

WEAVERS ACADEMY

ADMISSIONS POLICY

2028 - 2029

REVIEWED:

SIGNED AND APPROVED BY:

DATE:

Admission Policy

Basic principles

The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code and the School Admissions Appeals Code) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be reference to the Local Governing Body of the Academy (The latter is a sub-committee of the Creative Education Trust (CET) Board and is the local presence of the Board with representatives from the school community, the local community and regional businesses and

organisations). In particular, the Academy will take part in any Coordinated Admissions System operated by the LA.

The Academy will admit children with an Education Health and Care Plan (EHCP) where the Academy is named in the Plan, without reference to oversubscription criteria outlined below.

There is no charge or cost related to the admission of a child to the Academy.

Admission arrangements -Year 7

The Academy has a Published Admission Number (PAN) of ~~246~~ 180 pupils. The Academy will admit the admission number of students in the relevant age group each year if sufficient applications are received. In the event of over-subscription, where there are more applications than there are places available, places will be allocated in the following order of priority:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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); This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children for whom Weavers Academy is the only school that is appropriate for the child to attend because of the child's medical needs, or because of a serious and ongoing medical condition of one or both of their parents which would prevent the parents being able to make arrangements to take their child to and from any other school.

   To be considered under this criterion, parents must complete a supplementary information form (SIF), Part A of which must be completed by the parents before being provided to the child or parent's G.P. or hospital consultant who must then complete Part B, sign, stamp, and date the form. The G.P. or hospital consultant must expressly confirm not only the nature of the medical condition of the child or parent, but also the reason why it is appropriate for the child to attend the academy, why no other school is suitable, and the medical reasons why this is the case. The completed, signed, and stamped SIF **must be returned directly to the school** before the deadline of 5pm on October 31st, 2027.

   This SIF does not replace the Local Authority application requirements.
   A decision on whether to admit a child under this criterion will be made by the Admissions Panel of Weavers Academy, who will take care to apply a consistent approach to all applications received. Where an application is not successful under this criterion, the application will be placed into the next highest criterion into which it falls below and will be considered along with all the other applications falling within that criterion.

   The supplementary information form (SIF) can be located on the Weavers Academy website

3. Children who have a sibling at the academy who is expected to be on roll at the time of the child's intended admission. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, half brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

4. Children attending a primary school that has traditional and geographic links to Weavers Academy (Group 1): These are Freeman's Endowed Church of England Junior School, Redwell Primary School, Glenvale Church of England Primary School, Earls Barton Primary School, Mears Ashby Church of England Primary School and Little Harrowden Community Primary School, Olympic Primary School, Croyland Primary School, Our Lady's Catholic Primary School, Park Junior School, Ruskin Academy, Great Doddington Primary School, and Ecton Village Primary Academy

5. Other children.

Allocation of places up to PAN (Published Admission Number)
Where there are more children in a particular criterion than there are places remaining to take the school up to its PAN of ~~246~~ 180, the children are ranked according to the distance from their home address to the Academy with priority being given to those pupils who live nearest to the school to 3 decimal places.

Distance Measurements
Distances are measured on a straight-line basis from the address point of the child's home to the address point of the School, using a geographical information system.

Tiebreaker
Where there are two or more applications that cannot otherwise be separated, a randomiser will be used to decide who is allocated a place.

Home Address
The child's home address means the permanent residence of the child at the time of application. Parents/carers may be asked to provide proof of a claim of residence at any time during the admission process.

The address must be the child's only or main residence that is either:

- owned by the child's parent(s) or carer(s) OR
- Leased to or rented by the child's parent(s) or carer(s) under a lease or written rental agreement of not less than 6 months duration. The property leased must be where the family lives.

Fraudulent applications
If false or misleading information is used to try and gain a place, this may lead to the withdrawal of the offer of a place.

Separated parents
If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week (i.e., Sunday night - Thursday night inclusive). If the child spends an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application.

Twins and Children from Multiple Births
Where a child who is a twin or a child from a multiple birth has achieved a place in the usual way, but there are no places remaining to admit their twin or siblings from a multiple birth, the academy will admit the twin or siblings from a multiple birth over and above the academy's published admission number (PAN).

Children of UK Service Personnel and other Crown Servants
The academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the academy's area, or from a crown servant family returning from overseas to live in the academy's area, as if they live in the area of the academy even if a residential address has not been identified at the date of the application.

The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the academy's oversubscription criteria.

Waiting lists
The Academy will maintain a waiting list for each year group and parents must ask for their child's name to be placed on the waiting list following an unsuccessful application. The child's name will remain on the list until the end of the school term for which the application was made. If parents wish for their child's name to stay on the waiting list for the remainder of the academic year, they must renew their interest directly to the academy in writing (email or letter) at the beginning of each term (i.e., in January and/or following the Easter break (March/April). Please note that a new application will need to be submitted to the Local Authority if it is for a different academic year. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria above (1-5).

Inclusion on the Academy's waiting list does not mean a place will eventually become available at the school. A child's position on a waiting list is subject to change during the year, i.e., they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria listed above.

Late Applications
Late applications are any application forms (known as Common Application Forms (CAFs)) received by the local authority after the deadline of the 31st October 2026. Late applicants will not receive an offer of a school place by the local authority on offer day (1 March or the next working day). Instead, their application will be processed in the additional rounds of allocations (for details of when these are - refer to the local authority's composite prospectus).

If it is necessary to refuse a place, then you will be informed of your right of appeal.

In-year procedure

Applications should be made via North Northamptonshire Council. The academy will accept admissions up to the Published Admission Number of the respective year group at the point of entry. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. In the event of over-subscription, where there are more applications than there are places available, places will be allocated in the following order of priority:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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).

2. Children for whom Weavers Academy is the only school that is appropriate for the child to attend because of the child's medical needs, or because of a serious and ongoing medical condition of one or both of their parents which would prevent the parents being able to make arrangements to take their child to and from any other school; To be considered under this criterion, parents must complete a supplementary information form (SIF), Part A of which must be completed by the parents before being provided to the child or parent's G.P. or hospital consultant who must then complete Part B, sign, stamp and date the form. The G.P. or hospital consultant must expressly confirm not only the nature of the medical condition of the child or parent, but also the reason why it is appropriate for the child to attend the academy, why no other school is suitable, and the medical reasons why this is the case. The completed, signed, and stamped SIF must be submitted to the LA with the application.

   This SIF does not replace the Local Authority application requirements. A decision on whether to admit a child under this criterion will be made by the Admissions Panel of Weavers Academy, who will take care to apply a consistent approach to all applications received. Where an application is not successful under this criterion, the application will be placed into the next highest criterion into which it falls below and will be considered along with all the other applications falling within that criterion.

   the supplementary information form (SIF) can be located on the Weavers Academy website

3. Children who have a sibling at the academy who is expected to be on roll at the time of the child's intended admission. Sibling is defined in these arrangements as 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.

4. Other children.

If it is necessary to refuse a place, then you will be informed of your right of appeal.

Appeals

Where a child is not successful in achieving an offer of a place, the child's parents will be informed of the reason why admission was refused and that they are entitled to appeal to an independent school admission appeals panel within a specified amount of time under the provisions of the School Standards and Framework Act 1998. The academy will provide information to parents about the appeals process and provide the parents with a named contact who can answer any enquiries they may have about the appeals process. Parents lodging an appeal must set out the grounds of the appeal in writing.

The school admission appeals panel is independent of the academy. The academy will appoint an independent appeals service to deal with the administrative side of arranging admission appeal hearings for the academy.

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Academy has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

The decision of the school admission appeals panel will be made in accordance with the Schools Admission Appeals Code 2021 and will be binding on all parties.

Admission of children out of cohort

There is no statutory barrier to children being admitted to the Academy outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group. If parents/carers wish to seek a place for their child outside of the normal age group, they must contact the school directly.

Raising Standards Lead for the year group will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- The parent's/carer's views;
- Information about the child's academic, social, and emotional development;
- Where relevant, the child's medical history and the views of a medical professional;
- Whether the child has previously been educated out of their normal age group;
- Whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- The Principal's views.

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

Admission arrangements - Sixth Form

Admission to Year 12 at the Academy's sixth form is a separate and distinct point of entry. Entry to the sixth form will be in accordance with the admissions criteria set out below, which will be reviewed annually by the governors.

Applicants will have to satisfy the following criteria:

Year 11 students attending Weavers Academy do not have to apply for a place in the sixth form providing they fulfil the prior attainment requirements below. The academic entry criteria for the sixth form is the same for both external and internal places.

Prior attainment required will be a minimum of 20 points from 5 GCSEs including a 4 in both English and Maths. For individual subjects to be studied a grade 6 is required. Biology, Chemistry, Physics, Maths and Further Maths require a grade 7 in Maths to secure entry onto the course.

The Published Admission Number (PAN) for Year 12 in September 2028 will be 25; this figure refers only to Year 12 students being admitted for the first time from other schools and not to the 'internal' students entering from Weavers Academy Year 11. Please note that more external places may be available subject to the number of applications received from internal applicants.

Timetable for application

The Academy will use the following timetable for applications to the sixth form each year (exact dates may vary from year to year):

a) September -the Academy sixth form will publish in its prospectus information about the arrangements for admission to the sixth form, including over subscription criteria, for the following September. The prospectus will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy. It will also state the date by which applications must be received. The Academy will also provide information to the Local Authority for inclusion in their post16 literature.

b) October -the Academy will hold an open evening and provide other opportunities for parents and for external applicants to visit the school.

c) December -Closing dates for applications

d) January/February/ March - External students will be asked to attend the Academy for a registration appointment.

e) March/ April -Students will be informed of the results of their application.

Anyone refused a place in Year 12 following the application of the above criteria will have a right of the appeal. There will be an independent Appeals Panel appointed in accordance with the provisions of the statutory School Admission Appeals Code. Parents may write to the Education and Skills Funding Agency (ESFA) if their complaint is about maladministration that they consider has affected the outcome of the appeal. The procedure and a form for submitting a complaint to the ESFA are available online.

Students who leave will be replaced by those on the relevant waiting list, or by casual in year entry, if all waiting list demand has been met. Priority will be determined by the provisions above.