



ADMISSIONS POLICY – 2024-2025

Wenlock C of E Academy acquired academy status and joined the Diocese of St Albans Multi Academy Trust on the 1st February 2023, the Diocese of St Albans Multi Academy Trust is now the admission authority for the school.

The school has an admissions number of 90. All year groups are organised into classes of 30 pupils.

Children are admitted to Wenlock C of E Academy using the criteria set out in the Admissions' Policy below. The admission of children to the school is the responsibility of the Trust.

Admission of children outside of their normal age group:

Parents seeking a place for their child outside of the chronological age group should submit their written case to the Trust. Parents should include information regarding the child's academic, social and emotional development and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application. Applications relating to the Year3 admissions round will also be discussed with relevant local authority professionals. Decisions will be made based on the circumstances of each case and parents will be informed of the reasons for the decision in writing.

Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

ADMISSIONS POLICY

Wenlock C of E Academy is a 360 place Church of England School. The Trust will admit up to the admissions number of 90 in all year groups.

In the event of there being more applicants than there are places available, the Governors will apply the following criteria in the priority order of categories as listed below: -

1. "All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order¹ including those children who

¹ An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

appear to the Trust of Wenlock C of E Academy to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Siblings of children already at the School at the date of proposed admission, whose parents/carers fulfil the admissions criteria listed under 3 or 4 below
3. (a) Children of parent(s)/guardian(s) who worship regularly in any of the Church of England Churches in the Luton Deanery at the time of application. For the purpose of this policy, “regularly” will be deemed at least once in each month for a period of six months or more.
- (b) Children of parent(s)/guardian(s) who worship regularly in a Church of England church who move into the Luton Deanery less than six months from the date of proposed admission.
- (c) Children of parent(s)/guardian(s) who live in Luton Deanery and who regularly worship in a Church of England Church outside Luton Deanery, but still within the Diocese of St. Albans.

A letter verifying the required level of attendance to support applications for admission under categories 3 (a) 3 (b) and 3(c) would be required.

4. Children of parent(s)/guardian(s) who are regular attendees at another place of Christian worship which, **at the time of application**, is a current paid up member of “Churches Together in Luton”. A letter would be required verifying the level of attendance to accompany applications in this category.
5. Siblings of children already at the school at the proposed date of admission.
6. Children from Crawley Green Infants School catchment area as defined by the Local Authority (LA). Catchment area details can be found on the Council’s website at www.luton.gov.uk/admissions. Catchment area lists are also available from the Council by telephoning the Admissions Helpline on 548016.
7. Children from Crawley Green Infants School living outside the area as defined in Category 6 above.
8. Any other children.

In the event of there being an over subscription in any one of the above categories, the determining factor in that category will be the geographical proximity to the school as defined below, with the exception of note B below.

NOTES

- A. Geographical proximity will be determined on the shortest distance, measured in a straight line, between the main school entrance and the pupil's home address, with those living closer to the school being accorded higher priority. The home address is measured from a point at the address identified in the Local Land and the Property Gazetteer.
- B. Children who have an Education, Health and Care Plan which names Wenlock C of E Academy will be offered a place.

All application forms for admission to Year 3 at the commencement of the school year will be forwarded to parents within the common transfer pack. Both the LA and our own additional application form (Appendix 1) should be completed and returned to the LA. Parents are responsible for meeting the relevant deadlines as specified in the pack. The LA will send out decision letters to parents. Application forms for admission to the school at other times and for other groups are available from the Council's Admissions Team.

Late applications will be processed as soon as possible after the offer date. Late applications for all Year 3 places must be sent to the Council's Admission Team.

ADMISSION ARRANGEMENTS:

Parents have the right to express a preference for the school they wish their children to attend. Wenlock operates an 'equal preference' methodology. All applications for places at Wenlock will be considered against the admissions criteria, regardless of ranked preference.

Parents are welcome to visit Wenlock C of E Academy before making their application. All applications to Year 3 will be considered by the Trust and parents will be notified in accordance with the published LA timetable.

DEFINITIONS

Looked after child

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 (section 22 (1) of the Children Act 1989).

Children who appear to have been in state care outside of England

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

Home address

The school regards a pupil's home address as where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with

her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

Siblings

The term 'siblings' includes both biological, adopted and step brothers or sisters. It also includes fostered siblings, where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

ADDITIONAL NOTES

The Trust have determined that:-

1. Applications for admission to any year group will be considered on the basis of places available in the relevant class groups. If there are more applicants than places, then the admissions policy will apply.
2. General
If a vacancy occurs in any year group, then:
 - a) the Admissions Policy priorities shall apply to any on the waiting list.
 - b) Years 4, 5 and 6
Applications for places in Years 4, 5 and 6 to take effect at the beginning of the next school year, will not be considered until two weeks prior to the end of the preceding summer term.
3. In the event of a pupil arriving after the beginning of Year 3, we require a copy of the birth certificate, child benefit book or annual statement and a recent gas/electricity/water rates/council tax bill.
4. Unsuccessful applicants are informed in writing and the school will operate a waiting list activated as places become available based on the criteria above. For the new Junior intake (Year 3) the names will be held on the waiting list until 31st July 2023, parents will need to re- apply for a place after this date if they wish their child's name to be carried forward on the waiting list.

Waiting lists will also be kept for all oversubscribed year groups until the end of the academic year, however, applications received in the summer term 2023 will remain on the waiting list until July 2024. Parents will need to reapply for a place at their preferred school after this date if they wish their child's name to be carried forward on the waiting list.

5. On occasion pupils will be admitted to the School using Luton's In Year Fair Access Protocol for primary schools. Such placements override the normal admission arrangements; this includes admitting children above the published admission number.
6. **The Admissions Secretary should be informed in writing of any change of circumstances relevant to the application e.g. address, contact telephone numbers etc.** Children are admitted to Year 3 at the start of the Autumn Term and remain in this school until the end of Year 6 when they transfer to Key Stage 3 (Secondary/High Schools).

APPEALS PROCEDURE

If a place is not offered. Parents have the right to appeal to an independent appeal panel. Full details of how to appeal will be given in the decision letter or email.

This Admissions Policy applies from 1st September 2024.

The admissions timetable will be set out annually in Luton's co-ordinated admission schemes.

Appendix 1

**SUPPORTING INFORMATION FOR ADMISSION TO
WENLOCK C OF E ACADEMY.**

Please note that this supplementary form should ONLY be used when applying for a place at Wenlock C of E Academy

CHILD'S SURNAME _____ **FORENAME** _____

DATE OF BIRTH _____

ADDRESS _____

POSTAL CODE _____ **TELEPHONE NO.** _____

INFANT SCHOOL ATTENDED _____

PARENT/GUARDIAN'S NAME _____

ADDRESS IF DIFFERENT FROM ABOVE

CATEGORY OF APPLICATION _____

Please refer to the admissions criteria within our admissions policy to determine under which category you are applying. If applying under categories 3 a, b, c or 4 a letter would be required verifying the required level of attendance to accompany applications.

Signature of Parent/Carer

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For Wenlock School Office Use Only

Date of Receipt of Application _____

Category checked by: _____

Category No. Established.....