Wednesfield Academy

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For the academic year 2028-2029

Wednesfield Academy is part of an inter-LA Co-ordinated Admission Scheme (Year 6-7 Transition Only)
All dates referred to within this document are in line with this scheme
The City of Wolverhampton Council's online application process will open in September 2027
Closing date for the submission of applications is 31st October 2027
Notification date – 1st March 2028 (or next working day if 1st March is not a working day)

Matrix Academy Trust, as its own Admission Authority, is required to consult on admission arrangements every seven years unless there has been a change to the criteria. Once the consultation process has taken place determined arrangements are forwarded to consultees.
It should be noted that where a child meets the admission criteria of two or more schools named in their application then they will be allocated a place at the highest ranked of these schools.

For admissions to Sixth Form, applications should be made directly to Wednesfield Academy, Lichfield Road, Wednesfield, Wolverhampton WV11 3ES

ADMISSION ARRANGEMENTS 2028-2029

Wednesfield Academy is a mixed 11-18 Academy with 1031 pupils. The school's admission policy is in accordance with the guidelines below:

Entry into Year 7 September 2028

Pupils will be admitted without reference to ability, aptitude, race or religion. The Published Admission Number in 2028 will be 180

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below:

1. **Children in Public Care (looked after children) and previously looked after children**
   Definition: A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. 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.

2. **Where a child has an older sibling currently attending the school when the application is made and who will be still attending the school in Years 8 – 11 in September of the relevant year. Siblings of Sixth Form students DO NOT qualify for a sibling claim.**

Definition: a child who resides at the same address as the child for whom a place is being requested and is one of the following:

- A brother or sister sharing the same parents
- Half brother or sister sharing one common parent
- Stepbrother or sister (i.e. related by parent's marriage)
- Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g. under the terms of a residency order)

3. **Children of Staff employed at The Academy**

Where a member of staff has been employed at The Academy for two or more years at the time at which the application for admission is made/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Note, this criterion does not include contract staff. If service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion.

4. **Pupils from feeder Primary School – Pool Hayes Primary School living within 2.9 miles of Wednesfield Academy, as measured by a straight line.**

In the event of oversubscription from feeder primary schools' students living closest to Wednesfield Academy will be given priority

5. **Proximity of the child's home to the school, with those living nearest being accorded the higher priority, the distance being measured in a straight line**

Definition of home address: the home address of the child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either owned by the child's parent, parents or guardian or

leased to or rented by the child's parent, parents or guardian under lease or written rental agreement of not less than six months duration.

Where parents have shared responsibility for the child and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. If the child equally shares living with both parents, the parents must inform the Local Authority which address should be used for admission purposes and which parent will make the application. Parents will be requested to supply documentary evidence to support the address used for the application.

Distance will be measured in a straight line from the centre point of the home address to the centre point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

In the event of an oversubscription in any of the above categories, places will be allocated according to those that live closest to Wednesfield Academy as calculated on the basis of a straight-line measurement between the home and school whose circumstances remain unchanged on the day of admission.

Tie Breaker

In the event of an oversubscription in any of the above categories, places will be allocated according to those that live closest to Wednesfield Academy as calculated on the basis of a straight-line measurement between the home address and school whose circumstances remain unchanged on the day of admission. In a tie breaker situation where two or more applicants live the same distance from the school, then the place will be determined by random allocation that will be supervised by someone independent of the school. A fresh round of random allocation will be used for each tie breaker situation.

Children with an EHCP

Any child with an Education Health & Care Plan is required to be admitted to the school that is named in the plan. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion.

Applications for children to be admitted outside of their normal age group

Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance by 31st October 2027. This will include parents whose child is currently being educated outside of their normal age group but where the child has reached the normal age of transition to secondary school (i.e. normal age group is Year 6; however child is being educated in Year 5). Parents may request that the child continues to be educated outside of their normal age group and be admitted to Year 7 in September 2029 rather than Year 8.

Any parent wishing to make such a request must put the request in writing to the Clerk to the Academy Trust Boards Admission Committee by no later than 31st October 2027. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request. Requests will be considered on an individual basis and decisions will be reached by taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have

fallen into a lower age group if it were not for being born prematurely. The view of the Headteacher of the school will also be sought as part of the decision-making process.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Year 7 in September 2029, then the original application is withdrawn, and the parents must submit a fresh application for a school place in September 2029 when applications open in the autumn term of 2028. **Please note that parents only have the right to considered for a different year group, and if agreed can re-apply for a place in that year.**

Where the decision is to agree the request for an application in Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. **No place is reserved or held for the child in advance**.

Parents should be aware that if the request is agreed and the child is admitted outside of their normal age group in September 2029, the child will remain with their adopted cohort and be educated outside of their normal age group for the remainder of their education at the school. However, should a request be made to transfer from the allocated school to an alternative school, parents will need to apply to the admission authority of the new school to request that the child continues to be educated outside of their normal age group. Before any application is submitted it is strongly recommended that parents/carers also read the DfE guidance which can be found at: https://www.gov.uk/government/publications/summer-born-children-school-admission.

Waiting List Policy (Year 7 Intake)

Until 31st August 2028, parents may enquire about their child's position on the Waiting List by contacting the Admissions and Appeal Team on 01902 551122. From 1st September 2028, the waiting list will be maintained by the school and parents should make enquiries by contacting Wednesfield Academy Admissions on 01902 558222.

The relevant waiting list will be maintained until at least 31st December in the year of entry. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

Withdrawing places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

In-Year Admissions

The school manages its own in-year admissions. Applications for in-year admission (age groups other than the normal year of entry) must be made to Wednesfield Academy Admissions using the in-year admissions form on Wednesfield Academy's website.

Parents will be notified of the outcome of their application within 15 school days of receipt of a completed in-year application form.

Appeals

Parents whose children are refused admission to the school have the right of appeal to an independent appeal panel. The necessary forms and information should be obtained from the Wednesfield Academy website.

Appeals in respect of Year 7 intake for September 2028 should be lodged by Friday 14th April 2028.

Appeals received after this date will be heard in July 2028, only where practicable or within 30 school days of the appeal being lodged (whichever is later) where practicable. It may not be possible to hear late appeals before the start of the new term in September 2028. Appeals are not heard in the school holidays.

Late Applications (Year 6 – Year 7 transfer – Transition Only)

A late application is an application form received after the published closing date. Late applications will normally be considered for places after applications that were received by the closing date. Late applicants may be less likely to be offered a place at the school.

When places are offered, applications received by the closing date and valid late applications will be considered first.

Late applications received before the notification date (before places are offered):

Applications received by the closing date and valid late applications (see below) will take priority when places are offered.

Valid late applications can only be considered if the application form is received within four weeks of the closing date.

Explanation of valid late applications:

There are limited circumstances when a late application may be categorised as a valid late application and considered together with those applications that were received by the closing date.

A late application may be considered as a valid late application where:

- The family were unable to complete an application form before the closing date because they moved into the City of Wolverhampton after the issue of application forms.

OR

- The family were unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time – the circumstances must be given in writing and attached to the application form.

Applications received after the Notification Date (after places are offered):

Where the school is over-subscribed an application for a place which is received after places have been offered will be added to the school's waiting list in admission criteria order.

Entry Requirements for Year 12 – Entry in September 2028

Wednesfield Academy welcomes applications to join the Sixth Form both from its own students and from students at other schools. Students are admitted into the Sixth Form each year at the

age of 16+. We aim to offer a range of academic and vocational qualifications to our Sixth Form students.

Entry Criteria

Students will be considered for entry into Year 12 based upon their academic attainment:

GCSE Mathematics at Grade 5 or above, GCSE English (Language or Literature) at Grade 5 or above and 4 other subjects at Grade 4 or above, with particular criteria for certain subjects.

Our policy is to ensure that students accepted into the Sixth Form, can be placed on appropriate courses where they are likely to succeed. For this reason, we ask all applicants to attend a guidance discussion with our Sixth Form staff to discuss the most suitable courses of study.

All Year 11 pupils on roll at the school and who wish to enter the Sixth Form and meet the course requirements will be offered a place.

External applicants are required to have met the same academic entry requirements as applied to internal applicants as set out in this admission policy.

Application Process

We welcome applications from external candidates wishing to transfer from another school. The Published Admission Number (PAN) for external students is 20, although we are often able to offer more external places, depending on the number of internal applicants.

Admission to Year 12 does not guarantee admission to a specific course of study.

Internal candidates should apply by the published return date. For September 2028 entry, students should return their application by 15th January 2028.

The school reserves the right to make such enquiries, as they consider necessary, to verify the information provided in support of an application for admission under an of the admission criteria. By applying for admission, the applicant is deemed to have given consent to such enquiries being made.

Age of Children Applying for Admission

Applications for a place in the Sixth Form, may be made when the applicant reaches the appropriate age. Under normal circumstances, Sixth Form applicants will be 16 years old upon entry to Year 12. Where an applicant wants to be admitted to the Sixth Form outside of their chronological age range, they should contact postbox@wednesfieldacademy.co.uk first and address this FAO Headteacher. A decision will then be made on whether to accept the application, based on what is in the best interests of the student. Applications will generally be accepted from students up to those reaching their seventeenth birthday in Year 12 and eighteenth birthday in Year 13.

Oversubscription Criteria

If there are more applications from external applicants meeting the entry criteria than there are places available, then external places will be awarded using the Oversubscription Criteria. These are set out below in the order that they will be applied:

1 **Children in Public Care (looked after children) and previously looked after children**
Definition: A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. 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.

2 **Children of Staff employed at the Academy**
Where a member of staff has been employed by The Academy for two or more years at the time at which the application for admission is made/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

The definition does not include contract staff. If service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion.

3 **All other external applicants**
Where any of the above criteria is oversubscribed, priority will be conferred on those applicants who live closest to the school. Proximity of the applicant's home address to the school will be measured in a straight line from the centre point of the home address to the centre point of the school address using a computerised measuring system. The 'home address' is the address at which the student spends the majority of their week during term time. If arrangements are such that a student resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes.

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Matrix Academy Trust.

Courses

The offer of a place in the Sixth Form is not a guarantee to study a particular course or set of subjects.

Where a particular course if oversubscribed and we cannot run a parallel group, the following factors will be explored in determining how places will be allocated to that course:

- Whether the student's application was received prior to the closing date for applications, in addition to the dating of any subsequent changes to the student's stated preferences prior to course commencement.
- The desirability and/or necessity of the subject in supporting progression to the student's Post-18 pathways.
- The likelihood of the student's success in a chosen subject – as expressed by their overall GCSE attainment and prior attainment within the subject (where taken previously).

These will form the major part of the discussion referred to under Entry Requirements for Year 12, in order to determine the most appropriate course for an individual. We will offer alternative courses to any student affected by this criterion.

In-year Applications

Details on how to apply for place outside of the normal admissions round can be found on the school's website. Where multiple applications are received and the school does not have sufficient places for every student that has applied for one, places will be allocated on the basis of the oversubscription criteria.

Waiting List

The school will maintain a waiting list until 31st December in the academic year of admission for those not successful in admission. Every time a student is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

Right to Appeal

If an application for entry to the Sixth Form is refused, there is a statutory right of appeal to an Independent Admission Appeal Panel. The school will publish on its website before 28th February 2028, a timetable for the Independent Admission Appeals.

Withdrawing Places

In certain circumstances, the school may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.