WILMCOTE CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL

ADMISSIONS POLICY

2021 - 2022

This version	October 2019
Adopted by the Governing Body	21/11/19

Introduction

This document sets out the policy of Wilmcote Church of England Voluntary Aided School with respect to Admissions. For the purposes of this policy, the Governing Body of Wilmcote Church of England Voluntary Aided 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.

In accordance with government legislation, the governing body consults with the Diocesan Board of Education, the Local Authority, other local schools and relevant parents in respect of its admissions arrangements.

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 in taking the best decisions on the preferred school for their children. The Head of School is always happy to show prospective parents around the school and to discuss their application, by appointment.

Published Admission Number

The governing body reviews and publishes information concerning the school's admission policy. This confirms the Published Admission Number (PAN) of 16 children who may be admitted to the Reception year, and explains how places will be allocated. Legislation states that no infant class may exceed 30 pupils.

Priority Area

The official 'priority area' is defined as the parishes of Wilmcote, Aston Cantlow (excluding the Shelfield and Shelfield Green areas), Billesley, and Old Stratford and Drayton north of the Stratford-upon-Avon canal.

Over-subscription Criteria

Children with a statement of SEN or an EHCP which names the school will be offered a place first. This will reduce the number of places available for other children.

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 CHILDREN AND PREVIOUSLY LOOKED AFTER CHILDREN**
   Children within Local Authority care as defined in Section 22 of the Children's Act 1989, for example children in residential homes or foster care, and also children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption & Children's Act 2002) or because they became subject to a residency order or special guardianship order (under the terms of the Children's Act 1989).
2. **SIBLINGS WHO LIVE IN THE PRIORITY AREA**
   A child is considered in this category if a sibling* is attending the school at the time of application and will continue to do so at the time of admission, and where the child lives within the priority area at the same address as the sibling. ** See note below*
3. **OTHER CHILDREN WHO LIVE WITHIN THE PRIORITY AREA**
4. **SIBLINGS WHO LIVE OUTSIDE THE PRIORITY AREA**
5. **OTHER CHILDREN**
   Children resident within the priority area who do not qualify under one of the criteria above.

Note: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or 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. A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

If the school is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the school (priority being given to the shorter measurement).

Distance

Distance will be calculated by the straight line measurement from the applicant's home address location to the centre point ('centroid') of the preferred school. (All measurements are subject to prepositional accuracy changes).

If two or more children with the same priority for admission live an indistinguishable distance from the school, but cannot both be admitted, then the available places will be decided by the drawing of a name from a hat, and this will be independently overseen.

Starting School

A school place in the Reception class is available for children from the September following their 4th birthday.

Parents applying for places in the Reception class for September 2021 should use the common application form available from their home Local Authority Admissions Service. The Governors accept the centralised timetable as set by the local authority. Late applications to Reception for the September start date will be dealt with in the same manner as the other applications, but after the applications received by the closing date set by your home Local Authority. These dates are specified on your home Local Authority's website.

Applications from families moving into the area will be considered as on time if they are submitted to the Local Authority and accompanied by proof of address.

Wilmcote Church of England Voluntary Aided 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.

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.

The Local Authority will send written notification of the offer of a school place to parents.

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 as been declined.

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

Parents/carers who would like their child considered for a place in years one to six, or to enter Reception mid way through the year should obtain a Change of School transfer form from the school and return to Admissions for processing. The application will be considered in line with the admission criteria and the number of children already in the required class.

Admission of children below compulsory school age and deferred entry to school

Where a place has already been allocated in the Reception class, parents can defer the date their child is admitted to the school until later in the academic year but not beyond the point at which they reach compulsory academy age* and not beyond the beginning of the final term of the academic year for which it was made. Where parents wish, a child below compulsory academy age may attend part-time until later in the academic year but not beyond the point at which they reach compulsory academy age. Once a place has been allocated, parents should make their wishes regarding deferment or part-time attendance clear to the Head of School in good time.

**compulsory school age – a child reaches compulsory academy age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.*

In addition, the parents of a summer born child (those born from 1st April to 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. This request should be on the Warwickshire form which can be found on the Warwickshire website (Applying for a school place page) and should be addressed to the Head of School outlining the reason(s) why you wish your child to be considered for admission into a class outside of their normal age group. You should enclose any supportive evidence and documentation, for example from professionals who have worked with your child that you wish to be taken into account as part of that request. Each request will be looked at on an individual basis with any decisions taken according to what is considered by the school to be in the child's best interests. In such cases the following process should be followed in order:

a) Parents should make the request to the Warwickshire Admissions Service by 1st December of the year before the child is due to start school. This will provide time for requests to be processed, and where a request is not agreed, for the family to have adequate time to make an application before the published closing date.

b) Parents should submit to Warwickshire County Council their reasons for wishing to defer applying for a school place. This should include confirmation of agreement to the proposal from the Head of School. On receiving the supporting evidence, and on the recommendation of the Head of School, Warwickshire Admissions Service will write to the parent to agree that the application can be processed for the following year. However, the letter will highlight the potential risks / impact of this deferral which include:

i) Whilst the school has agreed to the deferral, there is no guarantee that the child will be allocated a place at that school the following year;

ii) Should it not be possible to allocate a place at the school in the following year, the local authority will make every effort to allocate a Reception place, rather than a Year 1 place. However, it may not be possible to do this. Decisions on which year group a child is admitted to are taken by a school's admission authority; this is not always the local authority and the admission authority of alternative schools may not be in agreement with deferred entry.

iii) Parents will also be made aware that deferring entry will have an impact on their child's score should they sit the 11+ test. This is due to the age standardisation process.

iv) Attention will also be drawn to the fact that when the child moves to a different school (e.g. primary to secondary, or to a different school due to a house move) that the admission authority of the new school will be responsible for deciding which year group the child will be placed in. This could result in a child being required to 'skip' a year.

c) If the request is not agreed, the parent will receive a letter detailing the reasons why.

d) A copy of the letter sent to the parent will be sent to the Head of School of Wilmcote CE Primary School**.**

e) The parent may still change their mind regarding deferred entry by a whole school year, and submit an application in the normal way. If an application is received then the parent's previous request to defer until the following year would no longer apply. This will offer the following options to the parent:

i) Their child starts school in the September following their 4th birthday;

ii) They can consider deferring the child's start date in Reception until later in the school year;

iii) They can discuss part-time arrangements with the allocated school, as detailed above.

f) A parent who chooses to defer entry by a whole school year will need to apply for a school place in the admissions round for the following year in the normal way. Their application will then be considered in exactly the same way as all others submitted during that application year.

If a parent who has applied by the closing date given by the Local Authority later changes their mind and wishes to defer their child's entry to Reception, they should discuss this and other options with the Head of School of the school. Requests to defer will not be agreed if the only reason is that a place has not been offered at one of the preferred schools.

Applications for other children to be admitted into a class outside of their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child has experienced problems such as ill health or if they are moving from overseas and their child has not been educated in the English school system. This request should be in the form of a written letter of application addressed to the Head of School outlining the reason(s) why you wish your child to be considered for admission into a class outside of their normal age group. You should enclose any supportive evidence and documentation, for example from professionals who have worked with your child that you wish to be taken into account as part of that request. Each request will be looked at on an individual basis with any decisions taken according to what is considered by the school to be in the child's best interests.

Parents should make the request to the school in good time so that the request can be considered.

These applications for admission outside normal age group will be considered alongside all other applications in accordance with the Local Authority co-ordinated admissions scheme. Parents have a statutory right to appeal against the refusal of a place at the school for which they have applied. This right does not apply if they have been offered a place at the school but it is not in their preferred age group.

Waiting Lists

It is necessary to complete a Local Authority Common Application form to apply for a school place.

If the school is oversubscribed for children due to start in the Reception year, a waiting list will be maintained by the Local Authority for this year group only. 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 taken up or declined. The waiting list will close at the end of the autumn term. 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.

Multiple Births

Twins and children from multiple births will be treated as "excepted children" under the terms of Infant Class Size regulations, when one of the siblings is the 30th child admitted. In Years 3 to 6 the Infant Class Size limit no longer applies. Where twins or children from multiple births apply for places in these year groups, places will be offered even if this exceeds the number of vacant places.

Home Address

The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s). Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week. If the child spends exactly equal amounts of time with each parent or guardian, it is the responsibility of the parents to decide which address is the home address for admission purposes. Parents should not assume that a place will automatically be allocated to their child.

Addresses involved in child minding arrangements (professional or with relatives) are excluded.

Equal Opportunities

The admissions policy of Wilmcote Church of England Voluntary Aided 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.

In-Year Admissions

Parents should apply directly to the Warwickshire Admissions Service which coordinates admissions through the course of the year. If the number of children already admitted to the appropriate year group is lower than the published admission number, a place will be offered. If there are more applications than places available in the year group concerned, the governing body will apply the admission criteria to all the applications and offer up to the admission number in criteria order. No admission will be made to an infant class, where the regulatory class size limit of 30 children would be breached by doing so.

Fair Access

The governing body recognises its duty to work with the Local Authority during the course of the year to provide fair access for "hard to place" children, even where the school has already reached its published admission number – except where the infant class size limit of 30 pupils would be breached by doing so. These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

Appeals Procedure

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Governing Body to refuse application for a school place. The Independent Admission Appeals Panel is arranged by the Governing Body. Details of the appeals procedure are sent out with all letters refusing admission.

Enquiries or comments about this policy should be addressed to:

The Chair of Governors, Wilmcote Primary School, Church Road, Wilmcote, Stratford Upon Avon, CV37 9XD.
Tel: 01789 204395
Email: admin3313@welearn365.com

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