

Wootton-by-Woodstock CE Primary School

Policy For Admissions 2011-2012
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ADMISSION FORUM – 24 NOVEMBER 2009

The governors have formulated the following policy in accordance with their obligations under the 1998 Education Act and in consultation with the Diocesan Board of Education, the Local Authority (LA) And the Schools Admissions Code 2009.

The School's capacity is 70. The School's admission number in 2011-2012 for the Early Years/ Reception Class is 10.

All Applicants

Preferences for this, (or any other school), may be made by completing the preference form (CAPF), found in the LA Admissions booklet. Parents who wish to apply on denominational grounds must also submit the Supplementary Information Form (Criterion 3).

Allocation of Places

Places are offered from September of the academic year in which the child has his/her 5th birthday (see overleaf). All relevant dates and processes in relation to applications for admission will conform to the agreed Coordination of Admissions Scheme as published by the Local Authority which is common to all schools within the local authority area.

Applications for children in other age groups will be dealt with as they arise. (See In Year/Casual admissions section.)

In the case of refusal, full reasons will be given; the parents will be told of their right of appeal and invited to request an appeal form, which is available from the school.

Children with Statements of Educational Need naming the school, will always be admitted. After this, places at the school are allocated according to the following criteria **in this order:**

1. Looked After children living within or without the school catchment area.
2. Children from within the School's catchment area i.e. the Parish of Wootton, Glympton and Kiddington, and running south to include Old Woodstock. The school governors keep a marked map in school that shows the boundary of the catchment area.*
3. Siblings already in attendance at the School at the time of the proposed admission
4. Parents who demonstrate their wish for their child to experience an education based on a Christian ethos. This includes children from families who may live outside the Parish boundary, but wish their children to attend a Voluntary Aided Church School. If applying under this category it is essential for parents to demonstrate their denominational commitment. The completion of the Supplementary Information Form (Criterion 3) is required from the minister of the place

of worship that the family currently attends. Preference will be given to those families whose commitment to worship is at least monthly for a period of 12 months prior to the deadline for applications.

5. Villages without primary schools.
6. Other applicants who do not meet any of the above criteria.

All applications in Criteria 1 - 5 will be treated equally, irrespective of need or ability.

Home to School Transport

Information regarding Home to School Transport can be found in the booklet entitled "Starting School" (for primary schools or "Moving On" for secondary schools (one or the other) produced by the Local Authority and available from Primary Schools from September 2010.

In the event of more applicants than places available within any individual criteria, the decision will be made according to distance from the home address to the school by the nearest designated public route as defined on the Directorate for Learning & Culture's Geographic Information System. Continued interest lists will be managed by the LA according to the Coordination of Admissions Scheme.

InYear/Casual Admissions

In Year admissions will be administered by the LA on behalf of the Governing Body. In accordance with the Admissions Code 2007 one additional place in each year group may be made available to children in groups judged to be at significant risk of under achievement according to the Local Authority's Fair Access Protocol. These are:

- Children 'Looked After' by Oxfordshire County Council
- Children permanently excluded from another school or at significant risk of permanent exclusion
- Traveller children
- Child refugees/asylum seekers

Where necessary these children will be admitted above the admission number that applied to the year group at entry to Early Years/Reception. These children will also receive priority when placed on the continued interest list.

Multiple Births

In the case of multiple births, where one sibling is eligible for admission under the above criteria, the school will admit all siblings provided that admitting these siblings does not exceed class size prejudice legislation, that is, that the KS1 class does not exceed 30 pupils. When all siblings cannot be accommodated they will be prioritised by random allocation. Random allocation means that each child will be allocated a number and these numbers will be fed into a random number generator programme. The selected number will represent the child who will be offered a place. This process will be observed by an independent person who will be a representative of the Parish Council who has no connection with the school. Random allocation will *only* be put into practice in the instance of multiple births.

Early Years

The School admits children according to the following policy:

1. All four year olds will be entitled to, and offered, a funded full-time place at a primary school from the September before their fifth birthday.
2. In appropriate cases parents may wish to defer entry up until the term after the child's fifth birthday at the latest. If this course of action were to be taken the school would expect some communication between the parents of the child, school staff and other relevant agencies.
3. Under such circumstances as 1 and 2 above, the school will hold a place open for a child to a later date within that academic year, although in the majority of cases, the school finds that children benefit from starting at the beginning of the school year rather than starting part way through it.
4. In the case of multiple births the governors will admit siblings above the admissions number of 10, subject to the rules regarding class size prejudice.
5. The governors will not consider applications for early admission.

The School keeps a register of parents who wish their child to attend the school. Admission priority is not ordered according to the date of registering interest.

Appeals

Any parent who has been refused a place for their child has a right to appeal to an independent appeal panel (except temporarily the parents of a child who has been permanently excluded from two schools, at least one within the last two years). The parent should complete an appeal form and return it to the Chair of Governors by the date specified on the form. The School will ask the Diocese to organize an independent panel to hear the appeal.

Under normal circumstances Governors will not reconsider repeat applications made within the same academic year. However, a second application in the same academic year will be considered under extenuating circumstances, such as a change of address.

Definitions

Home address:

This means your child's permanent place of residence at the time of application: the place where your child sleeps most term time nights. If your child is moving into the catchment area we will ask for evidence of his/her move before considering the application.

Siblings:

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.

Parent:

A parent is any person who has parental responsibility for, or is the legal guardian of the child.

Where admission arrangements refer to 'parents attendance at church' it is sufficient for just one parent to attend. Family members means only parents, as defined above, and siblings.

Looked-after children:

This means children who are in residential care, live with foster carers, or whose parents share the responsibility of looking after their children with the LA.

F1:

Reception group.

Previous Admissions

Details of the previous year's admissions are contained in the Appendix attached.

This policy is reviewed annually.

Governor _____

Headteacher _____

Date agreed _____

Please note that:

* The Glympton and Kiddington catchment areas are shared with Enstone Primary School.

* All dates will be in line with the LA Coordinated Admissions Scheme.

For application enquiries parents should contact the headteacher at the School address:

Miss VJ Lucas

Wootton-By-Woodstock Primary School, Church Street, Wootton, Woodstock, Oxfordshire, OX20 1DH.

Email: office.3657@wootton-woodstock.oxon.sch.uk

Tel: 01993 811520

This policy complies with all relevant legislation, including that regarding infant class size prejudice, at the time of publication:

Sex Discrimination Act 1975

Race Relations Acts 1976 and 2000

Human Rights Act 1998

Disability Discrimination Acts 1995 and 2005

Equality Act 2006

School Standards and Framework Act 1998

Education Acts 1996, 2002, and 2005
Education and Inspections Act 2006

Wootton-By-Woodstock School is committed to Equality of Opportunity and all applicants will be considered irrespective of religion, race, ethnicity, gender, sexual orientation, ability or disability. Please refer to the Equal Opportunities Policy.

WOOTTON-BY-WOODSTOCK C.E. (AIDED) PRIMARY SCHOOL

Supplementary Information (Criterion 3)

The closing date for applications will be in line with the Admissions Code and this form must be returned to the school or the Local Authority by the date stated on the CAPF.

This form must be submitted where a parent is seeking admission for a child on the grounds of Criterion 3, that is, wishing the child to have an education based on a Christian ethos. After completion it should be returned by the religious leader direct to the school. Families moving into the area within 12 months prior to the date of application may present the form to a former minister. Preference will be given to those families whose commitment to worship is at least monthly for a period of 12 months prior to the deadline for applications.

Name of Child:

Name of parent/guardian:

Name and Address Place of Worship attended:

How frequently has the parent, guardian or child been attending weekday meetings or Sunday services at the place of worship over the past year (e.g. weekly, monthly, quarterly)?

Signed

Position *

Date

* For example, Vicar, Rector, Minister, etc.

Appendix to Admissions Policy

APPLICATION FOR ADMISSIONS INTO SCHOOL IN 2008-2009

TOTAL NUMBER OF APPLICANTS21

<u>Criteria</u>	Successful Applicants	No of Appeals	Successful Appeals
Living within the school's catchment area	7	0	
Siblings already in attendance at the school			
Wishing the child to experience an education based on a religious foundation			
Living in a village with no primary school			
None of the above criteria			