

PRIMARY

**Proposed Admission Arrangements for Community and Voluntary
Controlled Primary Schools for 2015/16**

Status: A260-13 Proposed Admissions Arrangements 2015/16

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 2015/16 Academic Year

1. General Information

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

Determined Arrangements for the co-ordination of primary admissions are made with the co-ordinated admissions scheme proposed by 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 for each designated area are held by the Local Authority (LA).

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 statement of 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 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 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 applicant's 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. **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.

f. **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 which came into force in 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.

g. **Children of UK Service Personnel (UK Armed Forces)**

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 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.

h. Armed Forces Personnel Relocating to Salisbury Plain - a Proposed Special Planning area for admissions

Leading up to September 2017 there is initiative to rebase serving armed forces personnel in Germany back to England. The Garrison towns around Salisbury Plain in Wiltshire will be target destinations for a significant proportion of these service families.

Wiltshire Council is proposing from September 2015 to declare the community areas of Amesbury and Tidworth a 'special planning area for Admissions'. The proposal is to give an admission priority to families of the troops rebasing to settlements around Salisbury Plain until 2017. Wiltshire Council is working closely with the Children's Education Advisory Service (CEAS), a tri-service organisation funded by the MOD, to make the transition for children and families in Germany as smooth as possible and remove unnecessary complexity.

Wiltshire Council is proposing to add criteria 'H' to the oversubscription criteria for all community and voluntary controlled schools in the 'special planning area for admissions' and is requesting other admission authorities in the area to consider making similar arrangements.

The 'special planning area for admissions' will be kept under review by Wiltshire Council, including the option of extending the area to include Salisbury in subsequent years.

Applications for children of service personnel with a confirmed posting 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') in the 'special planning area for admissions'.

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.

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.

2. Starting School

There is a legal entitlement for all three and four year olds to have access to 15 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 parents(s) with the school directly.

3. 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 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.

4. Early, deferred or delayed admission

a. Early admission

Admissions earlier than the 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.

b. 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 four. 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 the 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.

c. 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 LA. 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.

5. Deadline – applications received by the deadline date of 15 January 2015 will be considered as first round applications

The closing date for main round applications (i.e. applications for entry into Reception 2015) is 15 January 2015.

All applications received after the deadline of 15 January 2015, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined.

6. Oversubscription Criteria for Voluntary Controlled and Community Schools

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

a. **Looked After Children/Previously Looked After Children**

The definition of 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).

b. **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, 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 educational professionals 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 the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

c. **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. F, A, C or VC.

d. **Designate area siblings and shared area siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked in 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.

e. **Other children for 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.

f. **Other Siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked in junior school in the case of applications to an infants' school) 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.

g. Children of staff at the school

A child is considered to fall under this criterion

- i. 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
- ii. 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.

h. Children of Serving Forces Personnel relocating to Salisbury Plain

The above criteria will only apply to the following schools:

Durrington All Saints CE Infants School,
Durrington CE Junior School,
Figheldean St Michael's CE Primary School,
Kiwi Primary School, Bulford,
Larkhill Primary School,
Collingbourne C E Primary School.
Amesbury C of E Primary School
Amesbury Archer Primary School

i. 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 application).

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 oversubscription 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 2016.

A fresh application can be made for a place for the next academic year group but this will not be considered before 5 May 2016.

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 schools 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 VA, F 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. Applications for Reception 2015 Intake – applications received after 15 January 2015

Applications received after the deadline of 15 January 2015 will be considered as late applications.

Applications received between the 16 January 2015 and 23 April 2015 will be treated as second round applications.

Applications received after the 23 April 2015 will be treated as third round applications.

9. In Year Transfer Applications for year groups other than Reception 2015 Intake

Applications received after the 24 July 2015 for the year of entry and any applications received for other year groups are classed as transfer applications.

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.

All 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 this policy.

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 oversubscription criteria as listed in this policy.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three preferences. An offer will be made at the school listed as highest preference possible 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 five 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 admissions date stated on the original application form. Should the place not be taken up within the 28 working days the LA will then write to the parents informing them that the place has been withdrawn.

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 LA's relevant professional adviser(s) and the school.

10. Proof of address

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

A copy of your Council Tax Bill

A solicitor's letter stating contracts have been exchanged and specifying a completion date

A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If

parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

11. Fair Access Protocol

All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

If the governing body of any school refuse admission to a child with challenging behaviour (outside the normal intake round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol.

This protocol does 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.

Further information on the In Year Fair Access Protocol including further criteria for referral, and a copy of the protocol, can be viewed at www.wiltshire.gov.uk

12. 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 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. Parents should contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to the Democratic and Members Service team (D&M) at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

If a place has been awarded by the independent appeal panel the place must be taken up within 28 days of the required date of admission stated on the original application form.

Should the place not be taken up within 28 days the LA will then write to the parents informing them that the place has been withdrawn.

13. 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 of Children's Services, 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.

Consultation on Published Admission Numbers (PANs) for VC & C Schools

In line with the School Admissions Code, the Local Authority is formally consulting on the published admission numbers (PAN's) for the below VC or C schools. The first table provides information of the PAN's which are in line with the indicated admission number.

Any objections to the PAN's should be sent to admissions@wiltshire.gov.uk

School – Voluntary Controlled	2015 for PAN
All Cannings CE Primary School	21
Amesbury CEVC Primary School	50
Ashton Keynes CE Primary School	29
Box CE Primary School	25
Bradford-on-Avon Christ Church	60
Brinkworth Earl Danby's CE Primary School	30
Longford CE (VC) Primary School	13
Broad Hinton CE Primary School	17
Broad Town CE Primary School	12
St. Nicholas CEVC Primary School, Bromham	12
St. Mary's Broughton Gifford VCCE Primary School	12
St. Dunstan CE Primary School, Calne	60
Chirton CE Primary School	8
Christian Malford CE Primary School	17
Churchfields, The Village School	24
Colerne CE Primary School	38
Collingbourne CE Primary School	17
St. Sampson's CE Junior School, Cricklade	67
Crudwell CE Primary School	17
Southbroom CE Junior School, Devizes	90
Dilton Marsh CE Primary School	30
Dinton CEVC Primary School	17
Durrington All Saints CEVC Infant School	60
Durrington CE Cont. Junior School	60
Figheledean St Michael's CE Primary School	17
Five Lanes Primary	21
Great Bedwyn CE Primary School	30
Hilperton CEVC Primary School	25

Holt VC Primary School	21
Hullavington CE School	21
Kington St. Michael CE Primary School	17
Lacock CE Primary School	12
Langley Fitzurse CE Primary School	16
Lea & Garsdon CE Primary School	21
Lydiard Millicent CE Primary School	30
St Barnabas CE School, Market Lavington	20
St.Mary's CE Infant School, Marlborough	60
St.Peter's Junior School, Marlborough	60
Minety CE Primary School	17
North Bradley CE Primary School	25
Oaksey CE Primary School	16
Oare CE Primary School	17
Ogbourne St.George & St. Andrew VC CE Primary School	13
Preshute CE Primary School	30
St. Mary's CE Primary School, Purton	60
Harnham CE Cont. Junior School, Salisbury	90
St Mark's CE Junior School, Salisbury	90
Wyndham Park Infants' School, Salisbury	90
St. Katharine's CE (VC) Primary School, Savernake Forest	12
Seagry CE Primary School	12
St George's CE Primary School, Semington	12
Shalbourne CE Primary School	9
Shaw CE Cont. Primary School	30
Sherston CE Primary School	30
Shrewton CE Primary School (New site)	17
Southwick CE Primary School	26
Staverton CEVC Primary School	45
Stratford sub Castle CEVC Primary School	21
Sutton Veny CEVC School	24
St John's CE Primary School, Tisbury	20
Bellefield Primary & Nursery School, Trowbridge	42
Urchfont CE Primary School	16
The Minster CE Primary School, Warminster	30
Warminster Sambourne CEVC Primary School	21
St John's CE Primary, Warminster	21
Westbury CE Junior School	82
Westbury Leigh CE Primary School	60
Wilton and Barford CE Primary School	25
Winsley CEVC Primary School	21

Winterbourne Earls CE Primary School	30
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School - Community	PAN for 2015
Amesbury Archer Primary School	60
Fitzmaurice Primary School, Bradford-on-Avon	45
Bratton Primary School	30
Kiwi School, Bulford	38
Fynamore Primary School, Calne	60
Priestley Primary School, Calne	30
Charter Primary School, Chippenham	47
Ivy Lane Primary School, Chippenham	55
Kings Lodge Community School, Chippenham	60
Monkton Park Community Primary School, Chippenham	38
Queen's Crescent Primary School, Chippenham	50
Redland Community Primary School, Chippenham	40
St. Paul's Primary School, Chippenham	41
Lypiatt Primary School, Corsham	7
St. Sampson's Infant School, Cricklade	60
Nursted Community Primary School, Devizes	30
Devizes Southbroom Infants School	90
Gomeldon Primary School	21
Hilmarton Primary School	16
Horningsham Primary School	12
Larkhill Primary School	47
Luckington Community School	8
Ludwell Community Primary School	12
Lyneham Primary	60
Bowerhill Primary School, Melksham	55
Mere School	30
Neston Primary School	30
Old Sarum Primary	30
Pewsey Primary School	30
Ramsbury School	30
Greentrees Primary School, Salisbury	34
Harnham Infant School, Salisbury	90
Salisbury Manor Fields Primary School	30
Woodlands Primary School, Salisbury	30
Stanton St. Quintin Primary School	21

Grove Primary School, Trowbridge	60
Holbrook Primary School, Trowbridge	45
Newtown Community Primary School, Trowbridge	45
Walwayne Court School, Trowbridge	42
New Close Community School, Warminster	30
Princecroft Primary School, Warminster	21
Bitham Brook Primary School, Westbury	42
Westbury Infants School	80
Westwood-with-Iford School	17
Wootton Bassett Infants	60
Longleaze Primary School, Wootton Bassett	37
Noremarsh Junior Community School, Wootton Bassett	60