



Westborough High School

Together We Succeed

Name:	Admissions Policy
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Person Responsible:	M Muhammed
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Type	Non Statutory
Approval by	Headteacher
Review cycle	Every 3 Years
Approval Date	Summer 2018
Review Date	Summer 2021

Notes:

Admissions Policy

Westborough High School is its own Admission Authority. We work closely in partnership with our local primaries and other feeder schools to ensure there is a smooth transfer between the different phases of education.

Admissions include the following:

- transfer from primary school at the end of KS2 (SCAF).
- a parental request for transfer at any other time (ICAF).
- a managed transfer agreed jointly with another high school .
- an admission made under the Local Authority's 'Fair Access Protocol'.

For admission to all Key Stages

Places will be offered to students by the school in the following order of priority:

1. Children in public care (looked after children) and children who were previously looked after.
2. Children who have a brother or sister attending from the same address at the date of admission (the sibling rule).
3. Children who attend one of the named feeder schools at the time of application:
 - Boothroyd Primary Academy
 - Carlton J & I School
 - Headfield CE (C) Junior School
 - Ravensthorpe CE Junior School
 - Westmoor Primary School
4. Children who live in the school's Priority Admission Area (PAA).
5. Children who live outside the school's PAA.

The school will admit children with Education, Health and Care Plans (EHC) where the school is named on the Plan.

Transfer to High School in Year 7

The LA Secondary Common Application Form (SCAF) is used for all admissions from Junior School (Year 6) to High School starting in September (Year 7).

Forms can be obtained from <http://www.kirklees.gov.uk/beta/schools-and-education.aspx#admissions>

Transfers at Other Times

The LA In Year Application Form (ICAF) is used for all transfers at any other time. Parents must apply directly to the school and forms are available from reception. These forms must be fully completed and returned to the school's Admissions Officer who will give you a receipt.

The school will maintain a waiting list for each year group that is full. Places will then be offered to children by the school in line with the above criteria.

Admission Appeals

If you wish to appeal, forms are available from Westborough High School via the Admissions Officer and must be returned to the school on completion.

A member of staff will attend admission appeals which are administered by the Local Authority on behalf of the school.

Documentation for Prospective Students and Parents

The main documents giving information are:

- The School Prospectus
- Information for Year 6 students
- The Home School Agreement
- The school's Behaviour Policy

In addition, copies of the following are made available:

- The school's last Ofsted Inspection.

Other information is also available on the school's website www.w-h-s.org.uk

Visits to School

Prospective students and parents can visit the school at any of the following opportunities:

- Open Evening (September)
- Year 6 Induction Day (July – students only)
- Any visit that is pre-arranged with a Year Leader.

PAN

The School's PAN (Proposed Admissions Number) currently stands at 180 for all year groups.

See also:

Fair Access Protocol available from

<https://www.kirklees.gov.uk/beta/admissions/pdf/fair-access-protocols.pdf>