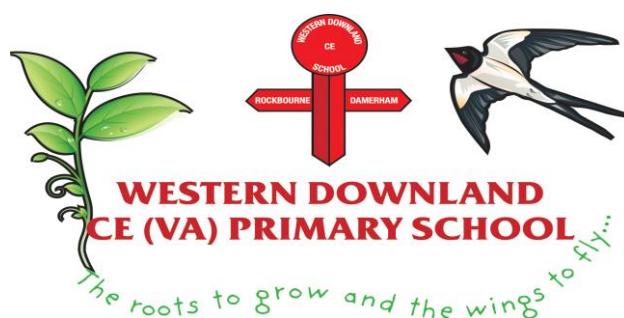


WESTERN DOWNLAND. C.E. (Aided) PRIMARY SCHOOL

In partnership with parents we aim to provide:

*The roots to grow and the wings to fly*

# **Western Downland C. of E. (V.A.) Primary School**



## **Admissions Arrangements 2017-2018**

## Introduction

**Western Downland Church of England (Aided) Primary School** highly values its Christian foundation and its close links within the Western Downland parishes and the Diocese of Salisbury.

Our school seeks to be welcoming and inclusive, attentive to one another and values diversity, which we seek to celebrate and nurture. We seek to promote excellence and extend and deepen understanding and knowledge. These values are rooted and influenced by our foundational Christian values.

**As an inclusive school** we welcome applications from those of the Christian faith, other faiths or none.

We ask all parents (*see definitions below*) applying for a place at our school to respect our Christian ethos and its importance to the whole school community.

As a designated Church of England Aided Primary School, the Governing Body is the Admissions Authority.

The Published Admissions Number (PAN) for Western Downland Church of England (Aided) Primary School for 2017-2018 is **27**.

## Aims

The aims of this policy are that:

- It should work for the benefit of all children and parents in our area.
- It should be regarded as clear, fair and objective and complies with all relevant legislation.

## Admissions

The Governors apply an equal preference scheme, considering all applications against the admissions criteria irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

The Governing Body will admit any child whose final statement of special educational needs or **Education Health Care Plan (EHCP)** names the school.

**If more applications are made than there are places available then the following criteria will be applied:**

### Admissions Oversubscription Criteria

#### I. **A looked after child or child who was previously looked after<sup>1</sup>**

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<sup>1</sup> This criterion provides priority for children who are (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 (see the definition in section 22(1) of the Children Act 1989). It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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**2. Vulnerable children**, children of families with confirmed refugee status, or children with a medical condition or disability, or children where either parent has a disability which would make travel to a different school difficult. This must be confirmed in writing by the Local Authority within whose area the child lives. In the case of children with a medical condition or disability, written evidence must be available from a senior clinical medical officer and/or 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.

**3. Living within the school's catchment area:**

3a. Children living in the designated catchment area of the school (see *definitions below*) who will have a sibling (see *definitions below*) living in the same family unit on the roll of the school during the year of their admission.

3b. Other children living in the designated catchment area of the school.

**4. Living out of the school's catchment area:**

4a. Children living outside the designated catchment area of the school who will have a sibling living in the same family unit on the roll of the school during the year of their admission.

4b. Other children living outside catchment area

**5. Children of staff** (see *definitions below*) living out of the catchment area of the school who have, (1) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

*(Note: **Multiple births:** Where a twin or child from a multiple birth is admitted to the school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number of the year group above the school's PAN.)*

**Tie-breaker**

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school reception using Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website.

## **Application Process**

### **A) Starting school in Reception in September 2017**

Children born between 1 September 2012 and 31 August 2013 (inclusive) are entitled to full-time schooling from September 2017. We are a one form entry school. Details of pattern of starting school can be found on our school website.

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Parents who **live in Hampshire** requiring a school place, need to complete Hampshire's Common Application Form available from the website [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions), or from the school. Parents **who live in other areas outside of Hampshire** need to apply to their home local authority. **Applications for all 27 places for Reception will be considered after the national closing date of midnight on Sunday 15<sup>th</sup> January 2017.**

Late applications will be considered after all on-time applications have been fully processed unless exceptional circumstances merit earlier consideration.

**Notifications to parents offering a primary or infant school place will be sent by the County Council on 18<sup>th</sup> April 2017.**

Parents can request that their child's admission is **deferred** until later in the school year (usually at the start of a school term and before the end of the academic year), but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday. Parents can request that their child **attends part-time** until the child reaches compulsory school age.

Children with birthdays between:

- 1 September and 31 December 2012 (inclusive) reach compulsory school age on 31 December 2017, at the start of the Spring term.
- 1 January and 31 March 2013 (inclusive) reach compulsory school age on 31 March 2018, at the start of the Summer term;
- 1 April and 31 August 2013 (inclusive) reach compulsory school age on 31 August 2018, at the start of the new school year.

Parents of children with birthdays between 1 April and 31 August 2013 (inclusive), whose child has not started in a Year R class during the 2017-18 school year, may wish to request admission to Year R in September 2018 rather than admission to Year 1. In these circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the local authority in the autumn term 2016 to ensure that an informed decision is made. [Parents should refer to the Hampshire County Council webpage: [www.hants.gov.uk/ad-summerborn](http://www.hants.gov.uk/ad-summerborn).]

### **B) In-year applications**

In-year application forms are available from the County Admissions Team, the school or online, 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.

Applications will be considered during term time only and strictly in the order (by day) 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 will apply the above oversubscription criteria in order to determine a priority for admission where insufficient places exist.

Applicants will receive a written decision by letter within ten school days of the in-year application. If the application is refused, the decision letter will set out the reasons for refusal and explain how to appeal against the Admission Authority's decision.

The applicant must confirm his/her acceptance of an in-year offer within ten school days of the offer being made. The place will then remain available for the remainder of six school weeks from the date on the offer letter.

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### **Waiting List**

Any parent whose child is refused a place may ask for their child's name to be placed on a waiting list in case a vacancy occurs. Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances will affect their priority;
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

The waiting list will close on 18<sup>th</sup> July 2018.

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

Parents can seek places outside their normal age group. Decisions will be made on the basis of the circumstances of each case; parents may be offered a place in another year group at the school. See HCC guidance on the website.

### **Withdrawn places**

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.

### **Appeals Procedure**

Parents have the right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters.

### **Definitions**

A **parent** is defined as a natural, adoptive, step or foster parent or other legal guardian.

The child's permanent **residence** is the place where they live, normally including weekends and during school holidays as well as during the week, and should be used on the application. The permanent address of children who spend part of the week with one parent and part with the other, at different addresses, will be the address at which they spend most of the time.

The **catchment area** of the school is that of the Benefice of Western Downland which comprises the parishes of Damerham, Rockbourne, Whitsbury and Martin.

**Siblings** refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister, foster brother or sister and includes children living as siblings in the same family unit.

**Staff** includes all those on the payroll of the school. **Children of staff** refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.

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**Enquiries about this policy:**

If you have any enquiries about this policy, please contact the Clerk to the Governors Western Downland C.E. Primary School, Rockbourne, Fordingbridge, Hants, SP6 3NA or email: [adminoffice@westerndownland.hants.sch.uk](mailto:adminoffice@westerndownland.hants.sch.uk)

Further Information can be gained from  
Salisbury Diocese [www.salisbury.anglican.org](http://www.salisbury.anglican.org)

Hampshire Education Authority [www.hants.gov.uk](http://www.hants.gov.uk)