

Astrea Academy Woodfields

Admission Arrangements

2018/2019 School Year

Astrea Academy Woodfields, Weston Road, Balby, Doncaster, DN4 8ND

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Astrea Academy Woodfields opened in September 2018 and warmly welcomes applications to join our growing community. To make an application, please visit the Council's website at: <http://www.doncaster.gov.uk/services/schools/secondary-admissions>

If you have any queries, please contact office@balbycarr.org or visit the school's website for information about open days. The school's website can be found here: www.astreawoodfields.org

This policy sets out the admissions arrangements for the school.

The Admissions Authority

1. Astrea Academy Trust is the Admission Authority for the school. The Local Authority manages main round admissions (applications to Yr7 starting September) and has delegated responsibility for administering in-year admissions. The Trust is responsible for making final admissions decisions.

General Statement

2. In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that efficient education is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits from the association of its schools.

Admission Number

3. Astrea Academy Woodfields has a Published Admission Number (PAN) of 210 for Year 7 entry.
4. All children who have an Education and Healthcare Plan (EHCP) which names Astrea Academy Woodfields on the Plan will be admitted to the school.
5. When the number of applications is less than 210, all children for whom application is made will be offered a place at the school.
6. When the number of applications is greater than 210, children for whom an application is made will be ranked according to the oversubscription criteria (see below). Places will be offered strictly in accordance with this ranking.

Expressing A Preference

7. Applications for admission should be made through the relevant Co-ordinated Admission Scheme on the Council's website.

Closing Date For Receipt Of Parental Preferences

8. Applications should be received before 31st October in the year before admission. For example, in order to start in September 2019, an application should be made before 31st October 2018.
9. Late applications for the year of entry are processed in accordance with the Council's processes.

Oversubscription Criteria

10. This section outlines the criteria to be used to decide on priority for a place where the number of preferences exceeds 210.

Preferences for the school will be sorted in the order of the criteria outlined below. Each of the remaining criteria are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

a) Looked After Children and all Previously Looked After Children¹

b) Children Living in the Catchment Area

Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available from the Local Authority.)

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

c) Siblings

Children who are living within the same family unit (including stepchildren) who will be attending the requested school, (excluding sixth form), at the point of admission.

¹ 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) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

d) Link Schools

Children attending a school which is a linked pyramid school and who have, on the closing date for late applications, attended that school continuously for more than one calendar year.

The Link Schools for Astrea Academy Woodfields are:

- Balby Central Primary Academy (URN: 143962)
- Carr Lodge Academy (URN: 140353)
- Hexthorpe Primary School (URN: 143194)
- Mallard Primary School (URN: 134235)
- Waverley Academy (URN: 145933)
- Woodfield Primary School (URN: 143451)

e) Other children based on distance from the school

Children who live nearest to the school measured in a straight line from the midpoint of the pupil's place of ordinary residence to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc. or suitable substitute.

The Offer Of A Place At A School

11. Decisions will be sent to parents in accordance with the Council's procedures.

Waiting Lists

12. For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the application form than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
13. Places will only be allocated from the waiting list when the number of pupils falls below the Published Admission Number of the school. Whilst the waiting list is in operation, when a place does become available it will be offered to the child at the top of the list on the day that the vacancy arises.

In Year Transfers

14. Applications for in year transfers should be made via the Council's website.
15. Where places are available, an offer will normally be made unless there are grounds for refusal as provided for in the as outlined in the School Admissions Code or as part of the

Local Authority's In Year Fair Access Protocol. This usually relates to children who have a history of challenging behaviour where admission would have a detrimental impact on the education or wellbeing of other pupils or the wellbeing of staff at the school.

16. Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out above.
17. Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
18. If a place is offered, the Principal will, within two working weeks of receiving confirmation from the LA of an offer of a place, determine a start date.
19. Pupils are required to start at the school within two weeks of the start date offered by the Principal and places will not be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
20. Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been a significant and material change to either the family's or the school's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
21. In accordance with DFE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

Allocation Of Places

22. If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school a place will be offered at an alternative school in accordance with the Council's procedures.

Independent Appeals

23. If a place is not offered at the school, parents have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents in the decision letter.
24. Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

General Information

False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the school of their

circumstances as they apply to the admission criteria at the time of application.

Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should agree between them the address to be used for the purposes of the application.

Further Information

Further, more detailed information about the admission process is available in the Admission To School Booklets, from the school or the Council.