WESTON FAVELL ACADEMY

ADMISSIONS POLICY 2026/27

PROCEDURE FOR ADMITTING PUPILS TO THE WESTON FAVELL ACADEMY

The Weston Favell Academy provides for the needs of children within the 11 to 19 age range who live in Weston Favell and the surrounding area.

Pupils will be admitted at the age of 11+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Weston Favell Academy.

The Academy participates in the Local Authority co-ordinated scheme and timelines. All deadlines within that should be adhered to by applicants.

Admission number(s)

1. The Academy has the following agreed admission numbers for the Academy:

   a) 285* for pupils in Year 7
   b) 270 for pupils in Year 8
   c) 270 for pupils in Year 9
   d) 270 for pupils in Year 10
   e) 270 for pupils in Year 11
   f) 80* for pupils in Year 12
   g) 80 for pupils in Year 13

   indicates arrangements for this academic year only

Admission number for secondary provision (age 11)

2. The Academy will accordingly admit a maximum of 270 pupils in the relevant age group each year if sufficient applications are received.

Admission number for Sixth Form provision (age 16)

3. The Weston Favell Academy has an agreed admission number of 20 eligible pupils in addition to those eligible pupils already in the Academy wishing to stay on in the Sixth Form.

4. The Weston Favell Academy has capacity for 300 pupils in the Sixth Form. Of these places, 20 will be offered to external applicants for Year 12.

Process of Application

5. Arrangements for applications for places at the Academy will be made in will be made in accordance with the West Northamptonshire Council's Schools Admission arrangements; parents resident in Northamptonshire can apply at:

   Apply for a secondary school place | West Northamptonshire Council

   Parents resident in other areas must apply through their home Local Authority.

6. The Academy will use the West Northamptonshire Council's timetable for applications to the Academy each year (exact dates within the months may vary from year to year):

a) In September – the Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September.

b) September/October – the Weston Favell Academy will provide opportunities for parents to visit the Academy.

c) By 31 October – Parents must complete the common application form (CAF) and return it to the LA to administer.

d) 1 March (secondary) – notification of offers made to parents.

Consideration of applications

7. The Weston Favell Academy will consider all applications for places at the Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places to all those who have applied.

Procedures where the Academy is oversubscribed

8. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Year 7

9. The Weston Favell Academy will first accept all pupils with a statutory right to a place through an Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

a) Looked After children or previously Looked After children*

b) A child with a sibling* on roll at the Academy at the time of application and admission.

c) Children of staff in either or both of the following circumstances:

- where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made; and

- the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

d) Other children.

In the event of over-subscription using the above criteria, priority will be given to those living nearest to the Academy as defined by the straight line distance from the Academy. *

In the event that two or more distances are exactly the same, the Academy will use a method of random allocation by lot, drawn by an independent person outside of the Academy.

* *see definitions*

Admission of children outside their normal age group

10. Parents may request admission for their child outside their normal age group. In general, it is considered that children should be educated in their normal age group, with the curriculum differentiated as appropriate and they should only be educated out of their normal age group in very limited circumstances.

    The decision to allow a child to repeat a year or to admit a child into a cohort outside their chronological year group lies with the Academy, in liaison with the Local Authority, based on the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent.

11. Any parent of wanting their child to be admitted outside of the normal age group for Year 7 should contact the Academy in the first instance and make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time.

    Any parent wanting their child to be admitted out of the normal age group in any other year should submit a request, in writing, to the Academy as soon as is possible.

Admission to Year 12 (Sixth Form) – oversubscription criteria

12. The Academy will first accept all pupils with a statutory right to a place through an Education Health and Care Plan naming the Academy.

13. To be eligible to enter the Sixth Form, both internal and external applicants will be expected to meet minimum academic entry criteria for the Sixth Form as a whole.

    When the Sixth Form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted. They will also be expected to have met the published academic standard for their chosen subjects to be permitted to follow their preferred courses.

    If not suitably qualified for their preferred courses pupils will be offered alternatives (if available).

14. The Academy will publish specific criteria in relation to minimum entrance requirements for the Sixth Form and for the range of courses available based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and external transfers and will be published in the Academy's prospectus, on the website and in the Composite Admissions booklet.

15. In the event of oversubscription for Sixth Form places available in addition to those allocated to existing students and after the admission of children detailed in paragraph 12 above, the following criteria will be used, in order:

    a) Looked After children or previously Looked After children. *

    b) The distance from home to the Academy as defined by the straight line distance. *

c) Children of staff in either or both of the following circumstances:

- where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made; and
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

d) Other children.

In the event of over-subscription using the above criteria, priority will be given to those living nearest to the Academy as defined by the straight line distance from the Academy. *

In the event that two or more distances are exactly the same, the Academy will use a method of random allocation by lot, drawn by an independent person outside of the Academy.

* *see definitions*

16. There will be a right of appeal to an independent appeals panel for internal pupils refused transfer and external applicants refused admission.

Operation of waiting lists

17. As required by the Schools Admissions Code, the Weston Favell Academy will maintain a waiting list until the end of the autumn term. Applications for inclusion on a waiting list will be ranked according to our oversubscription criteria as described in paragraphs 9 and 15 above.

Arrangements for in-year admissions

18. The Local Authority will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.

This will not affect the Academy's right to determine which applicants have priority for admission.

19. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.

20. If more applications are received than there are places available, the over-subscription criteria in paragraphs 9 and 15 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

Right of Appeal

21. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 11 or above. Appeals should be made within twenty (20) school days of the date of refusal.

Fair Access

22. The Weston Favell Academy participates in the Northamptonshire County Council Fair Access protocol. All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.

    The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

Fraudulent or Misleading Applications

23. As an Admission Authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

    We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Definitions

1. Definition of 'Looked After' children and previously 'Looked After' children.

In accordance with Section 22 of the Children Act 1989, a 'Looked After child' is defined as:

- a child who is in the care of a Local Authority at the time an application for admission to the Academy is made

- a child who is being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to the Academy.

Previously Looked After children are children who were looked after, but ceased to be so because
they were adopted[1] (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002.

2. Definition of siblings and the position of twins

A sibling is defined as:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household

is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, these will be considered together as one application. The Academy's admission number may be exceeded by one.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children.

3. Definition of the straight line distance to an intending pupil's home

Distance will be determined from the child's home to the nearest address point to the Academy grounds on a straight line basis using a geographical information system. Each address has a unique address point established by the Ordnance Survey and the Royal Mail address files.

Where two dwellings with the same front entrance are located on different floors of the same building, a lower floor will be regarded as being closer to the Academy than any above it.

Where two or more dwellings with the same front entrance are located on the same floor of the same building, the closest dwelling to the front door, counting clockwise, will be regarded as being closer to the Academy than any subsequent dwelling counted clockwise.

1. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

4. Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a Local Authority, where either the parental address or the foster parent(s) address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address.

If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Evidence that a child's place of residence is permanent may also be sought.

If a child spends equal amounts of time at the two addresses, the parents must agree which address they wish to be the child's main address.

A fraudulent claim to an address may lead the Academy to withdraw an offer of a place.