becomes 5 after the Easter of the year concerned and entry is deferred until the following September, the child will be admitted into Year 1.

### **Admission number(s)**

The Academy Trust has the following agreed admission numbers for the Academy for the year 2020/2021 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

a) 75 for pupils in Reception

### **Special Educational Needs Provision**

Warley Road Primary Academy proposes to continue to admit pupils with an Educational Health Care Plan (EHCP) where that is the wish of the parents and of the local authority administering the statement.

Warley Road Primary Academy has high expectations for children and young people with special educational needs. The Academy will ensure that parents, children and young people are involved in discussions and decisions about every aspect of SEND provision of their child. The Academy will work with health care and social care colleagues to ensure positive outcomes are achieved.

Children and young people with special needs will be offered full access to a broad, balanced and relevant curriculum. Where EHCP appropriate evidence-based interventions will be put in place with regular reviews of progress.

### **Over-Subscription Criteria**

Pupils will be admitted without reference to academic ability or aptitude. Where parental preferences exceed the number of places available, the following criteria will be applied in the order set out below to determine which children to admit:

1. Children who are in public care, including those who ceased to be looked after because they were adopted or became subject to a child arrangement or special guardianship order within the regulations set out by the Admissions Code December 2014



2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
3. A child with a sibling\* on roll at the Academy at the time of application and admission and who lives at the same address.
4. Pupils living in the catchment area. This is defined at the following website:  
<http://www.calderdale.gov.uk/v2/sites/default/files/catchment.pdf>
5. Pupils of staff employed at the Academy (having a permanent contract of at least two years at the time of application).
6. Pupils will be admitted in the order of the proximity of the pupil's primary home address to the academy, measured by the 'straight line' method (direct distance), as defined by the Local Authority's Geographical Information System (GIS) from the main entrance to Warley Road Primary Academy

### **Waiting Lists**

Children who have not been offered a place will be put on a waiting list until the end of the academic year in which the application is made; after that time applicants who wish to join the new list must complete a CMBC in-year application form and also apply in writing to the academy. Priority on the list will be determined strictly in accordance with the admissions criteria and not in the order in which applications are received or added to the list.

### **Right of Appeal**

If a child is not offered a place at Warley Road Primary Academy, parents have the right of appeal to an Independent Appeals Panel. The appeal should be made within 20 working days of the date of refusal. The Appeals are managed by Calderdale Council on behalf of the Academy. Parents should write to: the Admissions Officer, Children and Young People's Services, Westgate House, Halifax, HX1 1PS.

An appeal may be presented in person or someone else can present the case for the parents, or a request can be made for a written appeal to be considered. The Appeals Panel will take parental reasons and the Academy's admission arrangements into consideration when reaching its decision.

The decision of the Appeals Panel will be completely independent of any previous decision taken by the Academy and will be binding on all parties.

### **Admissions Process**

Arrangements for applications for places at Warley Road Primary Academy will be made in accordance with Calderdale Local Authority's co-ordinated admission arrangements. Parents should apply online for a school place via Calderdale Council's online application procedure. Please visit [www.calderdale.gov.uk/admissions](http://www.calderdale.gov.uk/admissions) . If parents are not Calderdale residents, they must apply through their home local authority.

Warley Road Primary Academy will use Calderdale Local Authority's timetable for applications (exact dates within the months may vary from year to year).



Admission arrangements will be detailed in the Calderdale composite prospectus (available 16 months before the date of Admission). By September each year Warley Road Primary Academy will publish information on its website about the arrangements for admission, including oversubscription criteria, for the following September.

This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy. Warley Road Primary Academy will also provide information to Calderdale Local Authority for inclusion in the composite prospectus, as required.

### **Complaints Procedure**

Warley Road Primary Academy has an established procedure for dealing with complaints relating to Admissions. Any queries about the Admissions Policy should be addressed in writing to the Chair of Governors, Warley Road Primary Academy, Warley Road, Halifax, HX1 3TG.