

# Waddington and West Bradford Church of England (VA) Primary School

## IMPORTANT NOTICE TO ALL PARENTS

### Primary School Admission Arrangements 2018/19

The Governing Body for this School will retain the same admission policy for 2018/19 as was determined for 2016/17 & 2017/18. As a result, the admissions policy remains unchanged.

**Please note that the closing date for 2018/19 applications is 15 January 2018.  
Offer notices will be issued on 16 April 2018.**

Please contact the school direct if you have any questions regarding admission.

## Admissions Policy

The number of places available for admission to the Reception Class in 2016 is a maximum of 27. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds their admission number. By law, no infant class may contain more than thirty children. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with an Educational, Health and Care Plan naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

- 1) Children in public care and previously looked after children.  
This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. . 'Looked after' means that the child was (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.
- 2) Residence\* in the parish of Waddington and West Bradford.
- 3) A sibling\* attending school, who will still be attending when the child is admitted.
- 4) Family involvement with work and worship of any Christian church in Waddington and West Bradford\*
- 5) Family involvement with the work and worship of any Christian church in neighbouring parishes, provided that the parish does not have its own Church of England Aided or Controlled school\*
- 6) Residence in a neighbouring parish (N.B. neighbouring parishes are defined as parishes from which we have traditionally drawn pupils i.e. Clitheroe (St Mary's, St James' and St Paul's), Hurst Green, Mitton, Whitewell, Slaidburn, Grindleton, Chatburn and Downham.

### Tie Break (Distance)

To judge between otherwise equal cases after the application of the above criteria, places are awarded by reference to distance from their home front door to the school's main entrance measured by the shortest walking route. In the event of a tied distance measurement between address points, the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

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## Late Applications for Admissions to Reception

Where there is a good reason for an application being received after the last date for applications, and it is before the Governors have established the list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to criteria.

## Waiting List

Where the school has more applications than places, the admission criteria will be used. Children who are not admitted will have their names placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admission criteria. Since the date of application cannot be a criterion for the order of the names on the waiting list, late applicants for

the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later, will have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent upon whether an appeal has been submitted. The waiting list will be held for the remainder of the academic year.

## **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child<sup>[1]</sup> 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. Admission authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group. Admission authorities **must** make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. *They **must** also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.*

Where an admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They **must not** give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. *This right does not apply if they are offered a place at the school but it is not in their preferred age group.*

[1] The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

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## **Admission of children below compulsory school age**

- Children who are offered a Reception place in the school will be able to start school in the September following their fourth birthday.
- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age in that school year.
- Parents may request that their child attends part-time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.
- Compulsory school age is the beginning of the term following the child's fifth birthday.

## **Deferred admission**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

## **In year/non-routine admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. In order to obtain a school place in mid year, it is necessary to contact the head teacher of the school you wish your child to attend. If you wish to apply to this school on the grounds of your faith commitment then it may be helpful to your application to complete the Supplementary Information Form and return it to the school.

If you wish to visit the school before stating your preferences, please contact us.

## **Appeals**

Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

## Notes \*

- 1) Residence may be defined as the family home at which the child resides regularly on week days. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address used.
- 2) Siblings are defined as sister and brothers of statutory school age including step, half, foster and adopted siblings who live with the same family at the same address.
- 3) Family involvement is defined as being known to the church- ie. As a minimum, being occasional but not frequent worshippers, having a low-key family commitment (children

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may have been baptised there) being involved in church-run organisations such as choir or Sunday school. Applicants who wish to be considered for a place under oversubscription 4 or 5 must return the school's Supplementary Information Form. If the form is not returned by the same date as the Common Application Form the school will only be able to rank the application based on the information provided in the Common Application Form. It is a parental responsibility to return the form to school.

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**Supplementary Information Form**

It is a parental responsibility to return this form to the school at the same time as the Common Application Form is submitted

Child's surname.....

Child's forename/s.....

Name of parent(s)/guardian.....

Address.....

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Telephone number..... Mobile.....

Email address.....

Do you attend a Christian church? Yes/ No (Please delete as applicable)

If Yes- please name your minister and church.....

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Do you already have a child attending the school? Yes/ No (Please delete as applicable)

If Yes- please name the child/children.....

*The information provided on this form is used solely for the purpose of considering applications under the school's admissions policy. The information is held by the school and will not be disclosed to any third party. Under the data protection act, some of the information provided is defined as 'sensitive personal data', which means that your explicit consent is required for the data to be processed.*

*Please confirm your consent by signing and dating the form below.*

Signed..... Date.....