

# Wapping High School Admissions Policy

June 2012



The admissions policy for Wapping High School will adhere to the School Admissions Code, the School Admission Appeals Code and the admissions law as it applies to maintained school.

Wapping High School will commit to participating in the Pan London Coordinated Admissions Scheme and not exercise the right to select 10% of its students, on the basis of its specialist school status. The school may choose to select students, should a nationally agreed test for the Enterprise and Innovation specialism be devised and when other senior schools in the area also introduce selection procedures, due to them having developed their own specialisms.

It will be the responsibility of the Governing Body to agree the admission arrangements each year with the Secretary of State for Education and to agree procedures and to monitor the effects of the procedure.

It will be the responsibility of the Principal to implement the fair application of the admissions procedures and to use informal procedures where possible but implement formal procedures where necessary to ensure compliance.

It will be the responsibility of relevant staff to familiarise themselves, and comply, with the procedures to professional standards.

All children who have a statement of Special Educational Needs where Wapping High School is named on the statement will be admitted. The admissions will be counted against the published admission number.

## Admissions Process for 2012

The deadline has already passed for applications to existing secondary schools in Tower Hamlets. Given that the application for Wapping High School was not approved until October 2011 Wapping High School will use the following process for applications for entry in 2012.

- Prospectus Published – Wapping High School will publish a prospectus providing an insight into life within the school and information on the curriculum offered.
- Information about the arrangements for admission, including over-subscription criteria for the September 2012 will also be provided.
- Information events – The Trust will seek to conduct a series of information events at local primary schools throughout the months of December and January 2011 to provide information to parents and respond to questions.
- Applications Submitted – Parents will be able to apply for a place at Wapping High School from the date this application is accepted up until 31st January 2011.
- Consideration of applications – Applications will be considered by Governors of Wapping High School, in accordance with the over-subscription criteria and available places within the school.
- Offers – All offers of places to parents will be made by the Wapping and Shadwell Secondary Education Trust, on behalf of the Governing Body of the school on the 1<sup>st</sup> March 2011. The Trust will notify the school of the students that have been offered places in line with the defined over-subscription criteria.

- Accepting Offers – Wapping High School will require all parents offered a place at the school to confirm that they are accepting the place offered. Where an offer has not been accepted within a four-week period the offer will be withdrawn.
- Appeals – An independent appeals panel will be operated by Wapping High School for the consideration of all appeals. Parental Appeals should be made in line with the defined process.

## Admissions Process from 2013

Wapping High School will use the following process for applications each year, with the exception of the initial year in 2012. Further details of the process for 2012 are given below. The dates for each phase of the standard process will be published annually as part of the Co-ordinated Admissions Arrangements to be operated by Tower Hamlets Council.

- Prospectus Published – Wapping High School will publish a prospectus providing an insight into life within the school and information on the curriculum offered. Information about the arrangements for admission, including over-subscription criteria for the following September, will also be provided. Wapping High School will also provide information to the LEA for inclusion in the composite prospectus, as required.
- Parental Visits – Wapping High School will actively encourage prospective parents to visit the school. Details about these opportunities will be included in the prospectus.
- Applications Submitted – Parents must submit the application papers directly to the LEA in line with the requirements of the Co-ordinated Admissions Arrangement to be operated by Tower Hamlets Council.
- Consideration of applications – Applications will be considered by Tower Hamlets LEA in consultation with Wapping High School, in accordance with the oversubscription criteria and available places within the school.
- Offers – All offers of places to parents will be made by the Local Authority, on behalf of the Governing Body of the Free School.
- Accepting Offers – Wapping High School will require all parents offered a place at the school to confirm that they are accepting the place offered. Where an offer has not been accepted within a four-week period the offer will be withdrawn.
- Appeals – An independent appeals panel will consideration of all appeals. Parental Appeals should be made in line with the defined process.

## Procedures where Wapping High School is Under-subscribed

Where the Wapping Free School is under-subscribed, it will admit all applicants.

## Procedures where Wapping High School is Over-subscribed

Where the number of applications for admissions is greater than the published admission number, applications will be considered against the following the criteria in the order in which they are set out below.

1. Children who are currently or have previously been in the care of a local authority or are provided with accommodation by the authority (looked-after children<sup>1</sup>).

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<sup>1</sup> A looked-after child is defined in Section 22 of the Children Act 1989.

2. Children who live within the South Wapping Priority Admissions Zone<sup>2</sup> and have a sibling<sup>3</sup> already admitted to the school, who will be in attendance at the same time.
3. Other children who have a sibling<sup>3</sup> already admitted to the school, who will be in attendance at the same time.
4. Children who live within the South Wapping Priority Admissions Zone<sup>2</sup>. In the event that there are more applications under this criteria than places remaining, the Governors will prioritise between these children by reference to distance<sup>4</sup>.
5. Other children by reference to distance<sup>4</sup>.

In the event of a tie-break between two or more applications the Wapping High School Governors will prioritise the requests by reference to distance. Distance will be defined as the shortest walking route from the child's front door of the address that it registered with the GP to 22 Wapping Lane, E1W 2RL (the centre of the South Wapping Priority Admissions Zone).

Notwithstanding the provisions of the above points, the Secretary of State may direct Wapping High School to admit a named student to Wapping High School on application from the LEA.

## Operation of Waiting Lists

Where, in any year, Wapping High School receives more applications for places than there are available, a waiting list will operate. This will be maintained by Wapping High School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application and failure of any appeal undertaken in line with the defined process. The waiting list will be maintained for at least one academic term in the academic year of admission.

A student's position on the waiting list will be determined solely in accordance with the over-subscription criteria. Where places become vacant, they will be allocated to students on the waiting list in accordance with the criteria. Any parent applying for a school place outside the normal admissions round, will be added to the waiting list in strict priority order and this may mean they could be ranked higher than those that have been on the waiting list for some time.

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<sup>2</sup> The South Wapping Priority Admissions Zone is defined as:

South of Cable Street and Royal Mint Street

West of Butcher Row

North of the River Thames

East of Mansell Street

<sup>3</sup> The definition of siblings includes brother, sister, step-brothers, step-sisters, halfbrothers, half-sisters and adopted brothers and sisters living at the same address.

<sup>4</sup> Distance will be defined as the shortest walking route from the child's front door of the address that it registered with the GP to 22 Wapping Lane, E1W 2RL (the centre of the South Wapping Priority Admissions Zone).

## Appeals Process

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision in relation to the offering of a place for a student to Wapping High School. The Appeal Panel will be independent of the school and will be composed of three members, including:

- At least one person who has no personal experience of Wapping High School, defined as a 'lay member'.
- At least one person with experience in education.

The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals, published by the Department for Education and Skills, as it applies to Foundation and Voluntary Aided schools.

Parents will normally have 14 days (10 working days) to lodge an appeal after notification of a place not being offered at Wapping High School. The notification will indicate the reasons for refusal of a place and the right of appeal.

Parents wishing to appeal against an admission decision should send a completed appeal form to the Clerk of the Appeal Panel, at the address given on the appeal form. Other documents may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel not less than 7 days before the appeal hearing.

Parents will be given 14 days (10 working days) notice of the appeal hearing, unless they agree to a shorter period of notice. At least 7 days before the hearing, Wapping High School will provide the parent with a written statement detailing the reasons why it has not been possible to allow the student to attend the Free School. The Appeal panel will have the discretion to refuse to admit late evidence.

The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. In the case of the appeal hearings taking longer than one day, the Clerk to the Appeal Panel will contact parents with the decision on the final day of the hearings. The parents will also be informed of the outcome in writing within 14 days (10 working days) of the date of the hearing. In the case of unsuccessful appeals, the Appeal Panel will give the parents their reasons for not upholding the appeal.

## Equal opportunities and transition from Primary School

Applications to Wapping High School will be treated equally and considered in accordance with the Admissions Policy. Through information events and Open sessions families will be given the opportunity to view work from the range of students whose needs are successfully met at Wapping High School. Staff will actively welcome queries and questions from families regarding learning difficulties, disability access, medical needs, English as a second language, Looked After students and other issues which may influence the selection of an appropriate secondary school.

The Free School's leadership team will work closely with local primary schools to understand the range and frequency of different types of special educational needs existing with the local primary cohort. This will enable the leadership team to forecast and prepare for future applications.

Transition from primary to secondary school can be a daunting experience. Support for students with additional needs will be achieved by:

- The SEN Coordinator will be responsible for contacting all primary schools to identify those students requiring additional support at School Action, School Action Plus and through a Statement of Special Educational Needs (SEN) .
- The SEN department will liaise closely with primary schools for detailed information on students' level of functioning across the curriculum and wider achievements.
- Staff from the English department will seek additional information from primary schools on those applicants for whom English is not the first or home language.
- Throughout the summer term the Free School's SEN department will visit primary schools to meet with and observe the students.
- Staff from the SEN department will request to attend Year 6 Annual Reviews for students with statements who have been offered a place at Wapping High School, and IEP reviews for students supported at School Action Plus, where possible.
- All year 6 students who have been accepted to Wapping High School will be invited to visit Wapping High School for a taster day in the Summer term.
- Additional days will be organised for smaller groups of students with their support staff and families for whom this may be useful.
- Year 7 will start with a detailed induction programme, led by house tutors to ensure that all students feel safe and secure at Wapping High School.