



# Admission Arrangements

2023 - 2024

|                                     |                                 |
|-------------------------------------|---------------------------------|
| <b>Agreed by the Governing Body</b> | <b>Date: June 2022</b>          |
| <b>Review Date:</b>                 | <b>Date: June 2023</b>          |
| <b>Review Schedule:</b>             | <b>Annual</b>                   |
| <b>Person(s) Responsible</b>        | <b>Headteacher / Admin Team</b> |

# Contents

|  | <b>Page</b> |
|--|-------------|
| 1. Introduction                        | <b>3</b>    |
| • Admissions Criteria                  | <b>3</b>    |
| 2. Procedures and practice             | <b>4</b>    |
| • Saplings Nursery                     | <b>4</b>    |
| • Over Subscription Criteria           | <b>4</b>    |
| • How to apply                         | <b>4</b>    |
| • Additional Notes                     | <b>4</b>    |
| • Appeals                              | <b>6</b>    |
| • Waiting Lists                        | <b>6</b>    |
| • In-Year Admissions                   | <b>6</b>    |
| • In-Year Fair Access Protocol (IYFAP) | <b>6</b>    |
| 3. Concluding Notes                    |             |
| • Definitions/Arrangements             | <b>6</b>    |

# Proposed Admission Arrangements for 2023/24

## 1. Introduction

The Community Academies Trust being the admissions authority for the school, proposes the following arrangements for entry to the school in September 2023.

The school's admission arrangements are part of the Warwickshire County Council co-ordinated scheme.

The school / academy's Published Admission Number (PAN) is 60. This is the number of pupils who will be admitted to reception.

Details of the school's priority area can be found on the Warwickshire County Council website:

<http://www.warwickshire.gov.uk/admissions>

## Admissions Criteria

In the event that there are more applications than places available the following oversubscription criteria will be used:

**Please note that children with a statement of Special Educational Needs or Education and Health Care Plan that names a school must be admitted and this may reduce the number of places available.**

- A. Children in care of, or provided with accommodation by, a Local Authority and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- B. Children living inside the priority area (see definitions below) who will have a brother or sister at the time of admission.
- C. Other children living inside the priority area.
- D. Children living outside the priority area who will have a brother or sister at the school at the same time as admission.
- E. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school. (Shortest distance = highest priority)

Distance will be calculated by straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the preferred school. (Centroids are predetermined points and all measurements are subject to change due to updates of mapping data).

## **2. Procedures and Practice**

### **Saplings Nursery**

Children can be admitted in the September after they become 3 years old. Children can fulfil the 15 hours provision 5 sessions a week 8.45 – 11.45am or 12.30-3.30pm.

There are various extra options parents may consider:

- Paying for extra sessions (3 hours each)
- Lunchtime service (12-12.30pm) is charged for (with lunch provided by the parent/carer). A further charge is made if a hot meal is provided by Saplings.

Saplings Nursery also offers the 30 hour provision for parents meeting the criteria.

These hours can be fulfilled on Monday – Friday 8.45am – 3.30pm.

It is Woodloes Primary School's policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular intake than there are places. Admission to Nursery will be determined by the oversubscription criteria detailed below.

### **Oversubscription Criteria**

If the total number of applications for admission to Saplings Nursery setting exceeds the number of available places, then places for sessions are allocated on a first come first serve basis by the date that the application is handed in.

### **How to apply**

Applications can be obtained from Saplings Nursery and must be handed in to the Manager. Parents / Carers will be notified of the outcome / spaces approximately 5 weeks before the term they are due to start.

### **Additional Notes**

There is no charge or cost related to the admission of a child to a school.

Attendance at Saplings Nursery will not guarantee admission to any particular reception class or give any advantage to the child's application for reception. Parents must reapply for admission to Reception at the appropriate time.

In accordance with legislation, children who have a statutory statement of special educational need or Education, Health and Care Plan that names Saplings Nursery will be admitted to our Nursery setting. This may reduce the amount of places available to other applicants.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, Saplings Nursery will not seek to obtain this information on behalf of the applicant.

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Unsuccessful applicants will be placed on a waiting list. If places become available after the offer date they will be offered to the child at the top of the waiting list.

There is no statutory right of appeal for admission to a nursery setting. Any disputes over the administration of the policy will be dealt with by the Governor's complaints procedure.

## **Appeals**

Parents / carers will be informed by their home authority of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed, but not allocated, even if it was a lower preference than the one offered.

Appeal forms are available from the Local Authority.

## **Waiting Lists**

Waiting lists will be held by the Local Authority.

Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list.

Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.

Waiting lists will be held until the end of the autumn term. The parents / carers of all children on the list will then be contacted and asked if they wish their child to remain on the list. Parents/carers must respond within the relevant timescale. If they do not register their continued interest their child will be removed from the relevant list.

## **In-Year Admissions**

In-Year admissions for Years R-6 are applications to enter a year group that has already started school. Warwickshire County Council will be responsible for co-ordinating in-year applications for all of the Academy's children. Therefore, parents seeking a place should complete the Council's In-Year Common Application Form and return this form directly to the Council. The Council will then liaise directly with the school.

## **In-Year Fair Access Protocol**

Within Warwickshire, Schools operate an in-year fair access protocol to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as soon as possible.

Warwickshire County Council will be responsible for implementing the school's in-year fair access protocol. If your application for a school place falls under the IYFAP then you will be notified of this when we receive your application. Further information is available in the Warwickshire primary admissions booklet.

## **3. Definitions**

The following definitions / arrangements are taken from the Warwickshire County Council consultation on Admissions and also apply to Woodloes Primary School.

- **Looked After Children**

Children in the care of, or provided with accommodation by a local authority (under Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

- **Siblings**

Sibling is defined as: a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister or the child of the parents' partner where the child for whom the school place is sought is living in the same family and at the same address as that sibling.

- **Proof of address**

When submitting an application, parents will need to provide appropriate proof of the address used as the basis of their application. This will normally be a Council Tax Reference Number. Each year Warwickshire Admissions Service will contact a random sample of Warwickshire applicants and ask for further proof of address.

- **Fraudulent or Intentionally misleading applications**

Parents should be aware that where a school place is offered based on a fraudulent or intentionally misleading application that the place can be withdrawn even after the child has started at the school.

- **Definition of Home Address**

Where the child normally resides / sleeps when they attend school. Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place can be withdrawn. This includes situations where the address used to allocate a place changes prior to the place being taken up.

There is also an expectation that a child will be resident at the address used to allocate a place from the start of term and will continue to reside at that address for a reasonable period of time. **All circumstances surrounding the application will be taken into account in deciding whether or not this requirement has been met.**

Short-term house moves which occur only to secure a school place and which are considered fraudulent or intentionally misleading may therefore result in the place being withdrawn.

- **Postal Address File (PAF)**

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

- **Applications made from the same multiple dwelling sharing a single Postal Address File (PAF) / Other applications where the distance from home to school is identical**

Where required, individual priority for such applicants within a particular criterion, will be set by random allocation (lottery). The draw will be carried out by two officers of the Admissions Service in the presence of a Local Authority Solicitor from Law & Governance Division. The order of draw will be recorded and countersigned at the time.

- **Separated Parents**

Where a child lives with each of their parents at separate addresses, the address used for allocating a school place will be the one where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the child's parents / carers will be asked to nominate which address they wish to be the child's main address for school admission purposes. Should they fail to do so by the published closing date the Council has the right to nominate the address that it considers appropriate.

In the case of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make a single application which both parents are in agreement with.

- **Twins, Triplets or other multiple-births**

Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, place(s) will normally be offered to the other multiple-birth child(ren) where the local authority and school's admission authority (if different) are in agreement - even if this means going above the school's Published Admission Number

- **Admissions above PAN**

Children with a Statement of Special Educational Needs or an Education and Health Care (EHC) Plan that names the school, will be admitted. In this event the number of places that remain for allocation will be reduced or result in a school exceeding its PAN.

If a school has a waiting list then it will not normally be possible to offer additional places as other applicants **will** have been refused places in the same year group. However, if the Local Authority and the school's admission authority agree, then **all** applicants on the waiting list, or groups of children falling under a particularly high criterion (such as out of area with siblings) **may** be offered a place.

- **Admission above PAN for Looked After Children**

Except where a child is placed in an emergency, no care placement should be made without the education element being satisfactorily arranged. Where the placement has had to be made in an emergency, and education has not been secured, or where educational provision breaks down, then local authorities must secure an educational placement within 20 school days.

Moves of care placement can occur outside the normal admissions round when many schools are full. To avoid delays resulting from the local appeals procedure, Community schools will be asked to admit, without appeal, looked after children resident within their priority area even though their admission limit has already been reached or exceeded.

Woodloes Primary School adopts the above policy.



- **Under Age and Over Age applications**

Warwickshire County Council's policy (which is adopted by the Community Academies Trust) is that all children should be educated within their appropriate age group. In rare cases where it might not be appropriate for the child to be educated in the normal year group, there is a detailed process to consider the child's physical, emotional and social maturity before any decisions are made.

The vast majority of children are educated in the year group determined by their date of birth. Paragraph 2.17 of the School Admissions Code does, however, allow parents to request that their child is educated outside of their normal age group. The parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

If a parent / carer wishes to request that their child is taught out of year group they should submit their request to Warwickshire County Council along with their reasons. Parents are encouraged to do this ahead of the relevant closing date for applications. Parents should also include confirmation of agreement to the proposal from the Headteacher of their preferred school. Parents may also wish to submit other information in support of their request; for example from professionals who have worked with their child. Each request for a child to be taught out of year group will be looked at on an individual basis.

Parents will be notified once a decision is reached along with the reasons for the decision.

- **Children of UK service personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to their area, a place will be allocated in advance if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address which can be used for the application against the relevant oversubscription criteria. Also see 'Infant Class Size'.

- **Late applications (Entry or Transfer Year Groups)**

Late applications will only be considered after the applications received by the closing dates (on-time applications).

- **Late applications because of an impending move:**

Offers of places at primary level will take account of a future move involving the child's address only if it can be confirmed i.e. if the parent can provide independent proof of the move, such as a tenancy agreement that terminates after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house.