

# GREAT WISHFORD C.E. (V.A.) PRIMARY SCHOOL



West Street  
Great Wishford  
Salisbury  
Wiltshire SP2 0PQ

Tel/Fax: 01722 790433

Email [admin@greatwishford.wilts.sch.uk](mailto:admin@greatwishford.wilts.sch.uk)

Website [www.greatwishfordschool.co.uk](http://www.greatwishfordschool.co.uk)

## **GREAT WISHFORD C.E. VA PRIMARY SCHOOL**

### ***Admissions Arrangements***

**2016-2017**

#### **Part 1 – General Information**

##### ***1.1 Introduction***

This document sets out the Admission Arrangements of Great Wishford CE VA Primary Church of England Voluntary Aided Primary School with respect to Admissions. For the purposes of these arrangements, the Governing Body of Great Wishford CE VA Primary School is the admission authority.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Parents who wish their children to be admitted to the school must complete the Primary Common Application Form (PCAF) in line with the Wiltshire Council Co-ordinated Primary School Admission Scheme, and state Great Wishford as one of their preferences. The PCAF can be obtained from the

school office or from County Hall, Trowbridge and should be returned directly to County Hall. Alternatively, you may apply online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

An application does not guarantee admission should the school be oversubscribed (please see Oversubscription Criteria). Registering interest with the school on a “register of interest list” before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school’s behalf.

Parents or guardians will be sent written notification of the outcome from Wiltshire Council on the date determined in the Co-ordinated Admission Scheme. An offer of a school place should be accepted by the deadline date, which is also set out in the Scheme, otherwise the offer of the place will be withdrawn.

Every year the governing body will review and publish information concerning the Great Wishford School admissions policy. This will confirm the maximum number of children to be admitted to the school as a whole, the Pupil Admissions Number (PAN) which is currently 17 and explain how places will be allocated.

In accordance with government legislation, the governing body will consult with the Diocesan Board of Education, the Local Authority and other local schools in respect of the admissions policy.

## **2. Aims**

**2.1** The overriding aim of these Arrangements is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children. It should contribute to improving standards for all pupils.

**2.2** The school aims to provide a place for all children whose address is within the designated area, defined as being the area within the ecclesiastical boundaries of the parish(es) of Great Wishford, South Newton, Stapleford, Berwick St. James, Winterbourne Stoke, Steeple Langford area within the Parish of Middle Wylde Valley. However, this is dependent on the resources available to the school. Designated area means the area of benefit as defined in the school's Trust Deed. A map is available at <http://www.achurchnearyou.com> where the ecclesiastical parish boundaries of each village can be seen.

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together

with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

### **3. Policy**

The admission policy of Great Wishford Primary School is, while there are adequate places to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. The school participates in the Local Authority's Fair Access Protocol.

**Where this school is named in a child's Statement of Special Educational Needs or Education health Care Plan (EHCP), the governing body recognises a duty to admit the child to the school.**

### **4. Starting School**

A full time school place in the Reception class is available for children from the September following their 4<sup>th</sup> birthday. (i.e. children born between 1/9/2011 and 31/08/2012 will be admitted in September 2016)

Parents can request that their child attends part-time until the child reaches compulsory school age.

Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Note: Compulsory school age is the term after the child turns 5.

### **5. Deadline for Application**

Applications for Reception Year entry for the academic year starting September 2016 need to be formally registered with the Local Authority by the date stated on the PCAF, **midnight on 15th January 2016**, for consideration by the admission authority.

A decision on the admission of new entrants will be made during the spring term 2016. Parents or guardians will be sent written notification of the outcome from the Local Authority on **16th April 2016**.

## **6. Waiting Lists**

- 6.1** During the normal admissions round it is always necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school on a “waiting list” before the admissions round guarantees neither a place nor priority within the oversubscription Criteria. Offers of places will be made by the Local Authority on the school’s behalf.
- 6.2** If the school/academy is oversubscribed for children due to start in 2017-2018 a waiting list will be ***maintained***. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. Each name added will require the list to be re-ranked. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.
- 6.3** Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will shut down on 31 December 2016 in accordance with statutory requirements. Looked after children and previously looked after children as defined within this policy, children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

## **7. Applications outside the normal admissions round**

- 7.1** Applications for a place during the academic year, may be submitted at any time, but will not be administered more than six school weeks in advance of a place being required, except in particular circumstances applying for Crown Servant or Service family children. Applicants must complete an In-Year application form and return this to the LA or the school office as applicable. This form is available from the LA or to download from the school website, or a copy can be provided upon request.
- 7.2** The Admissions Committee will consider applications during term time only and strictly in the order that they are received. Applications that arrive during a school holiday will be held and processed when school resumes. If the governors receive more than one application on the same day for the same year group, they may need to apply the published oversubscription criteria in order to determine a priority for

admission where insufficient places exist within the PAN or admission limit applying at that time

- 7.3** The non-statutory admission limits (applying to years 1 – 6) indicate the number of places available in a particular year group at a particular time. The governors are permitted to adjust these limits according to the level of resource available to support the year group concerned. If the Admissions Committee determines that the admission of a further child would impact on the efficient delivery of education or the efficient use of resources, the application will be refused.
- 7.4** Applicants will receive a written decision by first class letter post within 10 school days of receipt of the In-Year application form or receipt of any supplementary information where this is subsequently submitted to support an application and is deemed necessary in order to determine the admission decision. If an application is refused, the decision letter will set out the reasons for refusal and explain how to appeal against the Admission Authority's decision.
- 7.5** Any offer of a place during the academic year, will remain open for six school weeks from the date of the decision letter. If the child concerned is not on roll and attending before this deadline, the Admissions Committee will consider withdrawing the offer of a place.
- 7.6** Subject to the information provided on the application form and the circumstances at the school, the Admissions Committee may decide to refer an application to Wiltshire Local Authority in order that the Fair Access Protocol may be applied. This would normally be where a child is deemed to require a higher level of support than can be provided at the school. The Fair Access Protocol enables the local authority to engage directly with a family in order to help identify a suitable educational placement as soon as possible.

## **8. Over-subscription Criteria**

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

### **8.1 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, child Arrangements, or special guardianship order. For admission purposes, a looked after child is a child who, at the time of application, 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 (section 22(1) of the Children Act 1989 applies)

## **8.2 VULNERABLE CHILDREN**

### **Namely:**

- i. children of families with confirmed refugee status
- ii. children with a medical condition or disability where written evidence is available from a senior clinical medical officer and the child's general practitioner or specialist showing that it would be detrimental to the child's health not to admit him/her to the school rather than any other. Details of this must accompany the initial application.
- iii. Children where either parent has a disability which would make travel to a different school difficult. Evidence from a registered health professional such as a doctor or social worker will be required. Details of this must accompany the initial application.

## **LIVING WITHIN THE SCHOOL'S DESIGNATED AREA AS DEFINED ABOVE:**

### **8.3 SIBLINGS**

A child is considered in this category if an older sibling is attending the school at the deadline date, **and will still be attending at the time of admission**, and where the child lives within the designated area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step 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.

### **8.4 OTHER CHILDREN**

Children resident within the designated area who do not qualify under one of the criteria above.

## **LIVING OUTSIDE THE SCHOOL'S DESIGNATED AREA AS DEFINED ABOVE:**

### **8.5 SIBLINGS**

A child is considered in this category if a sibling is attending the school at the deadline date, **and will still be attending at the time of admission**, and where the child lives outside the designated area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step 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.

**8.6 PRACTISING CHRISTIANS** Those children from outside the designated area who are regular (*monthly attendance for a period of 6 months*) practising Christians, of whatever denomination, at a recognised church or religious group. (A recognised church or religious group is one that is a member of Churches Together in Britain and Ireland (see [ctbi.org.uk](http://ctbi.org.uk)).

**8.7 OTHER CHILDREN**

Children resident outside the designated area who do not qualify under one of the criteria above.

**8.8 Tie breaker**

If the school / academy is oversubscribed within any criterion 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 school, but cannot all be admitted, then the available places will be decided by the casting of lots by someone independent of the school or the Local Authority.

Parents must accept the offer by the date set out in the Local Authority Co-ordinated Primary School Admission Scheme. Parents will be asked to reply to the Local Authority and confirm acceptance by this date.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

**Part 9 - Appeals Procedure**

**9.1** Applicants whose school place application has been turned down will have the legal right to appeal against the governors' decision, providing a formal application for a school place was submitted and a decision letter received. Full details explaining the appeal process will be set out in the decision letter.

**9.2** The governors do not organise appeal hearings during school holiday periods and any appeal received when the school is closed will not be administered until school resumes.

**9.3** An appeal form must always be completed and submitted to the School Office. An appeal form can be downloaded from the school website or obtained from the School Office.

## **Part 10 – Further General Information**

### **10.1 Applications for children to enter a year group other than chronological age**

The governors will consider applications on a case by case basis for retained or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in writing and included with the school place application form.

### **10.2 Multiple birth applications (for example twins)**

In the case of multiple birth applications, the Published Admission Number or admission limit will be exceeded, or increased, at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the same school (the sibling definition still applies).

### **10.3 Children from Overseas**

The Governors will process admission applications for children living overseas providing they have European Economic Area (EEA) citizenship, are United Kingdom (UK) citizens returning to the UK, or they hold an appropriate Home Office Visa at the time of application. All overseas applications will be considered according to the child's home address at the time of submission unless proof of the child's future UK address is provided with the application (see 9.5 Home Address). The only exceptions are children of UK Service personnel and other Crown Servants (including Diplomats) returning to the UK with a confirmed posting within the area.

### **10.4 Parent**

A parent in education law includes natural parents, whether they are married or not and a person other than the natural parent(s) who has parental responsibility or care of a child or young person. Having care of a child or young person means that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

### **10.5 Home Address**

For the purposes of school admission, the governors' definition of a child's home address is considered to be where the child resides for the majority of their time with the person(s) who legally have care of the

child. Documentary evidence of house ownership, or a minimum six-month rental agreement, may be required together with proof of the child's residency at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed formal lease agreement in place at the time of application. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place.

## **10.6 Withdrawing the offer of a school place**

The child must then be attending school within six school weeks of the date of the original offer letter. The governors reserve the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists. The governors may also withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

## **10.7 Ecclesiastical Parish boundary maps**

Maps indicating the Ecclesiastical parishes see Section 2.2 are available to view <http://www.achurchnearyou.com>

## **10.8 Relevant Documents**

Important information published by local authorities applies to some areas of school admissions procedure. If you are considering submitting an application for your child to start or transfer school, you are advised to refer to your local authority's website. Documents of particular importance include:

- The Local Authority Coordinated Admissions Scheme
- The Composite Prospectus 'Primary Admissions Guide for Parents' (this will include detailed information about how to apply for a child to start school for the very first time in the Reception year group)
- The Local Authority School Transport policy
- The Local Authority Fair Access Protocol (this document applies only for applications made in connection with a place required during the academic year)

## **Part 11 – Enquiries about these arrangements**

These Admission Arrangements reflect the statutory requirements of the 2014 Department for Education School Admissions Code and the School Admissions Appeals Code [www.education.gov.uk](http://www.education.gov.uk). The documents were compiled by the Governing Body (the Admissions Authority for the school) and published on the school website following

a public consultation. The administrative practices described in these arrangements are designed to be fair and reasonable and the information provided is intended to explain clearly:

- How to apply for a place at Great Wishford Church of England VA Primary School
- How the Admissions Authority administers admission applications
- How to appeal against a decision to refuse admission

Please contact the school office if you would like to discuss these admission arrangements or your particular circumstances in more detail:

**Great Wishford Church of England VA Primary School  
West St  
Great Wishford  
Salisbury  
SP2 0PQ**

**Admissions contact: Mrs Mandy Hewes  
Tel: 01722790433  
School website: [www.greatwishfordschool.co.uk](http://www.greatwishfordschool.co.uk)  
School Office: Email: [admin@greatwishford.wilts.sch.uk](mailto:admin@greatwishford.wilts.sch.uk)**

**Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body.**