

Wapping High School Admissions Policy

Policy Date:	Frequency of Review	Review Date:	Ratified By:	Date Ratified:
May 2015	Annually	May 2016	Governing Body	May 2015

The admissions policy for Wapping High School adheres to the School Admissions Code, the School Admission Appeals Code and the admissions law as it applies to a maintained school.

Wapping High School is committed to participating in the Pan London Co-ordinated Admissions Scheme and does not exercise the right to select 10% of its students on the basis of its specialist school status. The school may choose to select students should a nationally agreed test for the Enterprise and Innovation specialism be devised and at a time when other secondary schools in the area introduce selection procedures based on each school's approved specialist school status.

It is the responsibility of the Governing Body to agree the admission arrangements each year with the Secretary of State for Education and to agree procedures and to monitor the effects of the procedure.

It is the responsibility of the Headteacher to implement the fair application of the admissions procedures and to use informal procedures where possible but implement formal procedures where necessary to ensure compliance.

It is the responsibility of relevant staff to familiarise themselves with the procedures and to comply with them to professional standards.

All students with statements of Special Educational Needs where Wapping High School is named on the statement will be admitted. These admissions are counted against the published admission number.

Admissions Process

Wapping High School uses the following process for applications each year. The dates for each phase of the standard process are published annually as part of the Co-ordinated Admissions Arrangements to be operated by London Borough of Tower Hamlets (LBTH) Admissions team.

- Prospectus Published – Wapping High School publishes a prospectus providing an insight into life within the school and information on the curriculum offered. Information about the arrangements for admission, including over-subscription criteria for the following September, is also be provided. Wapping High School also provides information to LBTH for inclusion in the composite prospectus;
- Parental Visits – Wapping High School actively encourages prospective parents to visit the school during Open events. Details about these opportunities are included in the prospectus and on the school website;
- Applications Submitted – Parents must submit the application papers directly to LBTH in line with the requirements of the Co-ordinated Admissions Arrangement to be operated by LBTH Admissions team;
- Consideration of applications – Applications are considered by LBTH in consultation

with Wapping High School, in accordance with the over-subscription criteria and available places within the school;

- Offers – All offers of places to parents are made by the Local Authority on behalf of the Governing Body of Wapping High School;
- Accepting Offers – Wapping High School requires all parents offered a place at the school to confirm that they are accepting the place offered. Where an offer has not been accepted within a four-week period the offer will be withdrawn.
- Appeals – An independent appeals panel will meet if required in consideration of all appeals. Parental Appeals should be made in line with the defined process.

Procedures where Wapping High School is under-subscribed

Where Wapping high School is under-subscribed, it will admit all applicants

Procedures where Wapping High School is over-subscribed

Where the number of applications for admissions is greater than the published admission number, applications are considered against the following the criteria in the order that they are set out below.

1. Children who are currently or have previously been in the care of a local authority or are provided with accommodation by the authority (looked-after children*)
2. Children who live within the South Wapping Priority Admissions Zone** and have a sibling*** already admitted to the school and in attendance at the same time.
3. Other children who have a sibling*** already admitted to the school and in attendance at the same time.
4. Children who live within the South Wapping Priority Admissions Zone** In the event that there are more applications under this criteria than places remaining, the Governors will prioritise between these children by reference to distance****.
5. Other children by reference to distance*****

* A looked-after child is defined in Section 22 of the Children Act 1989.

** The South Wapping Priority Admissions Zone is defined as:

South of Cable Street and Royal Mint Street
West of Butcher Row
North of the River Thames
East of Mansell Street

*** The definition of siblings includes brother, sister, step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same address

**** Distance will be defined as the shortest walking route from the registered home address to 22 Wapping Lane, E1W 2RL (the centre of the South Wapping Priority Admissions Zone)

Notwithstanding the provisions of the above points, the Secretary of State may direct Wapping High School to admit a named student to Wapping High School on application from LBTH.

Operation of Waiting Lists

Where, in any year, Wapping High School receives more applications for places than there are available, a waiting list operates. This is maintained by Wapping High School and it is open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application and/or failure of any appeal undertaken in line with the defined

process. The waiting list is maintained for at least one academic term in the academic year of admission.

A student's position on the waiting list is determined solely in accordance with the over-subscription criteria. Where places become vacant, they will be allocated to students on the waiting list in accordance with the criteria. Any parent applying for a school place outside the normal admissions cycle is added to the waiting list in strict priority order and this may mean they could be ranked higher than those that have been on the waiting list for some time.

Appeals Process

Parents have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision in relation to the offering of a place for a student to Wapping High School. The Appeal Panel will be independent of the school and will be composed of three members, including:

- At least one person who has no personal experience of Wapping High School, defined as a 'lay member';
- At least one person with experience in education.

The arrangements for appeals are in line with the Code of Practice on School Admission Appeals, published by the Department for Education and Skills, as it applies to Foundation and Voluntary Aided schools.

Parents will normally have 14 days (10 working days) to lodge an appeal after notification of a place not being offered at Wapping High School. The notification will indicate the reasons for refusal of a place and the right of appeal.

Parents wishing to appeal against an admission decision should send a completed appeal form to the Clerk of the Appeal Panel, at the address given on the appeal form provided by LBTH Admissions team. Other documents may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel not less than 7 days before the appeal hearing.

Parents will be given 14 days (10 working days) notice of the appeal hearing, unless they agree to a shorter period of notice. At least 7 days before the hearing, Wapping High School will provide the parent with a written statement detailing the reasons why it has not been possible to allow the student to attend the Wapping High School. The Appeal panel will have the discretion to refuse to admit late evidence.

The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. In the case of the appeal hearings taking longer than one day, the Clerk to the Appeal Panel will contact parents with the decision on the final day of the hearings. The parents will also be informed of the outcome in writing within 14 days (10 working days) of the date of the hearing. In the case of unsuccessful appeals, the Appeal Panel will give the parents their reasons for not upholding the appeal.

Equal opportunities and progression from Primary School

Applications to Wapping High School are treated equally and considered in accordance with the Admissions Policy. Through information events and Open sessions families will be given the opportunity to view work from the range of students whose needs are successfully met at Wapping High School. Staff will actively welcome queries and questions from families regarding learning difficulties, language development needs, disability access, social issues and medical needs and seek to begin to put strategies in place to facilitate good progression.

Wapping High School's leadership team works closely with local primary schools to understand the range and frequency of different types of special educational needs existing with the local primary cohort. This will enable the school to be well prepared for the needs of all its students

each year.

Progression from primary to secondary school can be a daunting experience. Support for students with additional needs takes a variety of forms:

- The Learning Leader for SEN is responsible for contacting all primary schools to identify those students requiring additional support at School Action, School Action Plus and through a Statement of Special Educational Needs (SEN) .
- The SEN department liaises closely with primary schools for detailed information on students' levels of progress across the curriculum and wider achievements.
- The leadership gains additional information from primary schools on those applicants for whom English is not their first or home language.
- A progression team consisting of SEN staff, leadership and other key staff is formulated to focus on each year's cohort for progression to WHS.
- Throughout the summer term the Wapping High School's Progression team will visit primary schools to meet with the students.
- Staff members from the SEN department attend Year 6 Annual Reviews for students with statements who have been offered a place at Wapping High School, and IEP reviews for students supported at School Action Plus, where possible.
- All year 6 students who have been accepted to Wapping High School are invited to visit Wapping High School for a taster day in the Summer term.
- Additional visits are organised for smaller groups of students with their support staff and families for whom this may be useful.
- Year 7 start with a detailed induction programme, led by house tutors and ensuring that all students feel safe and secure at Wapping High School.