

Admissions Policy

Date of Approval:	October 2025
Approved by:	Local Academy Board
Date of next Review:	October 2026



Wyvern Academy seeks to provide an appropriate education for all young people between the ages of eleven and sixteen years. Its admissions policy is framed to ensure that the education of the majority, is not adversely affected by the minority. It is also in line with LA policy and procedures.

Wyvern Academy's Published Admissions Number is 900. The school will admit up to 180 pupils who are moving from primary to secondary school. Applications for places will be made in accordance with the LA's coordinated admission arrangements and must be made on the application form (Form A) in the back of the Local Authority's 'Guide for Parents' or by applying online on the Council's website.

To this end certain criteria regarding admissions have been put in place.

Criteria for Student Admission to Wyvern Academy

The Trust Board of Consilium Academies, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

- a) 'Looked-after' children – a child that is 'looked-after' by a Local Authority in accordance with Section 22 (1) of the Children's Act 1989 and children who were looked after, but ceased to be, because of adoption (or become subject to a child arrangement order, residence order or special guardianship order).
- b) Attendance in key stage 2 (aged 7 -10+) at a designated cluster junior or primary school.
- c) A sibling link – an older brother/sister or older child (including adoptive, foster and stepchildren) that shares the same parent/carer and lives at the same address, who will still be attending Wyvern Academy at the time of admission.
- d) Exceptional medical or psychological reasons – (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school could meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of senior Academy staff).
- e) Pupil for whom preferences are expressed on grounds other than those outlined above. The Trust Board reserve the right to use an effective tiebreaker when dealing with over subscription. Children will be allocated a place based upon the shortest safest walking route from the centre of the parental home residence to the main entrance of the school, with priority being given to those children living closest to the school. Distance will be measured using the Local Authority's Geographical Information System (GIS). The Trust Board will adopt the equal preference system, whereby all applications are considered at the same time, irrespective of the order of preference.

Admissions will be deferred if:

- a) The child is in receipt of a statement of Special Educational Needs which recommends placement in a special educational setting outside of mainstream education.
- b) The child has a medical condition which prevents him/her from safely attending Wyvern Academy.
- c) The student has been permanently excluded from another school.
- d) The student has been temporarily excluded from another school, the background to that exclusion being unresolved.
- e) A Managed Move is requested as an alternative to a direct transfer.

Procedures

1. Parents or carers seeking admission on normal transfer from the primary sector do so by means of the Local Authority's arrangements for transfer.

2. All other cases of admission are dealt with by the Head of School. An interview with the relevant Head of Year will be organised before a student is admitted. A tour of the Academy by prospective parents/carers and students is available if requested.
3. On initial application by parents/carers to the Academy, an appointment will be made for the parents/carers to meet the relevant Head of Year. This appointment will be arranged as soon as possible following the initial enquiry, thereby giving the Head of Year time to complete preliminary enquiries, by telephone, with the student's previous school and/or other agencies involved.
4. The Head of Year will arrange for contact to be made by telephone, with the child's previous school to receive background information and confirm the reason for application/transfer.
5. On completion of enquiries, when every effort will be made to comply with the previous school's wishes, the Head of Year will advise the parents that their child can or cannot be admitted.
6. The Head of Year will advise parents/carers that they must inform the School Admissions Team for Darlington Council of the school transfer, clearly stating their reasons.
7. The Head of Year will ensure that Form Tutor, Curriculum Leaders and the Data and Exams Officer are given at least two days' notice of a new starter.
8. The Head of Year will pass on all relevant details to the new students teachers who, along with the Data and Exams Officer will ensure the smooth admission and placement of the student.
9. The Head of Year will apply to the previous school for past records (including SEND) and any completed coursework, where appropriate. Information will be shared with the Form Tutor, Curriculum Leaders, SENDCO, and Designated Safeguarding Lead where applicable