



# Wye School

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# Admissions Policy

## Review Timetable

The Policy will be reviewed every year, as set out below:	
Policy reviewed centrally	n/a
Policy tailored by individual schools	September 2020
Policy ratified by Local Governing Bodies	September 2020
Renewal Date	September 2021
Author	Luke Magee

## **WYE SCHOOL ADMISSIONS POLICY**

Wye School abides by the School Admissions Code and the School Admissions Appeals Code. In order to do this, we ensure that arrangements for admission to the school are clear and fair and that they are as simple as possible.

Wye School is socially, academically and culturally inclusive and welcomes applications from all. We do not select students by ability or by faith. The school provides high quality education for boys and girls from the age of 11 to 19 years. Our aim is to ensure that boys and girls who join the school will be happy and successful in the unique academic, pastoral and cultural environment that we offer. Prospective students and their parents are offered the opportunity to visit the school before making an application for a place.

Kent County Council co-ordinates admissions arrangements for all schools in the Ashford area (the area closest to Wye) for entry into Year 7. Wye School has participated in this scheme for students joining the school from September 2014 onwards.

### **Year 7 Entry**

The Published Admissions Number (PAN) for entry into Year 7 is 90. If fewer than 90 students apply for a place, then all will be admitted.

### **Special Educational Needs**

All students with a Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP) which names Wye School will be admitted. As a result of this, the published admissions number will be reduced accordingly.

### **Oversubscription Criteria**

The oversubscription policy for entry into Wye School in Year 7 ranks prospective students as follows, those ranked highest being offered places first.

1. Looked after children and previously looked after children.  
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). A previously looked after child is one who immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order.
2. Children adopted from outside England.  
The criterion for children previously looked after is extended to include children previously in care outside of England - children who appear to KCC to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 purpose is to benefit society. Children adopted from outside England rank immediately after children in care or adopted from care in England.  
Please complete the '[Supplementary Information Form](#)' and return to Wye School if this applies to your child.

### 3. Siblings

A brother or sister attending the school when the child starts. In this context, brother or sister means children who live as brother or sister in the same house including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. If siblings from multiple births (twins, triplets etc) apply for a school place and the school would reach its Published Admissions Number (PAN) after admitting one or more, but before admitting all of those siblings the school will offer a place to each of the siblings even if doing so takes the school over its PAN.

### 4. Staff

Priority will be given to children of staff who have either a) 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 b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### 5. Health and Special Access Reasons

Medical/Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend Wye School. Equally, this priority will apply to children whose parents'/guardians' physical or mental health or social need means there is a demonstrable and significant need for their child to attend Wye School. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the school.

### 6. Children who live nearer to Wye School than any other maintained nonselective secondary school or academy

Children will be ranked according to the distance from their home to Wye School with those living closest being ranked highest. We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. Distances will be measured in accordance with the practices set out in "Admission to Secondary School in Kent" booklet.

### 7. Children who live nearer to any other maintained non selective secondary school or academy than Wye School

Children for whom Wye School is not their nearest non selective secondary school or academy will be ranked according to the distance from their home to Wye School with those living closest being ranked highest. We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. Distances will be measured in accordance with the practices set out in "Admission to Secondary School in Kent" booklet.

### **Tie breaking**

If two or more children are ranked equally on any of the above criteria, random allocation will determine which child or children are offered places. In this case, a child or children's names will be randomly selected from a total list of tied applicants by someone unconnected with the school.

### **Waiting lists**

If Wye School is oversubscribed for Year 7 entry on 1 March in each year, the names of pupils who have applied, but have not been offered places, will be included on a waiting list if their parents ask for this by 15<sup>th</sup> March each year. Any places which become available will be offered to pupils who will be ranked according the original oversubscription criteria. Those ranked highest will be offered

places first. The school's waiting list will be re ranked, in line with the over subscription criteria, every time a child is added. Waiting lists will be maintained up to January following the start of the academic year and longer on request.

### **Appeals**

There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants.

### **Children Taught Outside their Expected Year Group.**

Requests for admission outside of the normal age group should be made to the Principal of Wye School as early as possible in the admissions round associated with that child's date of birth. This is to allow the school sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request for an out of year application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the school's ability to agree to the request. Parents should complete an application for the normal point of entry at the same time, in case their request is declined.

### **Supplementary Information**

Entry to Year 7 in September of any year is made by completion of a 'Secondary Common Application form' (SCAF). The process for admission in September 2022 is as follows:

- 1 September 2021 to 1 November 2021 – SCAFs returned to Local Authority. Parents are asked to specify up to four secondary school choices and to rank them in order of preference.
- 3 January 2022 - Applicants' details received by Wye School for the applicants to be ranked according to the school's over subscription criteria.
- 14 January 2022 - Ranked lists returned to Local Authority
- 1 March 2022 - Offers of places made to parents by email sent after 4pm
- 25 March 2022 – Deadline for lodging appeals if necessary
- 1 March – 15 March 2022 - Places must be accepted or declined.
- 21 April 2022 onwards - Local Authority reallocates places that have become available using the schools' ranked waiting lists.
- 31 July 2022 Deadline for Schools' Adjudicator on contested decisions.

### **In Year Applications - Arrangements for Admitting Students to Year Groups other than Years 7 and 12**

If places become available, applications will be considered for entry into other year groups. Applications should be made to the school using the Kent County Council In-Year Application Form, available from the school on request. If more applications are received than there are places available, the school's declared oversubscription criteria will apply. Students will not generally be admitted into Years 11 or 13, but exceptions may be made where there is a demonstrable need.

### **Sixth Form Entry**

For entry into the Sixth Form, students should apply using the 'UCAS Progress' system, <https://www.ucasprogress.com/provider/83992/wye-school>. Full details of how to apply can be found on the school website. Application forms must be completed and returned to the school by the date specified on the school website and widely publicised.

### **Admission number**

Wye School operates a sixth form for a total of 150 students. 75 places overall will be available in Year 12 (the Year 12 'capacity').

The admission number for Year 12 is 21.

This is the number of places that will be offered on an annual basis to eligible *external* applicants. If fewer than 54 of the school's own Year 11 students transfer into year 12, additional external pupils will be admitted until Year 12 meets its capacity of 75.

### **Academic entry criteria**

To be **eligible** to enter the sixth form, both internal and external pupils will be expected to have met the minimum academic entry requirements. These are a minimum of 5 A\*-C / 9-5 GCSE grades, which must include Mathematics and either English Language or English Literature. Specific requirements for individual subjects can be found on the school website.

If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

Internal pupils will only be refused a place in the sixth form if they fail to achieve the minimum academic entry criteria for the sixth form.

These academic entry requirements form part of the admission arrangements and so will be consulted upon in the normal way and published in the school's prospectus and in the KCC composite admissions prospectus.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When a course in the sixth form is potentially oversubscribed, students who have attended Wye School in the previous year will have priority for the course.

All offers made during Year 11 are conditional on students meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results. The school reserves the right to change offers if the subject uptake does not allow the formation of feasible group sizes.

Should an application for a place be refused, parents/carers have a right of appeal and should write to The Clerk to the Governors at the school.

*Please note that this admissions policy is subject to statutory consultation and therefore to change.*