

The Wren School

Admission arrangements (Years 7-11) for 2020-2021

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 in 2015, with the commitment to join the Excalibur Academy Trust on 1st February 2019. 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 students 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 2020.

NB where 'Academy Trust' is used in this policy, this refers to the company and charitable trust in control of The Wren School at 1st October 2019.

These arrangements take account of all relevant legislation.

Policy objectives

Admission to the School for September 2020 will be managed by Reading Borough Council's (RBC) Admissions Service as part of their co-ordinated admissions scheme, using the criteria specified in this policy.

Offers of places to students may be subject to confirmation of date of birth or right of abode by examination of the birth certificate and/or student's passport, as appropriate.

Parents or carers will be asked to declare that the address used in the application will be their place of residence beyond the date of the student starting at the school; the offer of a place may be withdrawn if false or misleading information is given. Supporting evidence of this declaration may be required in the case of there being more applications than can be accepted.

Management of the policy

School	This policy is implemented and managed by the Headteacher on behalf of the Academy Trust.
Governing body	The Members of the Academy Trust will review and update this policy annually in line with all relevant legislation.
Approval	Approved by Members of The Wren School Academy Trust –September 2018
Next review due	May 2019 (The Wren School admissions arrangements for 2021)

Associated policies

Uniform policy

Practice and procedures

1. Admission numbers

The Wren School has a planned admission number (PAN) of 168.

2. Arrangements for admission to Year 7 in September 2020

Applicants for admission to Year 7 must complete their home local authority (LA) Application Form (RBC's is available [here](#), and included with every application booklet sent out by the Admissions Team) and return it directly to their LA.

- 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 2019 will be deemed to be 'late applications' (see section 3). Applicants outside the Reading LA area should apply directly to their home LA within that home LA's instructions for applications.
- Children with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) that names The Wren School in the Statement/EHCP 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 in section 6.

3. In-year admissions arrangements, including late applications

We will operate in keeping with the local Fair Access Protocol.

- Applications received after the published deadline (31 October 2019) will be treated as a 'late' application and will be considered after the on-time applications have been allocated. If there is good reason i.e. the family has moved to the area after the closing date or the illness of a single parent prevented them submitting an on-time application, the application may be treated as on-time, provided it is received by 31 December 2019. In such instances, evidence will be required.
- Applications for entry to Year 7 after the end of the routine admissions round, and for admission to Years 8 and above, are processed as in-year applications by RBC in the order in which they are received. Parents should apply via RBC, regardless of their home LA.
- If the year group applied to is full, then the Academy Trust will determine whether a place can be offered to the applicant. Unless the applicant has a statutory right of admission, a place will normally be refused. The applicant will then be placed on that year group's waiting list, in the position determined by the criteria applied in section 2. Students will be

admitted from the waiting list as space becomes available. The waiting list is administered by the Academy Trust (see Appendix 2).

- Out-of-age-group admissions will only be agreed by the Academy Trust where there is consensus that it is in the best interests of the child; the circumstances of each case will be considered individually. Such a consensus would be reached between the parents, schools concerned (the current school and The Wren School) and any relevant professionals asked for their opinion on the case by The Wren School.

4. Arrangements for admission to Year 12 in September 2020

The Wren School will be welcoming its first sixth form group (with a planned admission number of 168) in 2020. Admissions arrangements for post-16 provision will be published separately from this policy, and will be available on the school's website by 28th February 2019. There will be an application process, with priority given to internal applicants.

5. Application procedure - allocation of places

The application procedure follows the arrangements set out above. The Academy Trust will accordingly admit this number of students each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the 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 in Appendix 1. N.B. The data point for The Wren School is Yeomanry House, Castle Hill, NOT the school. This map is available online via school website, whereby specific addresses can be searched to determine eligibility.

6. Oversubscription criteria

When The Wren School is oversubscribed, after the admission of students 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

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).

specific connection between the child's medical need and The Wren School. The Academy Trust will make the decision related to such applications.

- C. The Founders of The Wren School have successfully applied to the Secretary of State for derogation from the school admissions code giving priority in the oversubscription criteria to their children. This is 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 of staff with a contract of employment at the Academy Trust at the time of application.
- E. Children living in the catchment area with a sibling² attending The Wren School at the time of application.
- F. Children living out of the catchment area with a sibling² attending The Wren School at the time of application.
- G. Children attending another school within the Academy Trust at the time of application.
- H. Children living within the catchment area.
- I. Children living outside the catchment area.
- J. Where the application of oversubscription criteria would result in splitting children born in the same academic year from the same family then the Academy Trust will admit over the planned admission number. In these circumstances, the Academy Trust will not allocate any further places until the admissions number has fallen back below the PAN.

7. Tie-break (distance and the random allocation)

In cases of oversubscription, places will be allocated to those living nearest to the school's data point (Yeomanry House – see Appendix 1), measured in a straight line between here and the data point of the child's home address. All data points are supplied by Ordnance Survey, and the distances between these are measured using RBC's mapping software.

If two or more addresses are exactly the same distance from the data point, and there is no other way of separating the application according to the admissions criteria, the Academy Trust cannot admit both or all children, as this would cause the legal limit to be exceeded, so the decision to offer a place will be based on random allocation. To facilitate an independent, transparent and random allocation system, the Academy Trust has nominated RBC to oversee this selection process, by randomly drawing names from the tie-breaking applications.

² 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.

8. Offer of places

- Letters informing applicants of the outcome of their applications will be sent by first-class post/electronically by the home LA on National Offers Day 1st March 2020.
- 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.
- All information supplied by the applicant will be checked by the Academy Trust to the best of its ability. Any place offered by the Academy Trust from information supplied by the applicant which is subsequently found to be materially false, is likely to be withdrawn.

9. Waiting lists

The 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. This will be maintained by the school's Admissions Officer and it will be open to any parent or carer 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. Positions on the waiting list may go up or down due to student withdrawals or new arrivals.

It is the responsibility of the applicant to promptly inform the school's Admissions Officer and RBC if any change to their circumstances, such as a change of address, would affect their position on the waiting list.

10. 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. The Academy Trust has published the outcomes of previous appeals on the school's website, and prospective appellants should read this beforehand.

- Appellants should advise clerktogovernors@wrenschool.org that they wish to appeal within 20 school days of receipt of the notification.
- All appellants are required to state the grounds of their appeal in full, and the Academy Trust will only accept fully-completed appeal forms found on the school's website. Appeals lodged which do not fully present the appellants case, are in any other format, or to any other authority, such as RBC, are NOT VALID and will not be accepted.
- Appellants will receive at least 10 school days' notice of their appeal hearing, to which they are expected to attend. Any additional evidence from the appellant must be submitted to

the Clerk to the Appeals Panel no later than 5 school days before the hearing is scheduled. Any information or evidence not submitted by this deadline might not be considered at the appeal.

- For applications made by the routine admissions round deadline (31st October 2019), an Appeal Panel will consider the appeals within 40 school days of the appeals deadline date (29th March 2020).
- For 'late' applications (see section 3), appeals will be heard within 40 school days of the deadline for lodging appeals where possible.
- For appeals lodged after the routine appeals deadline (29th March 2020) they will be heard either within 40 school days of the appeals deadline date, or within 30 school days of the receipt of the appeal being lodged, whichever is later.
- In all other cases, appeals will be heard within 30 school days of the receipt of the appeal being lodged.

Appellants should be informed by letter within a further 5 school days of the appeal panel's decision. The 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 2020 timetable for the appeals process is shown in Appendix 3.

Associated documents

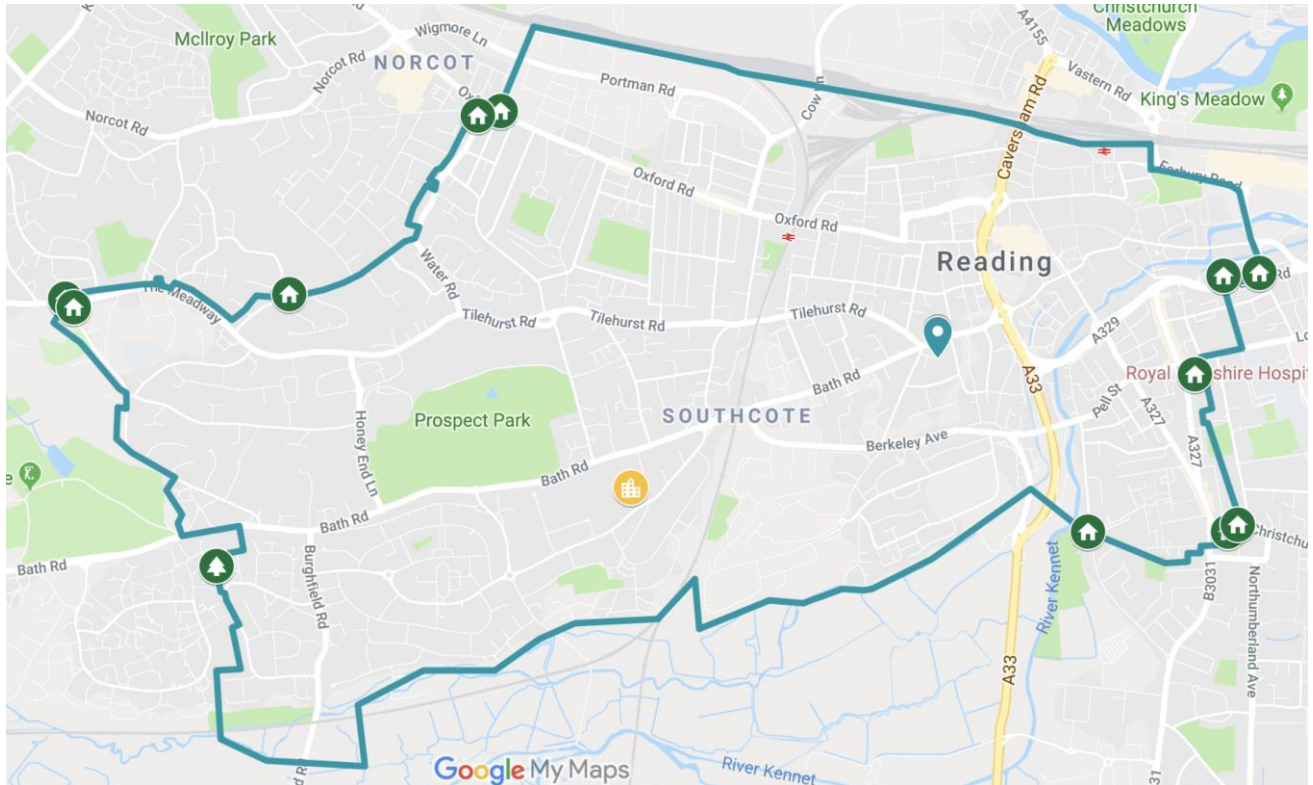
School prospectus

Appendices

1. Map showing The Wren School catchment area
2. Responsibility for processes
3. 2020 timetable for the appeals process

Appendix 1: Map showing The Wren School catchment area

The map shown below is for illustrative purposes only. The detailed map can be accessed [here](#), where it is possible to enter specific addresses to determine if they are in catchment.



N.B. The data point for The Wren School is Yeomanry House, Castle Hill, NOT the school

Provided using Google Maps

Appendix 2: Responsibilities within the Admissions processes

Routine Admissions round

Accuracy and validity of application:	The applicant. This will be checked by the Academy Trust. Any school place offered from information supplied by the applicant which is subsequently found to be materially false, is likely to be withdrawn.
Routine Admissions Round application submitted to:	Home LA (for most, this will be RBC)
Admissions criterion A checked by:	RBC
Admissions criterion B applications heard by:	The Academy Trust
Admissions criteria C - I checked by:	The Academy Trust
Offer list determined by:	The Academy Trust
Offers made by:	Home LA
Acceptance of place offered:	The applicant
Welcome material sent by:	The school
Waiting list maintained by:	The school's Admissions Officer
Any change to original application (such as change of address) by:	The applicant, to RBC and the school's Admissions Officer

In-year Admissions

Accuracy and validity of application:	The applicant. This will be checked by the Academy Trust. Any school place offered from information supplied by the applicant which is subsequently found to be materially false, is likely to be withdrawn.
In Year Admissions application submitted to:	RBC (regardless of home LA)
Admissions criterion A checked by:	RBC

Admissions criterion B applications heard by:	The Academy Trust
Admissions criteria C - I checked by:	The Academy Trust
Waiting list maintained by:	The school's Admissions Officer
Any change to original application (such as change of address) by:	The applicant, to RBC
Availability of places determined by:	The Academy Trust, in agreement with RBC
Offers/refusals made by:	RBC
Acceptance of place offered:	The applicant
Welcome material sent by:	The school

Admissions appeals

Appeal prepared correctly, and lodged by:	The applicant, to the Clerk to Governors
Appeal checked and logged by:	The Clerk to Governors
Appeals process supervised by:	The Clerk to Governors
Appeals process administered by:	The Clerk to the Independent Panel
Appeal heard by:	Independent Panel
Decision letters sent by:	The Clerk to the Independent Panel
Acceptance of place offered:	The applicant
Welcome material sent by:	The school
Waiting list maintained by:	The school's Admissions Officer

Appendix 3: Timetable for the 2020 Appeals process

Date	Deadline
1 March 2020	National Offers Day
15 March 2020	RBC deadline for acceptance of offers
29 March 2020	Deadline for appellants to advise the Academy Trust that they wish to appeal
18 June 2020	Last day for appeals to routine admissions round to be heard
9 June 2020	Any appeals accepted* after this date will not be heard prior to September 2020, unless in exceptional circumstances agreed by the appellant, and the Academy Trust, and the Independent Panel.

* For appeals to be accepted, they must be lodged correctly according to the process detailed in section 10 above.