



# RIDGEWAY ACADEMY

## **Admissions Policy (For academic year 2019 - 2020)**

Reviewed: February 2019  
Adopted by Governing Body: February 2019  
Review date: February 2020  
Policy Responsibility: Mrs C Jackson

Ridgeway Academy accepts applications for pupils entering Year 5, Year 7 and Year 9 and follows Worcestershire County Council's admissions guidance and arrangements. Full details are available on Worcestershire County Council's website: [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk), alternatively, contact the school.

Most of the information in the booklet is related to admissions at normal transfer age (i.e. for September entry into Year 5, Year 7 & Year 9 at Ridgeway) and applications are processed by the School Admissions Section at Worcestershire County Council.

The Published Admission Number (PAN) for Ridgeway Academy is 90 for Year 5 and 30 for Year 7 and \*\* for year 11 (plus children already on roll at Ridgeway Academy making the year group 120 in total).

In accordance with legislation, a child with a Statement of Special Educational Needs or Education Health and Care Plan will be offered a place at the school named in the Statement or Educational Health and Care Plan.

When there are more applications than places, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order of priority:

1. **'Looked After Child'** or a **'Previously Looked After Child'**. See Further information.
2. **Applicable for Year 7 Entry Only:** Children who currently attend Ridgeway Academy applying for a place in Year 7 at Ridgeway Academy.
3. Children with a **sibling** attending the school at the time of application and still attending at time of admission.
4. Pupils living within the **catchment** area of the school. Pupils who were attending a **feeder** school at the time of application. Our main feeders are Astwood Bank Primary, Crabbs Cross Academy and Feckenham CofE First School. However, we are open to application for school places from any first or primary school in the locality.
5. Pupils who live **nearest** to the school by straight line measurement.

#### **Further information:**

1. Looked After Children and all 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are 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. 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's Act 2002 (see section 46 adoption orders).

#### **Entry to Year 6,8, 10 & 11**

Children are able to transfer into the school into any Year Group (if sufficient spaces are available) that the school provides education for by completing a CA1 Form. This includes entry to Years 9 & 10 in 2020 The form is available from

[http://www.worcestershire.gov.uk/info/20099/school\\_admissions](http://www.worcestershire.gov.uk/info/20099/school_admissions).

### **Admission of children outside their normal age group**

Parents can also request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

The Admissions authority of the school will make the decision based on the circumstances of each case. At Ridgeway Academy, the Head Teacher will reach the final decision. This will involve the Head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. See Appeals. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Waiting List**

A waiting list will be maintained until at least the end of the autumn term in which the children start school.

### **Late Applications**

The Governing Body has agreed to accept late applications, and treat them as being on time, only in the following circumstances;

- a) where a family have just moved address, (refer to Information for Parents booklet section 8 for details);
- b) where it is agreed by the Governing Body, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case supporting documentary evidence will be required. **In all other circumstances, or if the application is not received until after the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.**

### **Appeals**

Parents have the right to appeal against a refusal of a place and the appeal will be heard by an independent appeal panel.

The school takes part in the Local Authority Fair Access Protocol.