



**Proposed Admission Arrangements for
Community and Voluntary Controlled
Primary Schools for 2014/15**

Status : Proposed Admissions Arrangements 2014/15

PROPOSED PRIMARY ADMISSION ARRANGEMENTS

Wiltshire Council Proposed Admission Arrangements for Admissions to Voluntary Controlled (VC) and Community (C) Primary, Infant, and Junior Schools for the 2014/15 Academic Year

1. General Information

This policy applies solely to applications for places at Voluntary Controlled (VC) and Community (C) Primary, Infant and Junior schools. Foundation (F), Voluntary Aided schools (VA) and Academies (A) are their own admission authorities and the governing bodies are responsible for determining their own procedures and policies.

Proposed Arrangements for the co-ordination of primary admissions are made within the co-ordinated admissions scheme proposed for 2014/15.

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. Maps of each designated area are held by the local authority.

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 Local Authority (LA) will make an offer at the highest ranked preference school 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 statement special educational needs

Pupils with a statement of special educational needs are required to be admitted to the school named on their statement. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Statutory SEN Service at which point this policy ceases to apply.

d) Deadline Date

The closing date for the normal round of applications is noon 15 January 2014.

All applications received after noon on 15 January 2014 will be considered as late applications and will only be considered after all those received by the deadline have been determined, in accordance with the additional admissions policy which follows.

e) 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 whom 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 2 miles for children aged under 8 and 3 miles for children aged 8 or over or it is a school to which free home to school transport would be provided.

f) Shared Responsibility

Where two adults have shared responsibility for a child they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or when two application forms are submitted, the LA will process the application received from the adult with whom the child is living for the majority of the school week. The address shown on the child benefit notification letter will be taken as evidence of residency. If this is not available then the address showing on the child's NHS medical card can be used as evidence of residency.

g) Multiple Births

The Local Authority 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 new School Admissions Code expected to come into force from February 2012, 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 30th child admitted.

2. Oversubscription Criteria

Where a school is over-subscribed, places are allocated to children in order of the ranked criteria listed below:

1. Children in Care

Children in Care (Looked After Children) a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided 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

Children from families registered with the National Asylum Support Service;
Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer and the general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school.

Children with particular educational needs where written evidence is available from health or education professional to show that it would be detrimental to the child not to be admitted to the school;

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of application and also living at the same address on a permanent basis. Proof will be required.

3. Linked Infant School (this criterion applies to infant-to-junior transfer applications only)
Children who are pupils attending year 2 at the linked infant school as at the deadline date, irrespective of the status of the infant school, i.e. foundation, aided, community, or voluntary controlled.
4. Designated Area Siblings and Shared Area Siblings
A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infants' school) as at the deadline date and will continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. Step, half and foster siblings are included in this category.
5. Other Children from the Designated Area or Shared Area
Children resident within the designated area or shared area who do not qualify under one of the criteria above.
6. Other Siblings
A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infants' school) as at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category.
7. Children of staff at the school
A child is considered to fall under this criterion:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.
8. Other children
Children to whom none of the above criteria apply.

Tie Break

If the school is oversubscribed within any category above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted, then the available places will be decided by means of casting lots (random allocation).

3. Starting School

There is a legal entitlement for all three and four years olds to have access to fifteen hours free early education per week - available from registered childminders, school-based childcare, Sure Start centres, pre-schools, day nurseries, playgroups, or nursery schools.

A school place will be made available for children from the September following their 4th birthday. Full-time education is available to all reception pupils.

Parents have the right to ask that their child attends part time and this will be provided by arrangement with the school governors, (part time provision has been determined as either five mornings or five afternoons a week).

Schools will be responsible for informing parents of the induction arrangements for new entrants to the reception class(es). These may involve a short period of part time provision or a phased entry at the beginning of Term 1, which will normally be a fortnight. Individual children's cases should be discussed by the parent(s) with the school directly.

4. Joint admission arrangements with pre-schools

A small number of schools enter into a formal joint arrangement with a pre-school or nursery to provide education jointly to children before they reach statutory school age. Such an arrangement usually involves each child attending school for some sessions each week and the pre-school or nursery school for the remaining sessions. The admission of a child to a joint arrangement pre-school or nursery school does not give priority in itself for admission to the partner school.

The date on which a child can be admitted to a joint arrangement must be no earlier than the start of the term following his or her 4th birthday but can be later than this.

Registration at any nursery or pre-school unit will not be considered as an application for a school place and no priority will be given to such children.

5. Early, deferred or delayed admission

Early admission

Admission earlier than the autumn term following the child's 4th birthday may be agreed in exceptional circumstances, such as medical or social factors that have an adverse effect on the child. The request must have the approval of the LA's professional adviser and there must be no suitable alternative pre-school provision available. Early admission will be agreed for a maximum of one traditional term before the next available normal entry date.

Deferred admission until later in the academic year

A school place in the reception class is available for children from the September of the academic year in which they are 4. 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. The place is held for the 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.

Where a parent or guardian chooses to defer their child's admission beyond the academic year for which admission is sought, the place originally offered cannot be held over and a fresh application is required. Children whose entry is deferred are expected to join their chronological peer group, i.e. year 1.

Exceptional circumstances requiring delayed admissions

In exceptional circumstances children may be considered for delayed school entry into Reception class, i.e. out of their chronological year group. A written request must be made by the parents to the Local Authority. All such requests will be considered by the authority's professional advisors on a case by case basis, in discussion with parents and the preferred school.

6. Service Families

Applications for children of service personnel with a confirmed posting to the county, or crown servants returning from overseas to live in 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 local authority as soon as possible. This should include the 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 local authority will not refuse a service child a place because the family does not currently live in the area, and will not 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.

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.

7. Waiting Lists

Waiting lists will be maintained for all intake year groups in schools. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on a list will be determined by applying the published over-subscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for all year groups will close on 24 July 2014.

A fresh application can be made for a place for the next academic year group but this will not be considered before 1 May 2014.

Places that become available will not be offered to pupils who are not on the waiting list.

If your child is offered a place from a waiting list for any VC, C School then you must accept or decline the place within 10 working days of the date of offer. If the place is not accepted then a

further letter will be sent informing the applicant that should they not accept or decline the place within 5 working days the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

Notes:

- Names will only be removed from the lists if a written request is received or if the offer of a place that becomes available is declined.
- Registration of interest on a school's pre-admission list will not be considered as an application for a school place.
- Parents must contact any Voluntary Aided, Foundation school or the Academy concerned to obtain information on the existence of a waiting list.
- Except for Service Families, children will be considered to be living within the designated area for a school on receipt of an exchange of contracts or a signed tenancy agreement.
- Except for Service Families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.

8. Late or In Year Applications

A late application is one received after the deadline date of noon 15 January 2014. An In-Year application is for any year group which is not the normal intake group for the school.

Other than in exceptional circumstances and in agreement with the two schools involved, a transfer will, if the applicant is not moving address, only be considered as being for the start of the next traditional term.

Any additional applications will be considered together with any applications already on a school's waiting list.

Applications received at least one traditional term before the term in which admission is being sought are considered together and are ranked using the oversubscription criteria listed in section 2 above.

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date places are allocated to children in order of the ranked criteria as listed in section 2.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three ranked preferences. An offer will be made at the highest preferred school which has an available place.

If your child is offered a place at any VC or C School then you must accept or decline the place within 10 working days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they not accept or decline the place within 5 working days the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

If your child is offered a place at any VC or C School and you accept the place, you must take the place up within 28 working days of the required admission date stated on the original application form. Should the place not be taken up within the 28 working days the local

authority will then write to the parents informing them that the place has be withdrawn. This does not apply to children who are below compulsory school age for further information regarding children who are below compulsory school age, please refer to section 5 of this policy.

Requests for places in year groups other than the one relating to the child's chronological age will only be agreed, if supported by the Authority's relevant professional adviser and the school.

Children with Special Educational Needs

Children with statements of Special Educational Needs must be admitted to the school named on their statements. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Statutory SEN Service and at this point this policy ceases to apply.

Published Admission Number (PAN)

An admission number, which applies to the normal year of entry, is agreed for each school annually. Applications will generally be agreed until this Published Admission Number (PAN) for the year group in question has been reached or until the net capacity of the school has been reached.

If the governing body of any school refuse admission to a child with challenging behaviour (outside the normal admissions round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol. This will normally only be the case where the school has a partially high proportion of children with challenging behaviour or previously excluded children.

This provision will not apply to a Child in Care (Looked after Child, a previously looked after child) or a child with a Statement of Special Educational Needs, as these children must be admitted.

Applications for a child's designated school which would exceed the admission number will usually be agreed in cases where a reasonable alternative place is not available. "Reasonable" in this circumstance is defined as a school within the statutory safe walking distance from the applicants' home address of 2 miles for children aged under 8 and 3 miles for children aged 8 or over or it is a school to which free home-to-school transport would be provided.

An application for a school which would exceed the admission number will be agreed if the child has particular learning needs identified by Central SEN Services which cannot be met at an alternative school.

Any child refused a place at a school will be placed on the waiting list for that school (which will be kept in order using oversubscription criteria not date of receipt of application).

9. Appeals Procedure

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority as to the school at which education is to be provided for their child.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Appellants should contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to Democratic and

Members Service team at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

Once a place has been awarded by the independent appeal panel the place must be taken up within twenty eight days of the required date of admission stated on the original application form.

Should the place not be taken up within the twenty eight days the local authority will then write to the parents informing them that the place has be withdrawn.

10. Further Appeals

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Unless there are significant and material changes, as agreed by the Director for Children and Education, in the circumstances of the parent, child or school relevant to a further application, a repeat application during the same academic year will not be considered and no fresh appeal can be made.

Where there have been material changes in circumstances and the repeat application is considered and again refused, the parents will have the right to a fresh appeal.