



Wilson Stuart School

A Special Academy



## ADMISSIONS POLICY

November 2022

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## **Statement of intent**

At Wilson Stuart School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for the school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

## **1. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Equal Opportunities Policy: Pupils
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy

## **2. Roles and responsibilities**

The LA is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Executive Headteacher without undue delay.
- Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements.
- Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil.
- Communicating oversubscription criteria clearly to parents.

The governing board is responsible for:

- Liaising with the LA where relevant regarding admitting pupils to the school.
- Working with the LA when determining the school's capacity.
- Ensuring that the LA has all the information it needs to set admissions arrangements.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.
- Publishing a link to the full, determined admissions arrangements on the school's website.

The Executive Headteacher is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the LA as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

### **3. Admissions arrangements**

The number of places available is determined by the capacity of the school. The LA commission places from the school for the following September after an annual Commissioning Meeting each November. The Commissioning Meeting will include discussions with LA representatives in relation to future numbers and potential building projects to accommodate expansion if required.

The governing board will communicate with the LA where the admission of additional children would prejudice the provision of efficient education or efficient use of resources.

All pupils must be offered places through the LA and never directly by the school and all pupils must have an EHCP with relevant Physical or Complex Medical Needs identified.

#### **Equal opportunities**

The LA will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

#### **Admissions procedures**

Birmingham Local Authority refers pupils to the school and determines the criteria for admission. The procedure below is what the school follows for the admission of pupils:

- The LA send paperwork (EHCP/Statement) for pupils referred from the placement panel
- The relevant Heads of School read the paperwork and assesses the suitability of placement at Wilson Stuart School (delegated by the Governors).
- If the placement is likely to be suitable and further information is required an observation of the pupil is carried out by the Executive Headteacher / Head of School in their current setting.
- A reply document (Governing Body response) is sent back to the LA by the Admissions Admin Support Assistant to say whether the school is able to meet need as detailed in the EHCP and whether they can offer a place or not.
- Places are only offered if there is a vacancy within the appropriate pathway and ability group.
- When a place is offered and confirmed by the LA, an Admissions Meeting is then arranged by the Admissions Admin Support Assistant which is led by the appropriate

Head of School and attended by appropriate and relevant staff, which can include the designated new class teacher, special school nurses team, physiotherapy team, school based eating and drinking team, school based lifting and handling team, family engagement officer.

- New parents are supported by Admissions Admin Support Assistant and the School Nursing Team in completing any relevant school paperwork.

## **4. Applications and offers**

### **Applications**

Parents will be provided with a LA application form where they will note their preferred schools, along with a brief explanation, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence
- A copy of their child's EHCP and any supporting documentation

The application will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met. The LA will request supplementary information for the purpose of processing applications where necessary.

The Executive Headteacher / Heads of School will assist the LA with deciding in which class group a child will enter. Once a decision has been reached, the child's parents will be informed in writing by the LA along with an explanation of how the decision was reached and any reasons why.

Currently, admissions can take place at any point in the school year.

## **5. Admissions appeals**

The governing board will be aware of, and assist the LA where relevant with regard to, the below admissions appeals procedure.

### **Informing of appeals**

When informing a parent of their unsuccessful admissions application, a letter will be sent by the LA which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

### **Constitution of appeals panels**

The LA and the appeals panel will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice.

The LA will provide appellants with written notification of the date and all final arrangements of the appeal hearing, including a deadline for the submission of any further evidence that was not sent in the original appeal.

The LA will comply with any request for information to help parents prepare their case for the appeals hearing.

## **6. Monitoring and review**

This policy will be reviewed by the governing board on an **annual** basis. Any changes to this policy will be communicated to all staff and other interested parties.

The next scheduled review date for this policy is November 2023.