



# Admissions Policy

## 2019/20

### Wiltshire

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# White Horse Federation Multi Academy Trust

## Proposed Admissions Policy - Primary and Special Schools, Wiltshire 2019/20

### Introduction

Applications to attend any White Horse Federation (WHF) School are welcomed from all families. As The Federation is a Multi Academy Trust, the Directors of the trust are responsible for their own Admission Policy and arrangements are in line with the Admissions Code of Practice and the Local Authority's Admissions Schemes. Ridgeway School and 6<sup>th</sup> Form College, all WHF Swindon Primary and Special schools, Gloucester Academy, The Peak Academy Dursley, Devizes Secondary School, Southwold Primary School, West Kidlington Primary School and Gagle Brook Primary School in Bicester will conduct their own admission consultation for 2019/20.

### Timing of Admission

Pupils will normally be admitted at age four in the September of the school year during which they reach their fifth birthday. The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted.

In recognition of the fact that some parents will feel their child is simply not ready to start school in the September following their fourth birthday, there is flexibility in the admissions code. Parents can request that their child attends part-time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year. In addition, a parent is able to request that their child is admitted outside of their normal age group.

The admissions code requires the admission authority of the WHF schools to make the decision, and it is clear that admission authorities must make decisions on the basis of the circumstances of each case. It would be unlawful for an admission authority to have a blanket policy which says that summer born children who start school in the September after their fifth birthday will be admitted to year 1. The WHF Academy Trust is the admission authority for its academies and free schools.

If a summer born child begins school in the September after their fifth birthday, this is the point at which other children in their age group are moving from the reception class to year 1. A reception class is defined by section 142 of the School Standards and Framework Act 1998 as a class in which education is provided which is suitable for children aged five and any children under or over five who it is expedient to educate with pupils of that age. In addition, the glossary to the admissions code refers to a reception class as 'an entry class to primary schools'. There are no statutory barriers to admitting a child of 5 years to a reception class.

The law does not prescribe the year group a child should be admitted to. There is no statutory barrier to children being educated outside their normal year group. Special educational needs is just one of a number of reasons why a child may be educated outside their normal year group. Parents should discuss this as soon as possible with the schools they are interested in applying for within the WHF. Parents should make it clear that they wish to apply for a reception place a year later than the year into which the child could have been admitted.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place

and it is not in the year group they would like. However, they may make a complaint. All schools have a duty to consider complaints about the school and must have a published complaints procedure in place.

In the case of foundation and voluntary aided schools, academies and free schools, parents should make a complaint under the school's complaints procedure – because the governing body or academy trust is the admission authority.

## Timing of Applications

All Primary Schools in Wiltshire are required to participate in the Wiltshire co-ordinated admissions scheme and Wiltshire Local Authority (LA) has set up a standard Common Application Form for all schools.

Important Dates for admission to WHF SCHOOLS in September 2018:

<b>Primary</b>	
1/9/17	Applications can be made
15/1/18	Deadline for on time applications
16/4/18	Offers made to Wiltshire residents
2/5/18	Deadline for parents to accept place

## Late Applications

Applications received after the closing date given above will not be considered until all on-time applications have been assessed according to the priority criteria below.

## Over-Subscriptions Criteria for White Horse Federation Wiltshire Schools

The Published Admissions Number (PAN) from Reception to Year 6 are as follows:

<b>School Name</b>	<b>PAN</b>
Zouch Academy	60
South Broom Infant School	90

## Primary School over subscriptions

In all admissions cases all applications will be agreed until the admission number is reached. Unfortunately, there may be occasions where a year group is over-subscribed and in these circumstances a set procedure will be followed to ensure places are allocated fairly. All applications will be ranked in order of the oversubscription criteria in these cases.

The oversubscription criteria are as follows:

**A child who has a statement of special educational need or an Education Health and Care Plan is required to be admitted to the school.**

**Priority 1.** A child in the care of a LA or provided with accommodation by that authority as defined by Section 22 of the Children Act 1989

Previously looked after children (see definition below) have the same admission priority as 'looked after children' (also known as children in care), in accordance with section 22 of the Children Act 1989.

'Previously looked after' children are defined as those who immediately after being in care became subject to an adoption order, child arrangements order or special guardianship order.

Required evidence for a 'previously looked after' child

- a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989
- a child arrangement order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- An adoption order under section 46 of the Adoption and Children act 2002 or Section 12 of the 1976 Adoption Act\*.

**Priority 2.** Any child who has a sibling attending a WHF school at the same time as he or she is due to be admitted (please complete Appendix 1 of this document)

**Priority 3.** Any child of a staff member either employed at any WHF school for at least two years, or who will meet a clear skills shortage;

**Priority 4.** Any child living within the school's catchment area (details available from the School and LA);

**Priority 5.** Any child not living in the school's catchment area.

## Decider

In all cases where the school is oversubscribed, distance measured as a straight-line from the centre point of the rooftop of the home address to the centre point of the rooftop of the school will be used to prioritise applications within individual oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation. The random process will be repeated and any previous random order will be discarded.

## Children with Special Educational Needs/Education Health and Care Plans

Pupils with a statement of special educational needs or Education Health and Care Plans are required to be admitted to the school. Once an EHCP reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Special Educational Needs Assessment Team (SENAT) at which point this policy ceases to apply.

## Supplementary Information Form

The Local Authority Admission form will be used as the only application form for WHF Primary Schools. No supplementary information will be required with the exception of information relating to priority 4.

### Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster 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. Any child that has an EHCP that names the school can be treated as a sibling even if they have not yet started at the school.

### Multiple Births and Children of Serving Armed Forces Personnel

If necessary the school will admit over its PAN to accommodate siblings born at the same time (e.g. twins, triplets etc.) or the children of serving armed forces personnel. In such cases the school can exceed the statutory limit of 30 five, six or seven year old children per class to prevent the separation of twins or children from a multiple-birth, and to accommodate the admission of children of serving armed forces personnel outside of the normal admission round. This number shall not exceed 33 per class. Where there are 4 or more exceptions, admissions will be prioritised according to date received by the LA.

When service families are moving to the area the LA will accept their application and allocate a place for children in advance of the families' arrival. Parents of other children applying for places may then need to be advised that the school is full. Below is the guidance outlined in paragraph 7.28 of the Code of Practice:

**7.28- Children of UK Service personnel and other Crown servants (including Diplomats)** *These families are subject to frequent movement within the UK and from abroad, often at relatively short notice. LEAs and school admission authorities should ensure that the needs of the children of these families are taken into account. Although they are not allowed to reserve places for blocks of these children, admission authorities may accept applications from parents returning to their area some months in advance and may allocate a school place.*

### Nursery

Where a Nursery department is in place; children will be admitted to the Nursery Department during the term following their 3<sup>rd</sup> birthday. The exact age of admission however is determined by the availability of places.

Children may be registered for the Nursery in the year in which they are 3. The number of Nursery places at:

School Name	Nursery Planned Admissions
Zouch Academy	52

*Where applications for admission to Nursery exceed the number of places available, the above criteria for admission will be applied. In the event of over-subscription when the above criteria have been applied, priority will be given to the eldest applicant.*

When children make application to the Nursery, they may also make application to the LA for their Reception Year. **Please note that the parents whose children go to nursery must complete a Primary Common**

**application form for their reception application to be valid.** Children who do not choose to take up a Nursery place should make separate application for entry to the Reception Year. All applications for entry to Reception class will be considered in line with the deadline for entry submissions (see above).

## Catchment Area

A catchment area is a 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). Most schools have a catchment area but some addresses fall within areas shared by two or more schools. Maps area available on the School's website.

## Home Address

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. Where a child has a joint address, then the address where the child Tax Credit / child benefit is paid will be taken as the child's home address. Evidence may be required in this instance.

## Applications at Other Times of the Year (In-Year Applications)

For the academic year 2019/20, the WHF has delegated the consideration of admissions in year to Wiltshire Borough Council. Applications to be admitted to a WHF School outside the normal admissions rounds can be made directly to Wiltshire Borough Council (WBC). On receipt of an in-year application, WBC on behalf of the WHF will consider the application within a required timescale in accordance with the oversubscription criteria and published admissions number. WBC, on behalf of the WHF will notify the parent and the school of the outcome by a decision letter. Parents/carers applying for places in an oversubscribed year group will be informed of their right of appeal.

## Waiting Lists

Where a place at a WHF School cannot be offered, the child will be placed on a waiting list. Where an application is received the child's name will be retained on the waiting list until the end of the academic year. If a place becomes available at the school, the place will be offered in accordance with the published oversubscription criteria and not the length of time a child's name has been on a waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications received. Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application. However, this does not include an appeal against placing a child out of their year group. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list

## Appeals Procedure

Parents have a right of appeal to an independent panel against any decision made by the governors regarding the admission of their child. Information about the appeal procedure will be provided where a place at a WHF school has been refused. Applicants should contact The Admissions Team, Wiltshire Borough Council

## Objections to these Admission Arrangements

Objections to these admission arrangements can be made to the Schools Adjudicator whose decision is binding and enforceable. Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator: <https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

## Appendix I

### Supplementary Information for Applications for Admission to a WHF School

This supplementary information must be completed in addition to the school admission form:

**Address:**

**Parent/Carers name and address:**

**Ref: Priority 3**

Name of WHF Staff member:

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WHF School .....

Relationship to child: .....

Length of employment at WHF School: .....

Is the member of staff meeting a clear skills shortage at a WHF school? Yes / No If yes, what is the skill being provided?

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