



## **Admissions Policy**

**September 2023**

Headteacher at Wellesley Park School: Carly Wilkins

Due for review: Autumn term 2024

## **Starting School at 4+**

A programme of open mornings and/or an open evening are offered in order to provide an opportunity for prospective pupils and their parents to visit the school.

The Board of Trustees is the Admissions Authority for the Trust and all admission decisions are taken by an Admissions Committee consisting of at least three Trustees, adhering to each school's published Admissions Arrangements. The Local Authority (LA) is responsible for co-ordinating all school place applications for children starting school via the LA's coordinated admission scheme.

## **Admissions to the school at other times**

Decisions about admissions to each school will be made by the Admissions Committee in accordance with the published Admission Arrangements. An in-year application form must be completed. This is available from the school websites or from the school offices. Applicants will receive a response within 10 school days of the school receiving the application form. If a place is offered, it will be held open for 10 school days, during which time applicants will need to confirm acceptance of the offer and the pupil must have started attending the school. Applications submitted during holiday periods will not be considered until the school is back in session.

When the decision to admit a pupil has been taken by the Admissions Committee, a member of the School Leadership Team will meet with the pupil and his/her parent(s) or carer(s) prior to admission. This meeting will be used both to identify information which will guide curriculum design for the pupil and to offer an opportunity for the parent(s)/carer(s) and pupil to gain knowledge about the school. The parent(s)/carer(s) will complete an admission form and the home/school agreement will be agreed and signed.

Contact will be made with the pupil's previous school(s) in order to identify key issues relating to educational background. A curriculum will then be planned for the pupil in the light of this information.

The pupil will be admitted to the school following completion of the planning of her/his curriculum. The SLT member responsible for the admission will allocate the pupil to a class.

On her/his first morning the pupil will be asked to report to reception where she/he will be met by her/his Class Teacher. The Class Teacher will provide support to the pupil, including identification of another pupil who will act as buddy/mentor, during the induction period. Support will then be given on an ongoing basis through the school's normal procedures.

### **Unsuccessful Applications to the School**

If the Admissions Committee refuses an application to a school, parents/carers will be made aware that their son/daughter can be placed on a “real time” waiting list. If and when a place becomes available in the relevant year group at the school, the over-subscription criteria (appendix 1) will be applied to the waiting list and a place offered to the person at the top of the list. Waiting lists are maintained until the end of the academic year.

### **Published Admission Number**

The Published Admission Number (PAN) for the year of entry is 56.

## APPENDIX 1

### **Oversubscription Criteria 2023/24 Academic Year**

Following the admission of any pupil with a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) naming Wellesley Park School, the Trustees will consider all other admission applications. If the number of applications exceeds the Published Admission Number (PAN) or admission limit for the year group concerned, the Trustees will consider all applications received against the oversubscription criteria. This will enable the Trustees to rank children according to priority and identify those children who could be allocated a place.

1. Looked After Children and previously Looked After Children. A Looked After Child is a child who is in the care of a Local Authority. Previously Looked After Children are children who were looked after but ceased to be so when they were adopted or became subject to a child arrangement order or special guardianship order. Children who appear (to the Admission Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children living in the designated catchment area with a sibling attending Wellesley Park School at the time of application.
3. Children of staff employed at Wellesley Park School.
4. Children living in the designated catchment area at the time of application.
5. Children living outside the designated catchment area with a sibling attending Wellesley Park School at the time of application.
6. Children not satisfying a higher criterion.