

The Westwood Academy

Admissions Policy 2024 - 2025



THE WESTWOOD ACADEMY

Date Governors Approved –
LAC Criteria Amended 9. August 2021 as per updated National Admissions code effective 1
September 2022

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Admissions Policy 2024/2025

The Westwood Academy is part of the Kenilworth Multi Academy Trust (the 'KMAT'). Whilst the KMAT is the admission authority of the school, admissions decisions are delegated to the Local Governing Body.

The admissions process is part of the Coventry Local Authority co-ordinated scheme.

The determined published admission number (PAN) for the school year beginning in September 2024 is 157

2024/2025 Oversubscription Criteria:

If there are more requests for a school place than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below:

1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). In addition, this includes all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and those who are no longer in state care as a result of being adopted, or became subject to a child arrangement order or special guardianship order.
A looked-after child is defined in Section 22 of the Children Act 1989.
2. Children who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will be of compulsory school age and will continue to attend that school the following year.
The definition of brother or sister includes stepbrothers, stepsisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address.
3. Other children who live in the catchment area served by the school.
4. Children living outside the catchment area with a brother or sister who currently attend the school, provided that the brother or sister will be of compulsory school age and will continue to attend that school the following year
5. Children whose parent (or parents) are employed by The Westwood Academy and who have been so employed for two or more years at the time at which the application is made and/or they have been recruited to fill a vacant post for which there is a demonstrable skills shortage.
6. Children by reference to the distance to the school
If it is not possible to meet all of the requests in any one of the categories described above, the school governors will prioritise the requests by reference to distance.

Siblings

This will be a full, adopted half or step brother or sister and will include a full, adopted half or stepbrother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate the natural parental home address.

Compulsory school age

Brothers and sisters are required to be of compulsory school age within the oversubscription criteria. This means they must be attending in Years 7 to 11 at the time that the applicant would be joining the school.

Distance

If it is not possible to meet all of the requests in any one of the categories described above, the Governors will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence - to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the Governors will select by drawing lots, and this process will be overseen by a person independent of the KMAT and the school.

Home address

A pupil's home address is considered to be the residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Governors that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.

Catchment area

One of the aims of our school is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area and details of our catchment area are listed at Appendix 1 at the end of this policy. You do not have to live in the catchment area to apply for a place at The Westwood Academy.

Special Educational Needs

All children with an Education Health and Care Plan that name the school will be admitted before all other applicants and the number of available places under the PAN will be reduced accordingly.

Admission of Children outside of their normal age group

Parents may seek a place for their child outside of their normal age group. The application will be considered alongside all other applications in accordance with The Westwood Academy's Admissions Policy. The school will consider a variety of factors when making this decision, including (but not limited to); size of year cohort and teaching groups, distribution and numbers of SEND pupils, health and safety requirements etc.

Consideration will be made on the circumstances of each case and the best interests of the child concerned. The school will take account of the parent or carer's views, information about the child's academic, social and emotional development and where relevant their medical history. The views of a medical professional, for example GP or Educational Psychologist, whether they have previously been educated outside 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 school will also consider the views of the Head of School. When informing a parent of their decision on the year group the child should be admitted to, the school will set out clearly the reasons for their decision. Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school.

Requests for a child to be educated out of year group must be made in line with the relevant deadline for making an application for the child's normal year group to Coventry LA. As an example, where a child should chronologically be transferring to secondary school in September 2024, but the family wishes to defer entry for a year, the deadline to make such a request (for entry in September 2025) is 31st October 2023. Requests received after this deadline by Coventry LA may not be given consideration until after National Offer Day on 1st March 2024.

Parents should also submit a 2024 entry application for their child, as this will ensure that the child does not miss out on a school place in the normal age group if the request is not agreed by the admission authority. Part of this process requires the views of the Head to be considered, so parents should take all reasonable steps to ensure that they have discussed their request with the Head. It is unlikely that an incomplete request form will result in a request for a child to be educated out of year group being agreed. An agreement for a child to be educated out of year group is **not** a guarantee of an offer at a school.

Late Applications

The closing date for applications in the normal admissions round is **31 October 2023**. After that date, the Local Authority will continue to receive applications but these will be considered to be late and may not be processed until after **1 March 2024**.

Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply to the school direct in the first instance giving notice of their wish to appeal. The school will arrange for appeals to be registered with the Kenilworth Multi Academy Trust, who will refer this to an Independent Appeals Panel for the appeal to be heard.

Waiting Lists

After the initial allocation of places on **1 March 2024**, the Governors in conjunction with the Local Authority will establish a waiting list and this will operate up until the 31st December. Parents who wish for their children to continue to be considered for any places after the end of the autumn term must register their interest for the school via the Local Authority.

Fair Access Protocol

The Local Governing Body have adopted the LA policy for admission of previously excluded or hard to place children.

<https://www.coventry.gov.uk/attendance-inclusion/fair-access-protocol#:~:text=The%20Coventry%20Fair%20Access%20Protocol,school%20as%20quickly%20as%20possible>.

Applications outside the normal admissions round

An application must be made to the Local Authority who co-ordinate all such applications, and will notify applicants of the Governor decision. Applicants refused a place will be offered the right of appeal.

Year 12

The published admission number for Year 12 is 10.

Meeting

Each student who applies to the Sixth Form will have a meeting to discuss course options and academic entry requirements.

The process

For all candidates, final and firm offers can only be made upon receipt of examination results in August. There is no guarantee that a subject that has been advertised will run.

Applicants should note therefore that admission is to the Sixth Form and not to study a particular course of study.

The school will keep a waiting list for students who still wish to attend The Westwood Academy, and have met the entry requirements, but for whom there is no place due to oversubscription. The waiting list will be operated up to 31 December in the year of the offer.

Full details of the minimum requirements for all Year 12 courses are published in our Post 16 prospectus. Students are considered for entry based on their academic attainment and/or individual subject grade criteria and the availability and suitability of courses. To study in the sixth form we would expect a minimum of Grade 5 including English and Maths, however this will be considered on a case-by-case basis depending on course choice.

Sixth form admission arrangements for external applicants must be consulted upon, determined, and published in accordance with the same timetable for admission arrangements for other entry points. As with other points of entry to the school, highest priority in oversubscription criteria for sixth form places must be given to looked after children and previously looked after children who meet the academic entry criteria.

If a place in the Sixth Form is refused, both parents and students have a statutory right of appeal to an Independent Appeal panel. Information about the appeal process is available from the school.

Oversubscription criteria for Sixth Form

If the number of applications from students who have achieved the published entry requirements exceeds the school's admission number, the following oversubscription criteria will be applied in the order shown below:

- Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). In addition, this includes all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and those who are no longer in state care as a result of being adopted, or became subject to a child arrangement order or special guardianship order. A looked-after child is defined in Section 22 of the Children Act 1989.
- Children who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will be of compulsory school age and will continue to attend that school the following year. The definition of brother or sister includes stepbrothers, stepsisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address.
- Other children who live in the catchment area served by the school.
- Children living outside the catchment area with a brother or sister who currently attend the school, provided that the brother or sister will be of compulsory school age and will continue to attend that school the following year.

- Children whose parent (or parents) are employed by The Westwood Academy and who have been so employed for two or more years at the time at which the application is made and/or they have been recruited to fill a vacant post for which there is a demonstrable skills shortage.
- Other children living outside the catchment area.

If it is not possible to meet all of the requests in any one of the categories described above, the school governors will prioritise the requests by reference to distance.

Appeals

If a place in the Sixth Form is refused, both parents and students have a statutory right of appeal to an Independent Appeal panel. Information about the appeal process is available from the school.

APPENDIX 1: Catchment Area by Street Name

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|---|---|-----------------------|
| • Abberton Way | • Atherston Place | • Brill Close |
| • Abercorn Road | • Bates Road | • Broadwells Court |
| • Ainsbury Road | • Beechwood Avenue | • Broadwells Crescent |
| • Alan Marcell Close (1 - 113 odd and 130 - 146 even) | • Binns Close | • Bronze View |
| • Aldrin Way | • Blackthorn Close | • Bullfield Avenue |
| • Alice Drive | • Blanchfort Close | • Burnsall Grove |
| • Allen Hill Way | • Bockendon Road | • Burnsall Road |
| • Allesley Old Road (1 - 181 odd and 2 - 200 even) | • Bott Road | • Butterworth Drive |
| • Apple Way (1 - 15 odd and 2 - 10 even) | • Bouchier Close (1 - 23 odd and 2 - 14 even) | • Canas Court |
| • Applecross Close | • Bradnick Place | • Canley Road |
| • Arden Grove (1-36 con excl 13) | • Brambling Avenue (1 - 29 odd ex 13 & 2 - 28 even) | • Cannocks Lane |
| • Aston Road | • Bramston Crescent | • Cannon Close |
| | • Bransford Avenue | • Cannon Hill Road |
| | | • Cannon Park Road |
| | | • Cassandra Close |

- Centenary Road
- Chaffinch Road (1 - 11 odd & 2 - 10 even)
- Chancellors Close
- Charter Avenue including Mitchell House
- Cherry Tree Drive (1 - 79 and 161 - 171 odd and 2 - 162 even)
- Cloud Green
- Coleby Close
- Collins Grove
- Coniston Road
- Conway Avenue
- Copeland Place
- Copt Oak Close
- Crackley Lane
- Craven Street
- Cromwell Lane (32 - 172 even and 47 - 123 odd)
- Cryfield Grange Road (1 - 16 even up to City Boundary)
- Cryfield Heights
- Curriers Close
- Dalmeny Road
- D'Aubeny Road
- De Montfort Way
- Dilcock Way
- Dolomite Avenue
- Dolphin Court (1 - 7)
- Donegal Close
- Dormer Harris Avenue
- Dorney Close
- Downy Birch (1 - 8)
- Duggins Lane (6 - 18 even and 21 - 33 odd up to City Boundary)
- Duke Street
- Earlsdon Avenue North (upwards 123 odd and upwards 162 even)
- Eastcotes
- Eastleigh Avenue
- Elm Walk (1 - 14)
- Evesham Walk
- Excelsior Road (1 - 5 odd and 2)
- Fairlands Park
- Falkland Close
- Farthing Walk
- Featherbed Lane (1 - 5 odd up to City Boundary)
- Fieldfare Way (1 - 31 odd ex13 & 2 - 32 even)
- Fife Road
- Fletchamstead Highway (2 - 66 even and 5 - 511 odd)
- Fletchworth Gate
- Florin Close
- Fordwell Close
- Founders Close
- Franklin Grove
- Freeburn Causeway
- Gerard Avenue
- Gibbet Hill Road
- Gilbert Horal Close
- Glebe Close
- Glenrosa Walk
- Goldcrest Walk (2 - 14 even)
- Gravel Hill
- Greenfinch Road (2 - 10 even and 1 - 9 odd)
- Grendon Close
- Greswold Close
- Guinea Crescent
- Hancock Green
- Harton Close (1 - 9 odd)
- Hathaway Road
- Hayton Green
- Hearsall Lane
- Heath Green Way
- Hedgefield Way
- Hemsby Close
- Henry Boteler Road
- Herald Avenue
- Heritage Court
- Heycroft
- Highgrove
- Highland Road
- Highwayman Croft
- Hilary Road
- Howcotte Green
- Hummingbird Avenue (2 - 18 even and 1 - 29 odds ex 13)
- Hunt Terrace
- Ingram Road
- Innis Road
- Ivy Farm Lane
- Ivy Walk
- Jacob Drive
- John Rouse Avenue
- Karlingford Close
- Kebull Green
- Kele Road
- Kenilworth Road (52 - 170 even only)
- Kilburn Drive
- Kingdom Avenue (1-63 odd excluding 13) & (2-14 even)
- Kingsland Avenue
- Kirby Corner Road
- Knights Templar Way
- Langwood Close

- Lapwing Place (1 - 35 odd ex 13 & 2 - 40 even)
- Leem Green
- Leeming Close
- Lesingham Drive
- Lichen Green
- Lilacvale Way
- Little Cryfield
- Lomsey Close
- Longwood Close
- Lord Street
- Lunar Close
- Lynbrook Road
- Lynchgate Road
- Maplebeck Close
- Maplin Close (1 - 3 odd and 2 - 16 even)
- Marina Close
- Maudslay Road
- Mayor's Croft
- Meadowcroft Close
- Merynton Avenue
- Middlecotes
- Millburn Hill Road
- Milrose Way
- Mistle Court (1 odd & 2 - 54 even)
- Mitchell Avenue
- Moat House Lane
- Molay Close (1 - 17 odd, excluding 13 and 2 - 10 even)
- Monk's Field Close
- Montbard Close (1 - 3)
- Moreall Meadows
- Mount Street
- Nailcote Avenue
- Nailcote Lane
- Nickson Road
- Nightingale Lane
- Norfolk Terrace
- Old Mill Avenue
- Onley Terrace
- Orlescote Road
- Padstow Road
- Page Road
- Papenham Green
- Parbrook Close
- Park Wood Lane
- Pennant Avenue
- Penrose Close
- Penruddock Drive (Hidcote House, 1 - 19 odd, 4 - 18 and 24 - 30 even)
- Pershore Place
- Pilkington Road
- Plants Hill Crescent
- Pomeroy Close
- Poppyfield Court
- Porter Close
- Portway Close
- Poundgate Lane
- Preston Close
- Prior Deram Walk
- Queen Margarets Road
- Queensland Avenue
- Raven Cragg Road
- Renfrew Walk
- Renown Avenue
- Rex Close
- Ridefort Close (1 to 23 odd, excluding 13 and 2 - 16 even)
- Ridgeley Road
- Robert Cramb Avenue
- Robin Close (1 - 15 odd ex 13 & 2 - 26 even)
- Robert Mountford Way
- Rochester Road (upwards 26 even and upwards 29 odd)
- Rose Gardens (1-11 odd & 2-14 even)
- Rough Knowles Road
- Rushmoor Drive
- Russett grove
- Ryton Close
- Salix Close (1 - 11 odd and 2 - 12 even)
- Sandringham Close
- Scarborough Way
- Sefton Road
- Sherriff Avenue
- Shultern Lane
- Silver Birch Avenue (1 - 31 odd and 2 - 20 even)
- Sir Henry Parkes Road
- Sir Thomas White's Road
- Sir William Lyons Road
- Skylark Street (2 - 24 even and 1 - 19 odd ex 13)
- Sorrel Close
- Southam Close
- Southleigh Avenue
- Squires Way
- Standard Avenue
- Stare Green
- Stareton Close
- Starling Close (2 - 6 even and 1 - 7 odd ex 13)
- Station Avenue
- Stoneleigh Avenue
- Sunnyside Close
- Swaledale
- Talbot Close
- Tanners Lane (7 - 87 odd only)

- Tawny Close (1 - 123 odd ex 13 & 2 - 20 even)
- Templar Avenue (45 - 55 odd)
- Templars Field
- Ten Shilling Drive
- The Arboretum
- The Cheviot
- The Galliards
- The Pines
- The Riddings
- The Shrubberies
- Thimble Road
- Thomas Sharp Street
- Thruppence Close
- Tile Hill Lane (483 - 719 odd only)
- Timothy Grove
- Tocil Croft
- Toledo Close
- Torrington Avenue
- Torwood Close
- Treedale Close
- Tremelay Drive
- Trevor Close
- Turnstone View (1 - 35 ex 13)
- Tutbury Avenue
- University of Warwick
- Vanguard Avenue
- Walsall Street
- Wansfell Close
- Wedon Close
- Wendiburgh Street
- Westcotes
- Westwood Heath Road - from Lodge Farm
- Westwood Way
- Whitchurch Way
- Whitefield Close
- William Kirby Close
- William Lewis Walk (1-36 con)
- Wilman Close (2 - 28)
- Wolfe Road
- Wood End Croft
- Woodfield Road
- Woodland Avenue
- Woodleigh Road
- Yarmouth Green

