



**RIDGEWAY**  
SECONDARY SCHOOL

**Admissions Policy**  
**(For academic year (2021 - 2022))**

Reviewed: December 2021

Adopted by Governing Body:

Review date: June 2022

Policy Responsibility: Mr A Hewitt

Ridgeway Secondary accepts applications for pupils entering Years 7 and Year 9 and follows Worcestershire County Council's admissions guidance and arrangements. Full details are available on Worcestershire County Council's website: <https://www.worcestershire.gov.uk/schooladmissions>, 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 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 Secondary is 30 for Year 7 and 30 for year 9 (plus children already on roll at Ridgeway Secondary 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 Secondary applying for a place in Year 7 at Ridgeway Secondary.
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 Primary 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. Distances are measured in a straight line using the GeoCode Points for each property and the GeoCode point for the school. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the coordinates that are used to plot an address within this system. In the case where a child has equal time at both parents who live at different addresses, it will be the parents choice of which address is used for the purpose of the admission.

### **Further information:**

#### **1. Looked After Children and all previously Looked After Children.**

“A “looked after child” has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### **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 2021 and 2022. The form is available from [https://www.worcestershire.gov.uk/info/20099/school\\_admissions/706/in-year\\_applications](https://www.worcestershire.gov.uk/info/20099/school_admissions/706/in-year_applications)

#### **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 Secondary, 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.