



# WOOTTON ACADEMY TRUST

Chairman: Mr. P. W. L. Haddon

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Thursday February 6 2020

Dear Sir/Madam

## Re: Determination of Admission Arrangements - September 2021

### Wootton Upper School Admissions Criteria for 2021

Wootton Upper School [WUS] is operated by Wootton Academy Trust [WAT].

WAT is not proposing any changes to its admissions criteria for admission to the school with effect from September 2021. The Trust board has therefore, determined at a board meeting on Wednesday February 5th that its existing criteria will remain in place from September 2021.

A copy of these criteria is attached.

Yours sincerely,

Michael Gleeson  
**Executive Principal**  
Wootton Academy Trust

#### Copied to:

Bedford Borough Council [admissions@bedford.gov.uk](mailto:admissions@bedford.gov.uk)  
Central Bedfordshire Borough Council  
Milton Keynes Council

All Bedford Borough Schools:

[admissionsupperschools@bedford.gov.uk](mailto:admissionsupperschools@bedford.gov.uk)

(this includes secondary schools)

[admissionsmiddleschools@bedford.gov.uk](mailto:admissionsmiddleschools@bedford.gov.uk)

[admissionslowerschools@bedford.gov.uk](mailto:admissionslowerschools@bedford.gov.uk)

(this includes primary schools)

**Wootton Upper School & Arts College is operated by Wootton Academy Trust**  
**Registered in England and Wales, Company No. 7740758**



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## Re: Wootton Upper School Admissions Criteria 2021

### Principles

Wootton Upper School [WUS], is a co-educational school for children aged between 13- 18 years of age. It has academy status and is operated by Wootton Academy Trust (WAT).

WAT is committed to continuing the present admissions policy for the school with respect to its comprehensive character and age range. It reserves the right, however, to respond to changes instituted by national and local authority initiatives.

Students will be admitted to Year 9 at age 13 without reference to ability or aptitude. The number of intended admissions will be 297, the Published Admission Number ('PAN').

If the number of applications for places exceeds the number of places available the students will be admitted in accordance with the following criteria, read in conjunction with the notes on the following pages. The criteria will be applied in the order set out below. Words in bold are defined terms, see the Notes.

### Criteria

1. **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.
2. **Children who appear** [to Wootton Academy Trust, the admission authority of the school] **to have been in state care outside of England** and ceased to be in state care as a result of being adopted.
3. Children whose home is in the **catchment area** and with **siblings** at the school.
4. Children whose **home address** is in the **catchment area**.
5. Children with **siblings** at the school and who are likely to remain in the school the following **academic year**.
6. Children who currently attend, and have attended for at least two **academic years**, either Holywell or Marston Vale Middle School.
7. Children who currently attend either Holywell or Marston Vale Middle School.
8. Children with siblings who currently attend Kimberley 16 – 19 STEM College.
9. Children of **staff employed at WUS** for two or more years at the time at which the application for admission is made.
10. Any other children.

# NOTES

## Definitions

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 section 22(1) of the Children Act 1989).
2. A **previously looked after child** is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. 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).
3. A **child is regarded as having been in state care in a place outside of England** if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.
4. The **catchment area** includes the parishes of Cranfield, Houghton Conquest, Lidlington, Marston Moretaine, Stewartby and Wootton.
5. A child's **home address** will be regarded as the address of the parents/carer with parental responsibility with whom the child normally lives. This will not normally include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the student is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the **home address** this will be checked against original official documentation, e.g. council tax bill, a recent utility bill (gas, electricity or water), child benefit annual statement or family tax credit information.
6. A sibling is defined as a brother or sister, or half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.
7. **Staff employed at Wootton Upper School** means a member of staff who is employed full-time or part-time on a permanent contract by Wootton Academy Trust. Employment by Wootton Upper School and Arts College maintained school will count towards the two years provided their employment was continuous between Wootton Upper School and Arts College and Wootton Academy Trust. For the avoidance of doubt staff employed by Wootton Academy Trust does not include contractors.
8. Kimberley 16 – 19 STEM College is operated by WAT.
9. **Academic year** is a year from September 1st to August 31st.

## Commentary

10. In any situation where the application of the above criteria results in a situation where there are more children with an equal right of admission to the school than the number of available places, the tie break will be distance from the school, measured in a straight line, using a computerised mapping system. The distance will be measured from the address point of the child's home to the gate to the front car park, with those living closer to the school being accorded higher priority. WAT does not give priority within each criterion to children who meet other criteria. WAT will ask Bedford Borough Council to measure all distances.
11. Pupils who have an Educational Health Care Plan [EHCP] or Statement of Special Educational Needs are required to be admitted to the school/academy which is named on the EHCP or statement, even if the school/academy is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school/academy is full.
12. WAT will normally offer a place to catchment children if parents apply for a place during the normal admissions round. However, a place cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the school if this would mean exceeding the PAN for the school.
13. Parents not offered a place are kept on a waiting list to be re-allocated if places become available. The waiting list for places in Year 9 will be maintained until the end of the autumn term following the normal admission date of Year 9 students; parents wishing to remain on the waiting list beyond this point need to notify WAT and the Local Authority in writing not later than December 31st. Parents applying for places in other year groups will have their applications kept on file until the end of the term in which the place has been requested. Parents wishing their children to remain on the waiting list beyond that time will have to notify the Academy and the Local Authority in writing.
14. The relevant Local Authority on-line application form will be available to parents of children due to transfer to an Upper School/Academy the following September. Parents can also apply using a paper copy of the relevant application form which is available from their home Local Authority and often from your child's existing school. When completed, the form must be returned by the date specified.
15. The allocation of places will take place after this deadline and parents will be *notified* on the national offer day in March, *by the relevant Local Authority Schools Admissions Service*, whether their applications have been successful. Parents, who make applications after the official deadline, even if they live in, or move into the **catchment area**, will **not** be entitled to automatic places if this would mean exceeding the Published Admission Number.
16. Whilst admission will normally be into Year 9 or into Year 12, students may be admitted to Year 10 and Year 11 where there are vacancies (i.e. less than **297** on roll in the year group concerned). The above criteria will apply in these circumstances. Wootton Academy Trust will consult on any changes to its admission criteria. Requests for admission into other year groups should be made directly to WAT.
17. The Published Admission Number is 297 places. (This is under review)

# APPEALS

18. Parents who may wish to appeal against non-admission will have the right of appeal to an **Independent Appeals Panel**. The decision of the Appeals Panel will be binding. Details of admissions and appeals arrangements will be published each year. In making these arrangements the WAT will, of course, have regards to its **Master Funding Agreement 2013** and **WUS Supplemental Agreement July 23 2013**



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## Re: Wootton Upper School Sixth Form Admissions Criteria

### Principles

Wootton Upper School [WUS], is a co-educational school for children aged between 13- 18 years of age. It has academy status and is operated by Wootton Academy Trust (WAT).

WAT is committed to continuing to operate an open access policy, the Sixth Form will specialize in advanced course provision and selected one-year courses. It reserves the right, however, to respond to changes instituted by national and local authority initiatives.

### Admission criteria

WUS Sixth Form is academically selective and ambitious, and so places will only be offered to those assessed as being most likely to benefit from following the rigorous curriculum that it provides.

### Level 3 students - the minimum qualification requirements are as follows:

#### Applicants wishing to join Year 12 A Level programmes must have:

- At least **seven 9-4 GCSE grades** including GCSE Mathematics and GCSE English Language or GCSE English
- At least a GCSE Grade 6 in the A level subjects they wish to study at Wootton Upper School Sixth Form.

#### Applicants wishing to join Year 12 BTEC National programmes must have:

- At least **five 9-4 GCSE grades**, including GCSE Mathematics or GCSE English Language or GCSE English;
- At least a GCSE Grade 5 (or equivalent, e.g. BTEC Level 2 Pass) in the subject(s) they wish to study at Wootton Upper School Sixth Form.

#### Applicants should note that:

- If offered, a place will be **conditional** on the applicant achieving at least **required 9-4 GCSE grades**, including GCSE Mathematics and/or GCSE English Language or GCSE English.

### Level 2 students - the minimum qualification requirements are as follows:

#### Applicants wishing to join Year 12 Level two programmes must have:

- At least **five 4-3 GCSE grades (or equivalent)**, including GCSE Mathematics and GCSE English Language or GCSE English.

### **Applicants should note that:**

- Equivalent qualifications such as iGCSEs, IB Middle Years Programme will be acceptable as substitutes for GCSE.
- If offered, a place will be **conditional** on the applicant achieving at **least five 4-3 GCSE grades**, including GCSE Mathematics and GCSE English Language or GCSE English
- **All Level 2 and Level 3 applicants who wish to apply to enter at WUS Sixth Form in Year 12 must:**
- Complete the WAT application form and return it online, by post, or in person by the deadline **February 1st**.

The following arrangements with respect to WUS Sixth Form admissions will apply to all applications.

- The number of intended *external* admissions for students to join the WUS Sixth Form is 50.
- The anticipated intake for Year 12 will be 250 students, consisting of current Year 11 students and new external applicants.

If the number of external applications for Year 12 places does not exceed the intended published admission number then all applications will be accepted, **unless applicants do not meet minimum academic standards set for entry to specific courses**.

### **Applicants with Disabilities**

All places at WUS Sixth Form are offered on the basis of academic ability and aptitude. WAT is keen to ensure that no applicant who has a learning or physical disability, or has a registered Special Educational Need, or who has previously had a Statement of Need, is dissuaded from making an application to WUS Sixth Form if he or she meets the admission criteria. WUS Sixth Form undertakes to fulfil its anticipatory duty to make reasonable adjustments to avoid substantial disadvantage to any applicant.

### **Oversubscription Criteria**

If there are more eligible applications received than places available at WUS Sixth Form, then places will be allocated in accordance with the following priority order:

- i. Students with disabilities and/or learning difficulties<sup>1</sup>
- ii. Looked after children, [and previously looked after children] or young people;
- iii. **Children who appear** [to Wootton Academy Trust, the admission authority of the school] **to have been in state care outside of England** and ceased to be in state care as a result of being adopted.
- iv. Students who present from the local community (judged by proximity to WUS Sixth Form);
- v. Students who were most recently entitled to free school meals.

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<sup>1</sup> As defined by Disability and the Equality Act 2010 or an individual with a transition plan (i.e. who had a statement of special educational needs while at school)

In the event where more than one pupil is assessed equally using the above criteria, the following process will be used for selection of pupil:

- Place(s) allocated by random computerised lottery.

Once all places have been allocated, prospective students will be advised to join the WUS Sixth Form Waiting List.

All applicants offered **conditional** places at WUS Sixth Form must provide evidence of their GCSE results between 10:30a.m. and 2:30 p.m. on one of the next three working days immediately following the publication of GCSE results. All students are required to meet both the generic and specific entry requirements for their courses.

## **Waiting list**

WUS Sixth Form will operate an internal waiting list.

If any vacancies arise within the same year, first priority will be given to those on the waiting list managed by WUS Sixth Form.

The following process will be used for allocation of places from the Wootton Upper School Sixth Form waiting list in accordance with the following priority order:

- i. Students with disabilities and/or learning difficulties<sup>2</sup>
- ii. Looked after children, [and previously looked after] or young people;
- iii. **Children who appear** [to Wootton Academy Trust, the admission authority of the school] **to have been in state care outside of England** and ceased to be in state care as a result of being adopted.
- iv. Students who present from the local community (judged by proximity to Wootton Upper School;
- v. Students who were most recently entitled to free school meals.

In the event where more than one pupil is assessed equally using the above criteria, the following process will be used for selection of pupil:

- Place(s) allocated by random computerised lottery.

## **Appeals against non-admission**

Parents / carers of applicants who have not been offered a place are able, if they wish, to appeal to an independent Appeals Panel established by WAT. Parents / carers wishing to appeal should put their request in writing to the Clerk to the Appeals Panel, care of WUS. Details of appeal arrangements and procedures will be sent to parents / carers who request them in writing.

## **Withdrawal of Places**

Applicants and their parents / carers should be aware that checks may be undertaken to ensure that an applicant offered a place at WUS Sixth Form is the applicant who is named on the Application Form. If there is reasonable suspicion that this is not the case, the applicant's place may be withdrawn at any point during the academic year, even after the applicant has joined Kimberley.

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<sup>2</sup> As defined by Disability and the Equality Act 2010 or an individual with a transition plan (i.e. who had a statement of special educational needs while at school)



## Annual policy review

This policy and the process will both be reviewed annually by WAT.

## NOTES

### Definitions

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 section 22(1) of the Children Act 1989).
2. A **previously looked after child** is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. 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).
3. A **child is regarded as having been in state care in a place outside of England** if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.
4. A child's **home address** will be regarded as the address of the parents/carer with parental responsibility with whom the child normally lives. This will not normally include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the student is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the **home address** this will be checked against original official documentation, e.g. council tax bill, a recent utility bill (gas, electricity or water), child benefit annual statement or family tax credit information.
5. **Academic year** is a year from September 1st to August 31st.

### Commentary

6. Pupils who have a Statement of Special Educational Needs are required to be admitted to the school/academy which is named on the statement, even if the school/academy is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school/academy is full.
7. WAT's Sixth Form Application Form for WUS will be available on the school's websites and available as a hard copy from the WUS Sixth Form Administrator. When completed, these forms must be returned to the WAT Sixth Form Administrator by the deadline date of **1st February**.
8. General & subject specific entry criteria are published for all courses; students must meet these criteria before they are allowed to embarking on programmes of study.

9. The allocation of places will take place after this deadline and parents will be informed on the last day of the Spring Term whether their applications have been successful. The number of intended external admissions to join the Sixth Form is 50.
10. Wootton Academy Trust will consult on any changes to its Sixth Form admission criteria.

## APPEALS

11. Parents who may wish to appeal against non-admission will have the right of appeal to an **Independent Appeals Panel**. The decision of the Appeals Panel will be binding. Details of admissions and appeals arrangements will be published each year. In making these arrangements the WAT will, of course, have regards to its **Master Funding Agreement 2013** and **WUS Supplemental Agreement July 23 2013**

### Appendix 1 - Stages of the application process and timeline

WHAT	WHEN
Informal information events for WAT and other students	November -December
Production of prospectus with available courses	Last school day of Autumn Term
Formal Open evenings	Second week of Spring Term
Deadline for return of Application Forms	February 1st
Individual Interviews	From the second week in February
Outcome letters to applicants issued	Last day of Spring Term
Acceptance of conditional offers	Friday preceding May Day Bank Holiday
Parents Information Evening for students with conditional offers	Last Thursday in June
Sixth Form Induction for all students with conditional offers	First Monday and Tuesday in July
Pre-Registration – students must provide written evidence of their GCSE results to confirm their places.	Any one of the three working days (10:30 – 14:30) after the publication of GCSE results.