



**Admission Arrangements for Community  
and Voluntary Controlled Primary Schools  
for 2012/13**

**Status** : Proposed Admissions Arrangements 2012/13

## **PRIMARY ADMISSION ARRANGEMENTS**

### **Proposed Wiltshire Council Admission Arrangements for Admissions to Voluntary Controlled (VC) and Community (C) Primary, Infant, and Junior Schools for the 2012/13 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) and Voluntary Aided (VA) schools are their own admission authorities and the governing bodies are responsible for determining their own procedures and policies.

**Arrangements for the co-ordination of primary admissions are made within the co-ordinated admissions scheme determined for 2012.**

##### **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). 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) SEN children**

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 Central SEN Services at which point this policy ceases to apply.

##### **d) Deadline Date**

The closing date for the normal round of applications is noon 15 January 2012.

All applications received after noon on 15 January 2012 will be considered as additional applications and 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. The address on the child benefit notification letter will be taken 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. Only where this would create an Infant Class Size in excess of 30 will this procedure not be followed and in such circumstances if there are fewer available spaces than the number of children, offers will be made for the elder/est child(ren) up to PAN, however the children will be offered an alternative school to which they can all/both be 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) as defined in Section 22 of the Children's 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 Central SEN services 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 and Shared Area Multiple Births

Children who are twins (or other children of multiple births) applying for places at the same time and who are living at the same address which is within the designated area or shared area of the school;

5. 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;

6. 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.

7. Other multiple births

Children who are twins (or children of other multiple births) applying for places at the same time and who live at the same address which is outside the designated or shared area for the school.

8. 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;

9. 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.

#### **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

Parent(s)/guardians may prefer to defer their child's admission to Reception to a later term. The place must be taken up within the same academic year as was originally offered and admission cannot be delayed beyond the statutory school start date, ie, places can be held open until January or April as long as the child joins the school no later than the start of the term following their 5<sup>th</sup> birthday. Notification of the intention to defer should be given directly to the school concerned as soon as possible once a place has been offered.

##### Delayed admission

Where a parent or guardian chooses to delay their child's admission beyond the current school year, the place originally offered cannot be held over and a fresh application is required. Children whose entry is delayed are generally expected to join their chronological peer group, ie year 1. Any request for a Reception place must have the approval of the Authority's professional adviser.

**TISM:** Transition Inclusion Support Meeting (TISM) is a multi-agency meeting to plan for the anticipatory needs of an individual child on entering mainstream school.

Where children have had a TISM, an outcome may be that a deferred start to school is mutually agreed in the best interests of the child. An application for transition funding can be made to support the child in their first two terms at school.

## **6. Service Families**

- Applications will be considered in advance of a move into the county.
- Until a fixed address is given the unit address will be used and a school place will be allocated accordingly.
- Proof of posting should be sent to the local authority as soon as possible.
- A letter of support from the CO will be used as evidence of a move if a posting note doesn't indicate the housing arrangements.
- Children will be considered to be siblings if any other brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly.
- It isn't always possible to admit to popular schools so no school place can be guaranteed
- Service families are not permitted exceptions to the Infant Class Size regulations.

## **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 22 July 2013.

A fresh application can be made for a place for the next academic year group but this will not be considered before 26 April 2013

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

### 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 or Foundation school 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. Additional or in year Applications

An additional application is one received after the deadline date given above or 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 paragraph 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 above.

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.

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.

Pupils 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 Central SEN Services and at this point this policy ceases to apply.

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. Exceptionally, a challenging child may be refused admission either if the school has a particularly high concentration of pupils with challenging behaviour or if the child is particularly challenging **and**, in either case, the school:

- requires special measures or has recently come out of them (within the last two years);
- has been identified by Ofsted as requiring significant improvement and therefore given 'notice to improve';
- is subject to a formal warning notice by the local authority;
- is a Fresh Start school or Academy open for less than two years; or
- is a primary school where fewer than 55% of pupils achieve level 4 or above at Key Stage 2 in both English and mathematics for four or more consecutive years.

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 28 of the required date of admission stated on the original application form. Should the place not be taken up within the 28 days the local authority will then write to the parents informing them that the place has been 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.