

Wicklewood Primary School and Nursery



Admissions Policy

Responsible Person

The person for the updating of this policy is: The Headteacher

Review and Monitoring

This policy will be reviewed every year by the operational committee.

Reviewed:

Signed: Peter Meacock(Chair) Date: 31.10.18

Signed: Julia Brooks (Headteacher) Date: 31.10.18

Next Review due: Autumn 2019

At Wicklewood Primary School and Nursery, we welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds.

We admit our pupils in-line with the Equality Act 2010, School Admissions Code 2014, the School Admission Appeals Code 2012, Human Rights Act 1998 and the School Standards and Framework Act 1998.

The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way.

The number of places available is determined by the capacity of the school, and is called the 'agreed admissions number'. Our published admissions number (PAN) is 30.

Legal framework

This policy has due regard to the related statutory legislation, including but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998

This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2014) School Admissions Code
- DfE (2012) School Admissions Appeals Code

The admissions process

The LA must collate and publish all the admission arrangements in the area in a single prospectus.

Parents apply to the LA for places at their preferred schools. They may express a preference for up to three schools. The common application form (CAF) allows parents to provide their name, address (including proof of address), and date of birth of their child. If a school is undersubscribed, any parent that has stated a preference for that school must be offered a place. If a school is oversubscribed, the school must rank applications against its published oversubscription criteria and send that list back to the LA.

Wicklewood School and Nursery is a Foundation school. The school caters for children in the primary (4-11 years) age range and in the Nursery (2-4 years). Our catchment area covers Wicklewood, Kimberley, Hackford, and Crownthorpe but when places are available we may accept children from outside this area. Children are invited to start Nursery once they have turned 2. Children are currently admitted into school during the year in which they will be five. Those children whose fifth birthday falls between September 1st and February 28th (or 29th) are admitted into school, full time, in September. Children whose birthday is between 1st March and 31st August can be admitted part time in the September and then full time in January.

County Admissions allocate places in accordance with agreed policies.

Children are admitted to the school in the September of the academic year in which they attain their fifth birthday.

Normally, children who are five before 28th February attend full time.

Children who are five after the 28th February attend part time until the start of the spring term, when they begin full time education. However, in line with the government policy, parents are able to request that their child attends full-time, part-time, or that their place be deferred.

Parents of children living outside the designated area accept responsibility (and costs) for transportation to and from school.

Allocation is made on the basis of address at 31st December, prior to the year of entry.

Within the Nursery the Manager is responsible for the allocation of places in accordance with agreed policies.

Criteria for the allocation of places at Wicklewood Primary School and Nursery are:

1. Children who have an Educational Health and Care plan.
2. Looked After children.
3. Children who live in catchment area and have a sibling attending the School.
4. Children who live in catchment area and have no sibling attending the School.
5. Children who live outside the catchment area and have a sibling attending the school.
6. Children who live outside the catchment area and have no sibling attending the school.

If there are more applicants in any category than places available, County Admissions (or the Manager within Nursery) will make a decision based on the criteria. This will be applied to each category in priority order, until the admission limit is reached.

Considerations

Children below compulsory school age

- Admission authorities must provide for the admission of all children in the September following their fourth birthday. Until the child reaches compulsory school age, parents may request the child attends part-time.

Children outside their 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.

Children of UK service personnel

- For families of service personnel with a confirmed posting to their area, or Crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance.

Children from overseas

- Admission authorities must treat applications for children coming from overseas in accordance with European Union (EU) law or Home Office rules for non-European Economic Area (EEA) nationals.

Excluded children

- Admission authorities must not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools, there is no need for an admissions authority to comply with parental preference for a period of two years from the last exclusion.

Monitoring and review

Any changes must be consulted on and where no changes are made, consultation is required at least every seven years.