

WIGMORE SCHOOL POLICY

2.1 Pupil Admissions (High)

Currently the School's admission limit for Year Seven pupils is 90. Parents who wish their child to transfer to Wigmore High School must complete the local authority (LA) form, stating Wigmore High School as their preferred choice. This form must be submitted to the LA by the appropriate date of the year preceding entry to High School. Each year, if the school is oversubscribed and if this deadline is missed, children may not gain a place at the school even if Wigmore is the nearest school.

Pupils of Wigmore Primary must still complete the LA form in order to transfer to the High School section of the school.

When there are more applicants than places, children are to be admitted on the basis of the published oversubscription policy on the school website (Appendix 1) and listed in the LA guidance for admissions document available from Herefordshire Council, Children & Young People's Directorate.

These children will probably attend one of the following Primary Schools: Kingsland, Leintwardine, Orleton, Shobdon, St Mary's Bucknell.

Full details of the LA school admission policy are set out in the booklet 'Information for Parents- Admission and Transfers to Schools'. This is available from the LA in Hereford and is annually updated.

The school maintains regular contact with its five 'partner primary schools' and all the pupils will be visited by a member of the high school staff prior to transfer. In June each year all Year Six pupils who have been allocated a place are invited to join an Induction day and an evening meeting for parents and pupils.

The Headteacher encourages all applicants and parents / guardians to visit Wigmore High School to meet staff, view departments and discuss specific educational needs. The school holds an annual open morning and open evening during the autumn term.

Parents of pupils who wish to transfer their child to the school after 1st September in Year 7, or at any other stage of their child's education should contact the Headteacher or Senior Deputy Headteacher to request a place.

The Headteacher will then consider whether or not the education of the existing pupils will be 'prejudiced' by a further admission. If the Headteacher decides not to allocate a place the parents must be informed of their rights of appeal to the LA.

Person Responsible	Sarah Steer
Last Updated	September 2018
Review Date	September 2019

Wigmore School Admissions

High School

The School's Planned Admission Number (PAN) for Year 7 pupils is 90. There are four tutor groups in Year 7 and on admission each pupil is placed in one of these house groups. Pupils remain with this group of pupils and with the same tutor throughout their time at the school wherever possible.

Pupils will be offered a place on the basis of the following ranked criteria:

1. Children with an Education Health and Care plan (EHCP) / statement where Wigmore School is named in the EHCP / statement
2. Looked after children and Children who were looked after, but ceased to be because they were adopted or became subject to a residence order or special guardianship order
3. Siblings of pupils already attending the school
4. Children who are pupils of Wigmore Primary School
5. Children who live in the catchment of Wigmore High School
6. Children who are attending one of the feeder Primary Schools (Kingsland, Leintwardine, Orleton, Shobdon, St Mary's Bucknell)
7. Any other children

Oversubscription policy:

Distance from school, by the shortest available walking route by road or made up footpath, will operate as the tie break should either of our schools be over-subscribed from any of its designated priorities. These arrangements will be applied for admissions from September 2018.

The Governing Body are responsible for the School's admissions criteria. Wigmore School will work in collaboration with the Local Authority in ensuring strict adherence to the national Code of Practice for Admissions within the local context. The school will exercise the right of an Academy School, within the remit of the Code of Practice, to establish its own admission preferences for students.

Anyone who is unsuccessful in securing a place will have the right of appeal through an independent panel often brokered with the support of the LA. Dates will be organised by the LA as required.

Late applications

Wigmore School will not accept late applications if the reason for lateness of the application is not genuine – ie moved to area. This is in line with Herefordshire Local Authority practice.