Wapping High School Admissions Policy

Policy Title	Admissions Policy 2026/2027
Status	Statutory Policy
Approval Date	October 2026
Review Date	July 2027
Published PAN (Published Admission Number)	84 (Year 7)
Admissions Authority	Wapping High School Trust / Governing Body

1. Aims and Context

This policy sets out the official admission arrangements for Wapping High School for entry in the 2026/2027 academic year and for in-year admissions throughout the school year.

The aims of this policy are to:

- Provide a clear, fair, transparent, and legally compliant framework for allocating school places at Wapping High School.
- Ensure full compliance with all relevant statutory frameworks and legal standards.
- Explain clearly how parents and carers can apply for a place for their child.
- Outline the oversubscription criteria applied when applications exceed the number of available places.
- Set out the procedures for in-year admissions, waiting lists, and independent admission appeals.

2. Legislation and Statutory Framework

This policy is based on and complies in full with the following statutory legislation and statutory guidance:

- **School Admissions Code (2021)** issued by the Department for Education (DfE).
- **School Admission Appeals Code (2022)** issued by the DfE.
- **Equality Act 2010** and the Public Sector Equality Duty.

- **Children and Families Act 2014** regarding Special Educational Needs and Disability (SEND).
- **School Standards and Framework Act 1998** (as amended).

As a single-academy trust, the Governing Body of Wapping High School is the official Admission Authority for the school. The school participates fully in the Coordinated Admissions Scheme managed by the London Borough of Tower Hamlets Local Authority.

3. Key Definitions

Term	Statutory / Policy Definition
Normal Admissions Round	The period during which parents/carers apply for state-funded secondary school places for entry into Year 7 in September, using the Common Application Form (CAF) provided by their home local authority.
Looked After Children (LAC)	Children who are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application.
Previously Looked After Children (PLAC)	Children who were looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002), or became subject to a Child Arrangements Order or Special Guardianship Order. This includes children who appear to the Admission Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
Siblings	Full brothers or sisters, half-brothers or sisters, step-brothers or sisters, foster brothers or sisters, or adopted brothers or sisters who live permanently at the same home address as the applicant and are on the roll of Wapping High School at the time of admission. Priority is not extended to former pupils.
Home Address	The child's permanent address at the close of applications. It must be the address where the child normally resides for the majority of nights during the school week. Proof of residence may be required.
Compulsory School Age	A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a

Term	Statutory / Policy Definition
	prescribed day).

4. How to Apply for Year 7 Entry

Applications for entry into Year 7 in the normal admissions round must be made using the Common Application Form (CAF) supplied by the applicant's home local authority (e.g., London Borough of Tower Hamlets for local residents).

- **Submission Deadline:** Applications must be submitted to your home local authority by **31st October 2026**.
- **Preference Order:** Parents/carers can express a minimum of 6 preferences (or as determined by their home LA) in rank order.
- **Offer Day:** National Offer Day is **1st March 2027** (or the next working day). Offers will be communicated directly by your home local authority.

5. Requests for Admission Outside Normal Age Group

Parents and carers are entitled to request a place for their child outside of their normal age group (for example, if the child is gifted and talented or has experienced problems such as ill health).

5.1 Application Process

To request admission outside the normal age group, parents/carers must:

1. Submit a formal written request to the Headteacher at Wapping High School alongside their standard local authority application form.
2. Provide supporting documentation from relevant professionals (e.g., medical consultants, educational psychologists, social workers, or previous school leaders), where applicable.

5.2 Decision-Making Process

Decisions will be made by the Admission Authority on the basis of the individual circumstances of each case and in the best educational, social, and emotional interests of the child. In line with the School Admissions Code, the Admission Authority will take into account:

- The views of the parents/carers.
- Information regarding the child’s academic, social, and emotional development.
- Relevant medical history and the written views of medical professionals.
- Whether the child has previously been educated out of their normal age group.

- Whether the child naturally fell into a lower age group but was born prematurely.
- The professional views of the Headteacher of Wapping High School.

Requests will be processed as part of the main admissions round whenever possible. Applications will not be treated with lower priority if a request for admission outside the normal age group has been made. If the request is agreed, the application will be processed alongside others in the relevant cohort. If refused, parents will receive written reasons for the decision. Parents have no statutory right of appeal against a refusal of a request for admission outside the normal age group if they are offered a place at the school in another year group.

6. Allocation of Places & Oversubscription Criteria

6.1 Published Admission Number (PAN)

Wapping High School has an agreed Published Admission Number (PAN) of **84 pupils** for entry into Year 7.

6.2 Children with Education, Health and Care (EHC) Plans

All children whose Education, Health and Care (EHC) Plan names Wapping High School will be admitted before any other places are allocated. This is a statutory duty under Section 39 of the Children and Families Act 2014 and is not part of the oversubscription criteria.

6.3 Oversubscription Criteria

When the school receives fewer applications than the PAN (84), all eligible applicants will be offered a place. If the school receives more applications than available places, the following oversubscription criteria will be applied in strict priority order:

1. **Looked After Children (LAC) and Previously Looked After Children (PLAC)**
   Highest priority will be given to Looked After Children and all Previously Looked After Children (including those adopted from state care outside of England).
2. **Tower Hamlets Residents with Sibling(s) on Roll**
   Children who reside in the London Borough of Tower Hamlets and who have a sibling attending Wapping High School at the time of admission.
3. **Other Applicants with Sibling(s) on Roll**
   Children living outside Tower Hamlets who have a sibling attending Wapping High School at the time of admission.
4. **Tower Hamlets Residents**
   Children whose main home address is within the London Borough of Tower Hamlets.
5. **Other Applicants (by Distance)**
   Other children based on proximity from their registered home address to Wapping High School.

6.4 Distance Measurement & Tie-Break

In the event that two or more applicants cannot be separated within any criterion above, distance from the home address to the school will be used as the tie-breaker.

- **Measurement Method:** Distance will be measured in a straight line (as calculated by the Local Authority's computerized geographic information system) from the child's registered home address to the main school gates located at **153-157 Commercial Road, London, E1 2DA**.
- **Multiple Births / Equal Distance Tie-Break:** Where two or more children live at identical distances from the school (or in the same block of flats) and cannot be separated by distance, **random electronic allocation** will be used to determine the final offer. This process will be supervised by an independent party entirely disconnected from the school.

7. In-Year Admissions

In-year admissions refer to applications made for a place at Wapping High School outside the normal Year 7 entry round (i.e., during Year 7 or within Years 8 to 11).

7.1 Application Procedure

- In-year applications must be submitted via the London Borough of Tower Hamlets School Admissions Team using the standard In-Year Transfer Form available on the Tower Hamlets website (www.towerhamlets.gov.uk/schooladmissions).
- Upon receipt of an application, the Local Authority and the school will process the request within 10 to 15 school days.

7.2 Waiting Lists

- If the requested year group is full, the applicant's name will be placed on the waiting list for that year group.
- Waiting lists are maintained strictly in accordance with the oversubscription criteria set out in Section 6.3 of this policy. Length of time on the waiting list is **never** taken into account when allocating places.
- Whenever a new child is added to the waiting list, the list is re-ranked in line with the oversubscription criteria.
- Waiting lists are maintained for the duration of each academic year and parents must re-apply annually if they wish for their child to remain on the waiting list for subsequent academic years.

8. Statutory Admission Appeals Procedure

Parents/carers have the statutory right of appeal to an Independent Appeal Panel if they are dissatisfied

with a decision to refuse their child a place at Wapping High School.

8.1 Lodging an Appeal

- Refusal notifications issued by the Local Authority will clearly outline the reasons for refusal and detail the statutory right of appeal.
- Appeals must be lodged in writing using the official Appeal Form provided by the Tower Hamlets Admissions Team or the school.
- Parents/carers have **at least 20 school days** from the date of notification of refusal to lodge a formal appeal.

8.2 Hearing and Documentation

- Appeals are heard by an Independent Appeal Panel constituted under the School Admission Appeals Code (2022).
- Appellants will receive written notification of their appeal hearing date at least 10 school days prior to the hearing.
- Any additional supporting documentation or evidence must be submitted to the Clerk to the Appeal Panel at least 7 working days prior to the scheduled hearing.
- The decision of the Independent Appeal Panel is legally binding on Wapping High School, the Local Authority, and the parent/carer.

9. Monitoring and Review

This policy is monitored by the Governing Body of Wapping High School and will be reviewed annually in accordance with the statutory requirements of the School Admissions Code.

Any proposed changes to admission arrangements will be subjected to public consultation for a minimum of 6 weeks between 1st October and 31st January, as required by law.