



<b>Policy Title</b>	<b>Admissions Policy 2017/18</b>
<b>Reference</b>	<b>WPS/27.1.2016/Version 1</b>
<b>Approving Committee</b>	<b>Governing Body</b>
<b>Chair of Governors</b>	<b>Headteacher</b>
<b>Date of Next Review</b>	<b>January 2017</b>

**Mission Statement:**

Woodborough School is about

Christian caring  
Happiness  
Inspiring  
Learning together  
Diversity  
Rewarding  
Enabling  
Nurturing

# Woodborough CE VA Primary School

## Admissions Policy 2017/18

### Introduction

This document sets out the Policy of Woodborough Church of England Voluntary Aided Primary School with respect to Admissions. For the purposes of this policy, the Governing Body of Woodborough Primary School is the admission authority.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Parents who wish their children to be admitted to the school, must complete the Primary Common Application Form in line with the Local Authority Co-ordinated Admission Scheme. You can make either an online or written application.

Online applications can be made at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk). The online facility will be available from **1<sup>st</sup> September 2016** up until the deadline of **15<sup>th</sup> January 2017**. If an online application has been submitted, a written application is not necessary.

Application forms can be obtained from the school, pre-schools, libraries and directly from Wiltshire Council's Customer Care Unit, who can be contacted on 01225 713010.

Once you have completed your child's application form, this should be returned to:

The School Admissions Team  
Wiltshire Council  
County Hall  
Trowbridge  
Wiltshire  
BA14 8JN

**The application should also be registered at the school office by the deadline date.**

The receipt of your application at County Hall will be acknowledged. If you have not received an acknowledgement within ten days of returning your application form, please contact the Customer Care Team at County Hall on 01225 713010.

Where parents wish to be given preference on the grounds of their faith within their application they should complete the school's Supplementary Application on Religious Faith Grounds Form (Appendix 1) which is available from the school office. This form must be completed and returned to the school together with all documentary evidence **by 15<sup>th</sup> January 2017** if it is to be considered during the admissions process.

The Supplementary Form seeks additional information which the Governing Body needs in order to

apply the over-subscription criteria, should this be necessary. Completion of the form does not guarantee admission should the school be over subscribed. (Please see over subscription criteria).

Details of the school place offered to your child will be sent from Wiltshire Council on **12<sup>th</sup> April 2017**, to the address given on the application form. If you have moved house since completing the application form, please ensure that you contact the Customer Care Unit on 01225 713010 with your new address details. You have to accept or decline the place by **2<sup>nd</sup> May 2017**, letting the school office know your decision by the same date.

## **General Information**

### **a. Designated Area**

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children living outside the county boundary are treated as if the children live within Wiltshire but outside the designated area for the school(s) in question.

### **b. Preferences**

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Wiltshire Council will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference the LA will make an offer for the highest ranked preference school possible with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Wiltshire, the LA will allocate a place at an alternative school. Allocations will be made after all expressed preferences have been considered. An applicant will normally be offered a place at the designated school for their home address. An alternative school may be allocated in cases where the designated school is full and the alternative school is within the safe statutory walking distance and has places available or it is a school to which free home to school transport would be provided.

### **c. Children with a statement of special educational needs or education, health and care plans**

All children whose statement of special educational needs or education, health and care plans names a school must be admitted. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of the Statutory SEN Service at which point this policy ceases to apply.

### **d. Published Admission Number**

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances, for example, a child living in the designated area for who there is no reasonable alternative place available would be admitted. "Reasonable" in this circumstance is defined as a school within the statutory safe walking distance from the applicants home address of two miles for children aged under eight and three miles for children aged eight or over, or it is a school to which free home to school transport would be provided.

### **e. Address**

The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the

right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

For Year R September 2017 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15th January 2017.

#### **f. Shared Parental Responsibility**

Where two (or more) adults both have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

#### **g. Multiple Births**

The LA will endeavour to place siblings born at the same time (eg. twins, triplets etc. in the same school. If necessary, schools will be required to admit over PAN to accommodate such children. In accordance with paragraph 2.15 of the School Admissions Code, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. This will only be the case when one of the siblings is the 30<sup>th</sup> child admitted.

#### **h. Children of UK Service Personnel (UK Armed Forces)**

Applications for children of service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').

Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area, nor will it reserve blocks of places for these children.

Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly. The sibling link will not apply if the child that is going to be attending the school will be in year 6.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

Every year the governing body will review and publish information concerning Woodborough CE VA Primary School admission policy. This will confirm the maximum number of children to be admitted to the school as a whole, the Pupil Admissions Number (PAN) which is currently 26 and explain how places will be allocated.

### **Aims**

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children. It should contribute to improving standards for all pupils.

Our school's mission statement is:

*Woodborough School is about...*

*Christian caring  
Happiness  
Inspiring  
Learning together  
Diversity  
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Enabling  
Nurturing.*

The school aims to provide a place for all children whose address is within the designated area, i.e. the area of benefit as defined in the school's Trust Deed.

\* Designated Area means living within the parishes listed below (those which used to be our defined catchment area and immediate neighbourhood):

Alton Barnes, Alton Priors, Honeystreet  
Beechingstoke  
Stanton St Bernard  
Woodborough

\*\* Shared Area. The following two parishes, being listed in its Deed, are in the historic catchment area of Rushall School, where their resident children will have a preference. However, since with the above four they now fall within the Team parish grouping which includes Woodborough, if their residents apply to Woodborough School, they will be given the same priority as children from the designated area:

Manningford  
North Newnton

A map of our designated area / shared area is available on request.

A full-time school place in the Reception class is available for children from the September following their 4th birthday (i.e. children born between 01/09/2012 and 31/08/2013 will be admitted in September 2017). Parents can request that their child attends part-time until the child reaches compulsory school age. Part time is considered to be five mornings a week.

The actual date for children starting school will be notified to parents to allow for a staggered entry

into the Reception Class in the first few weeks of Term 1.

Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year, either the following January or April. The place is held for that child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission is sought.

The school would strongly advise that such children only wait until January, when the time lost can more easily be made up. Parents should be aware that children joining in January and thereafter will be expected to attend full time.

### **Admission of children outside their normal age group**

All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Council's Co-ordinated Admissions Scheme, which has been drafted in line with the School Admissions Code.

### **Deadline for application**

Applications for Reception Year entry for the academic year starting September 2017 need to be formally registered with the Local Authority by the date stated on the Common Admission Form for consideration by the admission authority.

Woodborough Church of England (VA) Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

The Governors have set a maximum class size of 26 pupils. Legislation states that no infant class may exceed 30 pupils.

A decision on the admission of new entrants will be made during the spring term 2017. The parents or guardians will receive written notification of the outcome from the Local Authority on the date determined in the Wiltshire Council Co-ordinated Primary School Admission Scheme which is **12<sup>th</sup> April 2017**.

Late applications, i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed.

### **Waiting Lists**

During the normal admissions round it is always necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school on a "waiting list" before the admissions round guarantees neither a place nor priority within the oversubscription Criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the school is oversubscribed for children due to start in 2017-2018 a waiting list will be maintained. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will close at the end of the Autumn term 2017.

At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list which will remain open until the end of the Spring term 2018. Looked after children and previously looked after children as defined within this policy, children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

### **In year transfer applications outside the normal admissions round**

All applicants for a school place must complete an application form which should be returned to the LA. The applicant may or may not live in Wiltshire. Transfer application forms can be obtained from the school or from the Wiltshire County Council Customer Care Unit on 01225 713010.

Should a parent living in Wiltshire wish to apply for a school in another authority, they must contact that authority directly to apply.

Where a maintained school receives an in year application form expressing a preference for that school the form should be forwarded to the LA within 5 school days of receipt.

Where the LA receives an in year application form expressing a preference for an Academy, Foundation or VA school the application will be forwarded to the school within 5 school days of receipt.

For an Academy, Foundation or VA school, the school's governing body is responsible for deciding the outcome of the application and advising the LA accordingly within 10 school days of the date on which the information was received by the school.

In all cases, a decision letter will be sent out by the local authority within twenty school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.

Children not placed at one of their preferred schools will be considered under the Fair Access Protocol.

Waiting lists for schools must be kept and will be managed as per the admission arrangements for the particular school involved. Waiting lists will be kept in order of the relevant oversubscription criteria and not in date order of receipt.

### **Policy**

The admissions policy of Woodborough CE VA Primary School is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

**Where this school is named in a child's Statement of Special Educational Needs, the governing body recognises a duty to admit the child to the school.**

### **Over-subscription Criteria**

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

1. **Looked After Child / Previously Looked After Child**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>1</sup>. A looked after child who is (a) in the care of a local authority, or (b) being provided

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with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2. Vulnerable Children

- i) children of families with confirmed refugee status
- ii) children with a medical condition or disability where written evidence is available from a senior clinical medical officer and the child's general practitioner or specialist showing that it would be detrimental to the child's health not to admit him/her to the school rather than any other. Details of this must accompany the initial application.
- iii) Children where either parent has a disability which would make travel to a different school difficult. Evidence from a registered health professional such as a doctor or social worker will be required. Details of this must accompany the initial application.

3. \* Designated Area Siblings and \*\* Shared Area Siblings

A child is considered in this category if an older sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives within the designated area at the same address as the older sibling. Within this category, sibling refers to brother or sister, step brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling, as well as the children of couples who have registered a civil partnership.

4. Other Children from the \* Designated or \*\* Shared Area

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

5. Other Siblings

A child is considered in this category if a sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives outside the designated area at the same address as the sibling. Within this category, sibling refers to brother or sister, step brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling, as well as the children of couples who have registered a civil partnership.

6. Other Children

To admit other children to whom none of the criteria above apply, when to do so does not risk exceeding the statutory class size of 30 children of 5, 6 or 7 years old (Reception, Year 1 and Year 2).

If the school is oversubscribed within any of the above categories then first preference for entry within each stage will be given to children who are regular (defined as attending church every month for the 12 months prior to the application) practising Christians, of whatever denomination, at a recognised church or religious group, as certified by the appropriate parish priest. (A recognised church or religious group is one that is a member of Churches Together in Britain and Ireland ([ctbi.org.uk](http://ctbi.org.uk)) or the Evangelical Alliance ([eauk.org](http://eauk.org))). A supplementary form confirming church attendance (available from the school office or from the school website) should be sent to the school by 15<sup>th</sup> January 2017.

If we still need a final tie-break, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances supplied by the LA will be used and these will measure the straight line distance using the Ordnance Survey eastings and northings for the child's home address and the school. Those with the least distance will be given priority.

Moreover, if two or more children with the same priority for admission, live an indistinguishable distance from the school, but cannot all be admitted, then the available places will be decided by the casting of lots by someone independent of the school or the Local Authority.

**2<sup>nd</sup> May 2017** is the deadline for parents to accept the place offered. Parents will be asked to reply to the Local Authority. If they do not respond by this date it will be assumed that the place offered has been declined. **Acceptance of a place should also be made known to the school by the same date.**

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

### **Appeals Procedure**

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters. Notification of appeal should be lodged with the school office by noon on 2<sup>nd</sup> May 2017.

### **Enquiries about this policy should be addressed to:**

Mrs Karen Hobbs  
Clerk to the Governing Body  
Woodborough CE VA Primary School  
Broad Street  
Woodborough  
Wiltshire  
SN9 5PL      Tel: 01672 851305

Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body.

### **Agreed by the Governing Body**

Signed ..... (Chair of Governors)

Date      January 2016