Admission arrangements for 2015

Purpose and Background

The Wren School is a publicly funded, co-educational, secondary Free School, with sixth form, established by The Wren School Academy Trust. It is located in the area of Central West Reading, and aims to provide a curriculum that challenges and nurtures the academic and personal development of its pupils who are drawn from a multi-cultural and socially diverse catchment area. This document sets out the policy to be followed for Admissions to The Wren School in September 2015.

These arrangements take account of all relevant legislation.

Policy objectives

Admission to the School for September 2015 will be managed by The Wren School Academy Trust (admissions@wrens学校.org) in collaboration with Reading Borough Council's (RBC) Admissions Service using the criteria specified in this Policy. The Wren School Academy Trust, operating outside the Council's coordinated admissions process, will share its admissions data with the Local Authority so as to ensure that any allocation of school places can be administered transparently, effectively and in the interest of the applicants.

Management of the policy

School
This policy is implemented and managed by the Headteacher on behalf of The Wren School Academy Trust.

Governing body
The governing body will review and update this policy annually in line with all relevant legislation.

Approval
Updated and approved by The Wren School Academy Trust – January 2015

Next review due
March 2015 (The Wren School Admissions Arrangements for 2016)

Associated policies

Uniform policy

Practice and procedures

1. Admission numbers

The Wren School has a planned admission number of 168.
2. Arrangements for Admission in September 2015:3

Applicants for admission to Year 7 are to complete The Wren School Application Form, available both from The Wren School Academy Trust and RBC’s website www.reading.gov.uk/residents/EducationandLearning/Schools/Admissions, and included with every application booklet sent out by RBC’s Admissions Team, which should be returned directly to RBC. Applications to The Wren School received by RBC and/or The Wren School Academy Trust will be shared between both organisations.

- All applications must be submitted either electronically or in hard copy by the deadline published by RBC - any applications submitted after the application deadline 31st October will be deemed to be ‘late applications’ (See below). Applicants outside the Reading local authority area should apply directly to their home Local Authority (LA) within that home LA’s instructions for applications.
- Children with a Statement of Special Educational Needs or a Education, Health and Care Plan that names The Wren School in the Statement/Education, Health and Care Plan will be allocated a place above all other applicants.
- All applications for places at The Wren School will be considered in accordance with the oversubscription criteria set out below.
- Application for admission to Year 8 follows the arrangements set out above.

3. Application Procedure - Allocation of Places

The application procedure follows the arrangements set out above. The Wren School will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, The Wren School Academy Trust will offer places at The Wren School to all those who have applied.

There is a designated catchment area for The Wren School, as shown by the thick black line on the map at Appendix 1.

4. Oversubscription criteria

When The Wren School is oversubscribed, after the admission of pupils with an Education, Health and Care plan or statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:
A. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹

B. Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached medical statement from a doctor. This must demonstrate that there is a very specific connection between the child’s medical need and the school requested. The Wren School Academy Trust will make the decision related to such applications.

C. The Founders of The Wren School have applied to the Secretary of State for derogation from the school admissions code giving priority in the oversubscription criteria to their children. If granted, this will be limited to the individuals who played a major role in establishing the school, during the application and pre-opening stages, and have continued to play a significant role in the running of the school. A list of relevant founders is available from the school on request.

D. Children living in the catchment area with a sibling attending The Wren School at the time of application. Sibling is defined in these arrangements as a half or full brother or sister; or adoptive brother or sister; or children of the same household. In the event of there being more siblings than there are remaining places in a year group, it is possible that a sibling under these circumstances would not be offered a place.

E. Children living within the catchment area.

F. Children living out of the catchment area with a sibling (as defined above) attending The School at the time of application.

G. Children living outside the catchment area.

H. Where the application of oversubscription criteria would result in splitting children with either the same birth dates or children born in the same academic year from the same family, then The Wren School will admit over the planned admission number.

5. Tie-break (Distance and the Random Allocation)

In cases of oversubscription selection will be determined by distance from the data point as shown on the catchment area map, with priority for admission given to children who live nearest to the data point as measured by using Ordnance Survey data to plot an address. Distances are measured using the straight line distance between the data point of the child’s home address and the data point as specified in the School catchment area (see map below in Annex A). In the case of a tie-break being necessary, children of multiple births (twins, triplets etc) will be admitted over the planned admission number. If two or more children are tied on

¹ 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).
a distance criteria, then the decision to offer a place will be based on random allocation. To facilitate an independent, transparent and random allocation system The Wren Academy Trust has nominated RBC to oversee this selection process, by randomly drawing pupil names from the pool of applications.

6. Late applications

All applications received by The Wren School Academy Trust after the deadline will be deemed to be late applications. Late applications will be considered after those received on time, in order of date received. If, following consideration of all applicants, the school is oversubscribed, parents may request that their child is placed on the school’s waiting list.

7. Offer of Places

- Letters informing applicants of the outcome of their applications will be sent by first-class post/electronically by the home LA as well as The Wren School on National Offers Day March 2nd 2015. Results are also available from the home LA from midnight of that date for parents who applied online.
- Parents are required to accept their preferred place in accordance with the instructions issued by RBC/their home LA.
- If there are still vacancies after the acceptance deadline, all valid applications (that have not already received an offer), whether or not they were made before the published application deadline, will be considered according to the above criteria.

8. Waiting lists

The Wren School Academy Trust will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by The Wren School 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. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

9. Appeals

All applicants refused a place at The Wren School have a right of appeal to an Independent Appeals Panel, constituted and operated in accordance with the School Admission Appeals Code.

Appellants should advise admissions@wrenschool.org that they wish to appeal within 21 days of receipt of the notification. All appellants are required to state the grounds of their appeal. An appeal panel will consider all appeals within 40 days of the receipt of an appellant’s case, and notify appellants by email and letter within a further 10 days of the appeal panel’s decision. The school’s Appeal Panel will consist of three independent members. Decisions are
made in accordance with the School Admission Appeals Code. The decision made by the appeal panel is final and binding on all parties.

Information on the 2015 timetable for the appeals process is shown in Appendix 2.

10. Arrangements for admission to post-16 provision

The Wren School will be admitting its first sixth form group in 2020. Details about the admissions arrangements will be available on the school’s website on 15/04/2019 and will be published on The Wren School website by 1/05/2019.

Associated documents

School prospectus

Appendices

1. Map showing The Wren School catchment area

2. 2015 timetable for the appeals process
Appendix 1: Map showing The Wren School Catchment Area

Dated: 26th July 2014

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Timetable for the 2015 Appeals Process

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>2 March 2015</td>
<td>National Offers Day</td>
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<tr>
<td>16 March 2015</td>
<td>RBC deadline for acceptance of offers</td>
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<tr>
<td>24 March 2015</td>
<td>Appellants to advise <a href="mailto:admissions@wrenschool.org">admissions@wrenschool.org</a> that they wish to appeal</td>
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<tr>
<td>5 May 2015</td>
<td>All appeals to have been considered by Independent Appeals Panel</td>
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<tr>
<td>15 May 2015</td>
<td>All appellants will have been notified of outcome of their appeal</td>
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