

Please note that this document was originally published for University Academy Warrington via our previous sponsor UCAT.

With effect from 1st December 2018 we became Padgate Academy and a member of The Challenge Academy Trust (TCAT), therefore, TCAT becomes the admitting authority.



University Academy Warrington

Admissions Policy 2018-2019

Admission Number(s)

UCAT, the Academy Sponsor is the Admissions Authority for the University Academy Warrington. The Academy Trust has the following agreed admission numbers for the Academy and, subject to any changes approved or required by the Secretary of State, for subsequent years:

150 for students in Year 7

Process of Application

Arrangements for applications for places at the University Academy Warrington will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.

The Academy Trust will use the Metropolitan Borough of Warrington LA's timetable for applications to the University Academy Warrington each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the coordination of admission arrangements within Warrington LA as agreed by the, Admissions Forum, Warrington LA, local schools and Academies.

- a) By September - The Academy Trust will publish in University Academy Warrington's prospectus, information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2014 for admission in September 2015). This will include details of open evenings and other opportunities for prospective students and their parents/carers to visit the school. The Academy Trust will also provide information in relation to the University Academy Warrington to the Warrington LA for inclusion in the composite prospectus, as required;
- b) September/October - The Academy Trust will provide opportunities for parents/carers to visit the University Academy Warrington;
- c) October – Common Application Form to be completed and returned to the student's home LA to administer
- d) Warrington LA sends University Academy Warrington applications to the Academy Trust;
- e) Academy Trust sends list of students to be offered places at the University Academy Warrington to Warrington LA;
- f) February – Warrington LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.
- g) 1st March offers made to parents/carers.

From 2011-12 there will be a national closing date for applications as follows:

- a) 31 October for Secondary applications; and
- b) 5 January for Primary applications

The Academy will ensure its application processes enable parents/carers to apply before these deadlines.

Consideration of Applications

The Academy Trust will consider all applications for places at the University Academy Warrington. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the University Academy Warrington to all those who have applied.

Procedures where the University Academy Warrington is oversubscribed

Admissions to Year 7

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs / Education Health and Care Plans where the University Academy Warrington is named on the statement/plan, the criteria will be applied in the order in which they are set out below:

- a) **Children looked after** (as defined by s22 of the Children Act 1989).
- b) **Siblings** - These are children who have a full or half brother or sister, a step-brother or step-sister and/or an adoptive brother or sister who are children of parents or carers living together in the same family household and who are on roll at the time of their entry to the University Academy Warrington and of statutory school age.
- c) **Children who have a valid medical or social reason for a specific placement.** Details must be given on the preference form and this may be checked by a relevant officers. A letter in support from a senior health care or social care professional will be required as evidence when the preference form is submitted with a statement on why the Academy is the only educational placement appropriate for the child's needs.
- d) **Distance** - Priority will be given to those children who live nearest to the Academy. A computer mapping system based on Ordnance Survey maps will be used to measure the distance from the child's home* to the Academy gate using the shortest road route, unless it is possible to use a footpath which is considered as a safe walking route. Random allocation will be used as a tie-break in the final category to decide who has the highest priority for admission if the distance between two children's homes and the academy is the same. This process will be independently verified.

* A child's home is deemed as the permanent address which (s)he lives with a person of parental responsibility as the main carer (as defined by the Children's Act 1989). Where a child spends time with more than one parent the place of residence of the parent/carer who receives Child Benefit will be deemed to be the child's home.

A child Looked After 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 (under section 22(1) of the Children Act 1989). A previously child looked after is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

Where a school reaches its published admission number from pupils within one of the categories listed above those pupils to be admitted from within that category will be those whose permanent place of residence is closest to the school as defined in over subscription criterion.

Operation of waiting lists

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year the University of Warrington receives more applications for places than there are places available, a waiting list will operate until the end of the autumn term. This will be maintained by the Academy Trust 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. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admitting students to other year Groups, including to replace any students who have left University Academy Warrington.

From 2011-2012 local authorities will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect Academies' right to determine which applicants have priority for admission.

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents/carers whose application is turned down shall be entitled to appeal.

Admission Outside of the Normal Age Group

Parents may seek to apply for their child's admission to the Academy outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. (In addition, the parents of summer born children may choose not to send their child to the academy until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception rather than Year 1). These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Academy who will take into account the circumstances of the case and views of the Principal of the Academy. Parents do not have the right to insist that their child is admitted to a particular year group.