

WESTON HILLS CHURCH OF ENGLAND PRIMARY SCHOOL

ADMISSION POLICY

Weston Hills Church of England Primary School's Admission Policy has been formulated using the Schools Admissions Code of Practice, which came into force on 20th January 2003.

The school was founded to provide education for children of the parish of Weston Hills. It is a school for the whole community whilst it seeks to offer a Christian based education to all children; grounded in the Diocesan vision of "excellence, exploration and encouragement within the love of God". The school values the involvement of parents in supporting the school's Christian ethos. As a Church of England school, we hold regular Christian collective worship and festivals, both in school and in Church.

The school has one intake each year, in September, into the Reception class, for all children who have their fifth birthday during the academic year (September 1st – August 31st). The published admissions number for the school is 20. The school offers places up to our admission limit. The school will accept any child within the specified age range whose parents or guardians wish him or her to attend this school. No account will be taken of a child's race, colour, or gender in determining whether a place will be offered. Pupils with disabilities are treated no less favourably than others. An amount is set-aside in the school budget for any alterations that may need to be made to meet the needs of the pupil. The school only exceeds its Admission Number as a result of Independent Appeals.

Where numbers allow and space is available a pre-reception group may be formed. The size of the group will be determined by the space available each year. Currently, pre-reception runs one afternoon per week for three afternoons in the Summer term. This is reviewed by the governors on an annual basis.

The County Council has delegated to the governing bodies of individual community and controlled schools the decisions about which children to admit. Every school must apply the County Council's oversubscription criteria shown below.

In accordance with the 1996 Education Act, the allocation of school places for children with a statement of special education needs will take place first. The LA will then allocate the remaining places in accordance with this policy. Parents can request a part time placement until the term after the child's fifth birthday; they can also defer entry until later in the school year.

For entry into reception in September the LA will allocate places to parents who return an application before they consider any parent who has not returned one.

The oversubscription criteria are listed in order. Words marked with a number, for example 1 or 2 are explained separately in the definition and notes section:

1. The child is in the care of the Local Authority or has previously been in care (1)
2. There is a brother or sister (2) at the school who will still be attending when the child is due to start

3. The school is the nearest one to the home address, as defined in note 3.
4. The distance from the home to the school, priority will be given to the child living closest to the school, as defined in note 4.

Visiting School

Parents who are considering sending their child to Weston Hills Primary School are most welcome to come to school, to talk to the Headteacher and to visit classrooms to 'sample the working day'. A telephone call to the bursar or Headteacher will secure an appointment, but is not always essential. Our doors are always open to everyone. For children due to start Reception we hold two open mornings at the school, one in October and one in November, so that parents can visit before their preferences have to be submitted to the Local Authority for a start the following September.

The Governors review the School's Policy and arrangements annually, and notify parents and publish any changes made. Although a Church of England school, Governors do not choose, at the time, to enforce the religious criteria which would give priority to children on religious grounds who meet the criteria.

Definitions and notes:

1. A child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989, at the time of application. This includes any child that has previously been in care and who is now adopted or who is subject to a residence order or special guardianship order.
2. Brother or sister (sibling)
A full brother or sister, whether or not resident in the same household.
Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.
In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number by one, except in cases where infant class regulations prevent this from happening. In these cases the LA can only legally offer one place. The LA will offer the parent one place for one child and a different school for the other child. Alternatively the LA could offer both children a place in another school and if this school qualifies for free transport they will provide it for both children.
3. The nearest school is found by measuring the distance from your address to all schools by driving distance along public highways. The local authority measure electronically along public highways using the post office address point of the home to the post office address point of the school.

By home we mean the address where the child lives the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him.

It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be that of the parent who lives closest, as measured by driving distance, to the school in question.

If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.

4. The nearest address to the school is found by measuring the distance from your address to the school by driving distance along public highways. The local authority does not measure to any other schools. They measure electronically along public highways using the post office address point of the home to the post office address point of the school.

5. If any of the oversubscription criteria have too many applicants then the tie-break will be by distance using the method in note 4.

6. Reserve list

For admission into reception the governors will keep a waiting list which we call a reserve list. If you do not get a place at your first preference school your child is automatically put on the reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. This list is kept by the Schools Admissions Team until the end of the application year. After this we will keep the reserve list until the end of the reception year.

A reserve list is kept on file for other year groups. This is kept in the order of the over-subscription criteria and the list is restarted each year.

7. Appeals

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the appeal panel is binding on all parties.

You should send your appeal to the School Admissions Team by the end of March and your papers will be passed onto the Legal Services Section.

8. Mid-year admissions

The governors will accept admissions into other year groups if there are places. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered a place. If there are no places then you will be told of the independent appeal system through the School Admissions Team.

9. Fair Access

The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children.

10. If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be conducted by an independent person.

11. In order to meet the government's military covenant aimed at helping service personnel, and Crown Servants returning from abroad we have adopted the following arrangements. For late co-ordinated applications and mid year applications we will aim to remove any disadvantage to UK service personnel (UK Armed Forces) by applying the schools oversubscription criteria to their address. We will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day. If the address is within the distance the governors will be asked to consider admitting providing all children in public care and siblings have already been admitted. This will be irrespective of the fact that the school has had appeals or appeals are scheduled.

It may be that the governors still cannot admit because of organisational or curriculum difficulties within the school. If this is the case, the local authority will approach the second and third preferences stated.

The LA will need the notice of posting or official government letter and posting address before they can consider an application under these arrangements. The local authority allocates a school as soon as possible by applying the policies and practices that they normally follow.

Reviewed by Governors Autumn 2013.

Reviewed by Governors Autumn 2014.

Reviewed by Governors Autumn 2015.

Reviewed by Governors Autumn 2016.