

# Greenway Academy

## Admissions Policy 2022/2023

Greenway Academy is a Junior School in Horsham, West Sussex with a published admission number (PAN) of the academy is 120 for each of the four year groups.

The principles of the Academy's admission policy are:-

- To be the school of choice for children in the Horsham designated area.
- To enable siblings, as far as possible, to attend the academy.
- To provide excellent academic/pastoral care.

### Admission criteria

The Local Advisory Committee (LAC) is the admission authority for Greenway Academy and will take into account the locally agreed criteria as set out in the West Sussex County Admissions Brochure.

See [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions).

Pupils would be admitted without a reference to ability or aptitude and there will be no discrimination on the grounds of sex, race, religion, disability of status.

When parents are seeking a place for their child to transfer from Year 2 to Year 3, including Trafalgar Infant School as the Academy's main linked feeder school, the application process is co-ordinated by The Pupil Admissions Team at West Sussex County Council. Families are contacted by them during the Autumn of the year before children are due to transfer.

***Applications should be submitted to WSCC Pupil Admissions Team by the deadline of 15 January 2022.***

***Notification of which school has been allocated will be sent out on 19th April 2022.***

Parents can apply for a place using the West Sussex County Council's on-line application at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions). For further information, or for a paper application, please telephone 03330 142903.

If the Academy is over-subscribed, places will be offered in the following priority order (Admissions Criteria). Places for late applications will be allocated using the same criteria:

1. Children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. (A letter from the Children's Services Department confirming the child's status must be provided) and previously looked after children.
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the Academy rather than any other. (Appropriate professional medical or psychological evidence **confirming the child's condition and stipulating that attendance at this Academy is essential** must be provided).
3. Children living **within** the catchment area of the Academy who at the time of application have a brother or sister (including children living as siblings in the same family unit) on the roll of the Academy and who will still be on roll at the time of the sibling's admission.
4. Children living **within** the catchment area of the academy who live closest to the academy based on the 'distance by road or made-up footpath' from the main entrance to the academy to the entrance of the property.
5. Children living **outside** the catchment area of the academy who, at the time of the application, have a brother or sister (including children living as siblings in the same family unit) on the roll of the Academy and who will still be on roll at the time of the sibling's admission.

6. Children who at the time of application have a parent who is a member of staff at the Academy (where the member of staff has been employed for two years or more at the time at which the application for admission is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).
7. Children living **outside** the catchment area of the Academy who live closest to the Academy, based on the 'distance by road or made-up footpath' from the main entrance to the Academy to the entrance of the property.

The Academy may require the production of documentary evidence to corroborate any information supplied in connection with any application.

### **Distance measurement**

If the Academy is over-subscribed from **within** any of the above categories, the distance criterion (see 4 and 7 above) will be used to prioritise applications. Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance.

### **Multiple births**

If the last pupil to be offered a place with the Academy's published admission number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the Academy's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

### **Pupil with Educational Health Care Plan**

The Governors will admit any pupil whose Educational Health Care Plan names the Academy.

#### **In-Year Fair Access placements by the local authority**

West Sussex must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by West Sussex, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of any protocol approved by the Admission Forum, based on government guidance. If an admission raises the number on roll above the PAN, no further pupils will be admitted from the waiting list until a place becomes available within the PAN.

### **Waiting List**

When all available places have been allocated the Academy will operate a waiting list. Parents who wish their child to be included on the waiting list must inform the Academy in writing. Any places that become available will be allocated according to the Admission Criteria and Admissions Policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list
- when a child's changed circumstances will affect their priority
- at the end of each academic year when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following year.

### **Withdrawal of Place**

The Governors reserve the right to withdraw at any time any offer of a place if any application is either fraudulent or contains misleading or misrepresented information.

## Appeals

In the case of an unsuccessful application parents may wish to discuss the matter with the Head Teacher and/or Chair of Governors.

In the event of an unsuccessful application you will be informed of this in writing and be given the reasons for this and be informed of your right to an independent appeal against the decision.

## In Year Admissions

Applications for an academy place after the start of the academic year, or for any other year group, are processed by Greenway Academy. Please contact the Academy Office on telephone: 01403 252013 or by email to: [office@greenwayacademy.co.uk](mailto:office@greenwayacademy.co.uk)

Information will be available as follows:

- number of pupil places available
- offer of an appointment to visit the Academy, to meet the Headteacher and/or Inclusion Manager as appropriate to enable you to discuss the school placement for your child and to view the Academy
- application form.

## General

If you require any further information concerning the admission of children to the academy please contact:

The School Office  
Greenway Academy  
Greenway  
Horsham  
West Sussex RH12 2JS

Tel: 01403 252013  
E-mail: [office@greenwayacademy.co.uk](mailto:office@greenwayacademy.co.uk)  
Website: [www.greenwayacademy.co.uk](http://www.greenwayacademy.co.uk)

## Appendix 1 Definitions

### Sibling defined at the time of application and admission

The term sibling is defined as:-

- A brother and/or a sister
- A half-brother and/or a half-sister
- A legally adopted child being regarded as a brother or sister
- A step-brother and/or step-sister residing in the same family unit

### Looked after Children

A looked after child is a child who is in the care of a local authority or provided with accommodation by that authority.

### Admission Number

The Academy has an admission number of 120 for each Year Group - Year 3, Year 4, Year 5 and Year 6.

Classes are organised according to the educational philosophy of the Academy, on a year group basis and the Governors intend that the approved admission number will apply to all classes.

## Appendix 2: West Sussex Timeline for Junior Schools & Academies.

Junior Transfer Timelines	Key Date for Action
Schools to have their prospectus published and available to parents	27th September 2021
Provide information for parents on West Sussex schools and how to apply	Week beginning 4th October 2021
National closing date for all applications	15th January 2022
Send list of all applications naming an out-of-county school to the relevant Local Authority	Week beginning 31st January 2022
Send list of all applications naming own admission authority (OAA) schools to the relevant schools	Week beginning 21st February 2022
OAA schools and other Local Authorities to return ordered preference lists to the Pupil Admissions Team	Week beginning 21st February 2022
OAA schools and other Local Authorities to return ordered preference lists to the Pupil Admissions Team	Week beginning 4th April 2022
Notify all parents of offer made, using email where possible	19th April 2022