

Winchelsea



All Individuals Matter

WINCHELSEA PRIMARY SCHOOL
RUSKINGTON

ADMISSIONS POLICY

Part 1: Introduction

The County Council has delegated to the governing bodies of individual community and controlled schools the decisions about which children to admit. Every school must apply the County Council's oversubscription criteria shown later.

The school currently operates an annual intake in September into the Foundation unit as a nursery pupil, during the year after a child's third birthday¹ and into the Reception cohort in the academic year of his/her fifth birthday. It is the intention of Winchelsea Primary School to make provision accessible to children and families from all sections of the community.

Our admissions policy operates within an Equal Opportunities framework and is regularly reviewed.

All applications by parents for admission in the Autumn Term must be made by the 15th January 2017 for 2017 Reception.

Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Winchelsea Primary School in line with the Data Protection Act 1998 and Ofsted Registration requirement under The 1989 Children Act.

¹ This is for 30 funded hours, 9.00am – 3.20pm, if the parent is eligible and 15 funded hours, 9.00am – 12.00pm, if the parent is not eligible. (See the Charging Policy with regards to extending the nursery school day if not eligible).

Part 2: Admission Criteria

The Governors will consider applications from all children whose parents express a preference for the school. The published admission number for the year of entry is 26 for Nursery and 30 for Reception. In accordance with the Code of Practice for Special Education needs, the allocation of school places for pupils with a Statement of Special Education needs will take place before allocating other places as part of the annual admissions process. For entry into Reception in September we will allocate places to parents who return an application before we consider any parent who has not returned one. Where applications exceed the number of places available the following criteria will apply, in the order set out below:

1. The child is in the care of the local authority or had previously been in care²;
2. There is a sibling³ who will still be attending the school when the child is due to start;
3. The school is the nearest one to the home address⁴;
4. The distance from the home to the school, priority will be given to the child living closest to the school⁵.

This means that, in most cases, pupils who live closest to the school are given priority.

² A child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989, at the time of application. This includes any child that has previously been in care and who is now adopted or who is subject to a residence order or special guardianship order.

³ **Sibling**

A full brother or full sister, whether or not resident in the same household.

Another child normally resident for the majority of term time in the same household, for whom the adult in the household has parental responsibility as defined in the Children Act 1989.

In the case of twins (or two siblings in the same age cohort) and where there is only one place available in the school, both will be considered together as one application. The school will be authorised to exceed its Admission Number by one, except if this breaches infant class sizes regulations. In this case parents will be offered a choice, either to accept the one place available and a place in a different school for the other twin (sibling) or to accept places in the nearest school with two places. In the latter instance, the County Council will provide free transport for both children, provided the distance from home to school qualifies.

⁴ **Distance from home to school**

The Governing Body has selected the following method of measuring distance from home to school:

Where the distance is less than 2 miles, the measurement of the shortest route is by maintained public highway and established public footpaths from the front gate of the house to the nearest approved entrance to the school.

⁵ The nearest address to the school is found by measuring the distance from your address to the school by driving distance along public highways. We do not measure to any other schools. We measure electronically along public highways using the post office address point of the home to the post office address point of the school.

Part 3: Allocating Places

When an offer of a place is formally made there will be two weeks to accept. Failure to accept will result in the place being offered elsewhere. If any of the oversubscription criteria have too many applicants then the tie-break will be by distance using the method in footnote 4 above. If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be conducted by an independent person.

For admission into Reception the governors will keep a waiting list which is called a reserve list. If you do not get a place at your first preference school your child is automatically put on the reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves in to the area and is higher placed on the oversubscription criteria. This list is co-ordinated and maintained by the local education authority until the end of August 2017. After this Winchelsea will keep the reserve list until the end of the Autumn term and possibly longer. Parents should contact Winchelsea for information about the reserve list.

Late Applications

If your application is received after the deadline it will still be dealt with but there is no guarantee that it will be at the same time as on-time applications. Any forms or new information received during February will not be dealt with until after the April offer date due to the volume of work required processing the on-time applications.

Appeals

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the appeal panel is binding on all parties. You should send your appeal to the school by the end of March and your papers will be passed onto the Legal Services Section.

Mid-year admissions

The governors will accept admissions into other year groups if there are places. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system.

Fair Access

The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently

excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children.

In order to meet the government's military covenant aimed at helping service personnel and Crown Servants returning from abroad Winchelsea has adopted the following arrangements. For late co-ordinated applications and mid-year applications we will aim to remove any disadvantage to UK service personnel (UK Armed Forces) by applying the schools oversubscription criteria to their address. We will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day. If the address is within the distance the governors will be asked to consider admitting providing all children in public care and siblings have already been admitted. This will be irrespective of the fact that the school has had appeals or appeals are scheduled.

It may be that the governors still cannot admit because of organisational or curriculum difficulties within the school. If this is the case, the Local Authority will approach the second and third preferences stated.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements. We allocate a school as soon as possible by applying the policies and practices that we normally follow.

Signed: _____
Chair of Governors

Dated: _____