

## 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 they live within the catchment area.

Pupils of Wigmore Primary automatically 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 office 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.

Attempts are made to contact parents of pupils who live within the catchment area, but attend schools outside the LA. They are encouraged to contact the LA to ensure that the LA is aware of their child.

The Headteacher encourages all applicants who live outside the catchment area or attend schools other than the 'partner schools' to visit Wigmore High School to discuss their child's educational needs, show them around the school and discuss travel arrangements.

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.

<b>Person Responsible</b>	Sarah Steer
<b>Last Updated</b>	September 2017
<b>Review Date</b>	September 2018

# Wigmore School Admissions

## High School

The School's Planned Admission Number (PAN) for Year 7 pupils is 90. There are three tutor groups for each year group of pupils and on admission each pupil is placed in one of these mixed ability 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 is 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.