



**AYLESFORD SCHOOL**  
WARWICK


# **ADMISSION POLICY**

## **SEPTEMBER 2022 ENTRY**

Written/updated: October 2021  
Review Date: October 2022  
Lead: Headteacher  
Via: Standards, Personnel and Curriculum

PRIMARY | SECONDARY | SIXTH FORM

Headteacher: Tim Hodgson

 Tapping Way, Warwick, Warwickshire CV34 6XR  01926 747100  [office@aylesfordschool.org.uk](mailto:office@aylesfordschool.org.uk)

[www.aylesfordschool.org.uk](http://www.aylesfordschool.org.uk)

A charitable company registered in England and Wales, company number 7848367

## Admission Policy

Primary Phase: Foundation Stage Reception Class, Years 1-6

Secondary Phase: Years 7 to Year 11

### September 2022 Entry

Aylesford School Academy Trust (the “Academy Trust”, “Trust”) is the admission authority for Aylesford School Warwick. The Trust works with Warwickshire County Council as part of the authority’s co-ordinated admission scheme for admissions at the normal points of entry (September admissions in Reception or Year 7). The Trust’s planned admission number (PAN) to the Secondary School is 206. The Trust’s PAN to the Primary Phase is 30.

### School’s Priority Area

The Academy Trust’s priority is:

The Parish of Budbrooke and the part of the Hatton Park Estate bounded by Hatton Close from the Budbrooke parish boundary and following Mickleton Drive, Horton Grove, Arlescote Close, Dorsington Close and Todenham Way (excluded). From Todenham Way the boundary cuts across the fields back to the Budbrooke parish boundary.

The northern boundary is formed by the Leek Wootton and Guy’s Cliffe parish boundary from the Budbrooke parish boundary to Coventry Road. The Eastern boundary follows Coventry Road (excluded), and then the Grand Union Canal as far as the footbridge just north of Scar Bank. From Scar Bank the Eastern boundary follows Wathen Road, Vine Lane (excluded), Trueman Close (excluded) and cuts across Priory Park to Yeomanry Close. The Eastern boundary then follows St Nicholas Church Street, from the junction with St Johns (excluded), and Mill Street to the River Avon. The boundary then follows the River Avon to the Sherbourne Parish boundary. The Southern boundary follows the Sherbourne parish boundary to the Budbrooke parish boundary.

Here is a link to view the [priority area map](#)

### Applying for a place for Year 7 and Reception

A parent can apply for a place for their child at any state-funded school. A parent requesting a place at the Academy Trust, in Year 7 and/or Reception must apply to the local authority - [Warwickshire County Council](#) by 31<sup>st</sup> October for a Year 7 place and 15<sup>th</sup> January for a Reception place for following September.

### In Year Applications

For applications for Reception, and/or Year 7 entry - **AFTER** Term 1 to Year 11, from 1<sup>st</sup> November 2021, Aylesford School Warwick will become its own Admissions Authority for In Year applications.

For entry to Aylesford School Warwick, beyond the first term for Reception and Year 7 (Autumn Term ending with the Christmas break), applying for a place should be made directly to the school by downloading an [application form](#) from the school’s website and send the completed form to [admissions@aylesfordschool.org.uk](mailto:admissions@aylesfordschool.org.uk). On receipt of an in-year application:

- The Trust will provide a response with 15 school days of the application.
- If a place is not available, inform parents of the reasons why and inform parents of their right to appeal against the refusal of a place.
- Notify the local authority of both the application, and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

## In Year Fair Access Protocol

As required by the School Admission Code 2021, Aylesford School Warwick will participate in the Fair Access Protocol arrangements.

### Definitions Applying to the Oversubscription Criteria

#### Looked After Children & Previously Looked After Children

Looked After Children are those in the care of, or provided with accommodation by, a local authority (under Section 22(1) of the Children Act 1989). Previously looked after children are those children who were looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order. Previously Looked After children also include those children who were in state care outside of England but ceased to be in state care as a result of being adopted.

#### Sibling i.e. brother or sister attending the school at the time of admission

Sibling is defined in these arrangements as a brother or sister, a half-brother or sister, an adopted brother or sister, a step-brother or sister or the child of parents' partner where the child for whom the school place is sought is living in the same family unit at the same home address as that sibling.

#### Children of Aylesford School Warwick staff

The Admission Authority has agreed to provide priority to children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### Home Address

Where the child normally resides/sleeps when they attend school, addresses involved in child minding arrangements (professional or with relatives) are excluded.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home that place is liable to be withdrawn.

### Oversubscription Criteria

In the event of more applications than available places, (the Published Admission Number in Reception which is 30 and 206 for Year 7), and after the admission of children of EHC plans where Aylesford School Warwick is named, the following oversubscription criteria will be used.

- 1 **Looked After and Previously Looked After Children**
- 2 Children whose **home address** is in the priority area who will **sibling** at the School at the time of admission.
- 3 **Children of Aylesford School Warwick staff** currently employed on a full or part-time contract at the time of admission and whose **home address** is in the priority area
- 4 Other children whose **home address** in the priority area
- 5 Children whose **home address** is outside the priority area who will have a **sibling** at Aylesford School Warwick at the time of admission
- 6 Other children whose **home address** is outside the priority area

### Notes

- Children with an Education, Health and Care Plan that names the Trust will be admitted. In such an event the number of places available will be reduced.
- Within each criterion, priority is given in order of distance between the child's home address and the Trust. (Shortest distance = highest priority). Where two or more applications cannot be separated, a process of random allocation will be used to determine priority. The random allocation process will be independently supervised.

- Distance will be calculated by the straight line measurement from the centre of the applicant's home address (as set by Ordnance Survey Map) to the centre point ('centroid') of Aylesford School Warwick. (All measurements are subject to prepositional accuracy changes). This applies equally to those living inside and outside the County boundary. The priority area is as defined above.
- Aylesford School Warwick may need to ask for proof of the following when applying the oversubscription criteria:

Address, child's date of birth, a copy of adoption order, child arrangements or special guardianship order and a letter from the local authority that last looked after the child confirming that they were looked after immediately prior to that order being made.

### **Children of UK Personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to their area, a place will be allocated in advance if accompanied by an official Government letter which declares a relocation date and Unit postal address or quartering area address which can be used for the allocation against the relevant oversubscription criteria.

### **Separated Parents**

Where a child lives with two parents in separate addresses the qualifying home address will be the one where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the parents themselves will need to nominate which address they wish to be the child's main address for school admission purposes. In the event of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make single applications which both are in agreement with. Where more than one application is received in respect of a single child and the parents cannot reach agreement over the content of the application, Aylesford School Warwick reserves the right not to process either application until an agreement between the parents is reached.

### **Twins, Triplets or other multiple-births**

Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, place(s) will normally be offered to the other multiple-birth child(ren) where Aylesford School Warwick agree - even if this means going above the school's Published Admission Number.

### **Under Age and Over Age Applications**

The Trust has adopted Warwickshire County Council's policy in that all children should be educated within their appropriate age group. Parents wishing to request a place out of their child's chronological age group, must contact the school and provide evidence to support the request. The Trust will consider the evidence and respond to the parent on whether such a request will be accepted.

### **Right to Appeal**

Parents have the right to appeal against the Trust's decision to refuse admission. When the Trust informs a parent of a decision to refuse their child a place at the school, it will include:

- The reason why admission was refused.
- Information about the right to appeal.
- The deadline for lodging an appeal.
- The contact details for making an appeal.

Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal. Warwickshire County Council will arrange for an independent panel on the school's behalf. Please use the link provided [Warwickshire County Council website](#) to register an appeal or their contact details are as follows:

### **School Appeals Team**

Warwickshire County Council  
Shire Hall,  
Warwick, CV34 4RL  
schoolappeals@warwickshire.gov.uk  
0845 155 1793

### **Withdrawing an Offer or a Place**

Aylesford School Warwick will withdraw an offer if:

- It is established that the offer was obtained through a fraudulent or intentionally misleading application.
- A parent has not responded within a reasonable period of time to the offer of a place (20 school days). During this 20 school day period the parent will be notified that the offer may be withdrawn and given an opportunity to respond and explain.
- It has been offered in error.

The Trust will not withdraw a place once a child has started at the school, except where that place was fraudulently obtained.

### **Timescales Between Accepting a School Place and Starting School**

Upon parent/carers receiving an offer, they should respond within 10 school days informing the school if they wish to accept or decline the offer. Upon accepting an offer, The Trust expects the child to start school within 20 school days from when the offer has been accepted. If the parents/carers are moving to the priority area, The Trust would request that they apply for a place in line with these timeframes. If parents/carers are unsure of a house move date, they should apply once a move date has been established.

### **Waiting list**

If the Academy Trust is oversubscribed, it will maintain a clear, fair and objective waiting list for each year group. Priority will continue to be based upon the oversubscription criteria and will be subject to re-ranking when new applicants are added to the list. The waiting list will be maintained for the first academic term in the year of admission by WCC for year 7 and Reception entry. The waiting lists from 31<sup>st</sup> December for Reception and/or Year 7 cohorts and for all remaining year groups will be cleared at the end of June each year. If you would like your child to remain on the waiting list after these dates you will need reapply for a place.