

# Admissions Policy 2021/22 - Wiltshire

---

## Key Document Details

Version no: 2  
C LeCouteur-Kelly  
Author: G Kinneir (DoBS)  
Owner: G Kinneir (DoBS)  
Approved by:

Ratified date: Nov 2019  
Interim review date: n/a  
Next review date: Oct 2020

## **Admissions Policy - Primary Schools, Wiltshire 2021/22**

***\*\* Please note this policy has been amended in accordance to new code of Admissions - September 2021 - all changes are made in green italic's \*\****

### **Introduction**

This policy has been written on behalf of all The White Horse Federation (TWHF) Schools. Applications to attend any TWHF Schools are welcomed from all families. As the Federation is a Multi Academy Trust, the Directors of the trust are responsible for their own Admission Policy and arrangements are in line with the Admissions Code of Practice and the Local Authority's Admissions Schemes.

### **Timing of Admission**

Pupils will normally be admitted at age four in the September of the school year during which they reach their fifth birthday. The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted.

In recognition of the fact that some parents will feel their child is simply not ready to start school in the September following their fourth birthday, there is flexibility in the admissions code. Parents can request that their child attends part-time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year. In addition, a parent is able to request that their child is admitted outside of their normal age group.

The admissions code requires the admission authority of the WHF schools to make the decision, and is clear that admission authorities must make decisions on the basis of the circumstances of each case. It would be unlawful for an admission authority to have a blanket policy which says that summer born children who start school in the September after their fifth birthday will be admitted to year 1. TWHF Academy Trust is the admission authority for its academies and free schools.

If a summer born child begins school in the September after their fifth birthday, this is the point at which other children in their age group are moving from the reception class to year 1. A reception class is defined by section 142 of the School Standards and Framework Act 1998 as a class in which education is provided which is suitable for children aged five and any children under or over five who is it is expedient to educate with pupils of that age. In addition, the glossary to the admissions code refers to a reception class as 'an entry class to primary schools'. There are no statutory barriers to admitting a child of 5 years to a reception class.

The law does not prescribe the year group a child should be admitted to. There is no statutory barrier to children being educated outside their normal year group. Special educational needs are just one of a number of reasons why a child may be educated outside their normal year group. Parents should discuss this as soon as possible with the schools they are interested in applying for within TWHF. Parents should make it clear that they wish to apply for a reception place a year later than the year into which the child could have been admitted.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint. All schools have a duty to consider complaints about the school and must have a published complaints procedure in place.

In the case of foundation and voluntary aided schools, academies and free schools, parents should make a complaint under the school's complaints procedure - because the governing body or academy trust is the admission authority.

### **Timing of Applications**

All Primary Schools in Wiltshire are required to participate in the Wiltshire co-ordinated admissions scheme and Wiltshire Local Authority (LA) has set up a standard common application Form for all schools.

### **Important Dates for admission to TWHF SCHOOLS in September 2021:**

<b>Primary</b>	
01/09/2020	Applications can be made
15/01/2021	Deadline for on time applications
16/04/2021	Offers made to Wiltshire residents
30/04/2021	Deadline for parents to accept place

### **Late Applications**

Applications received after the closing date given above will not be considered until all on-time applications have been assessed according to the priority criteria below.

### **Religious Character of Seend and Forest & Sandridge Schools (applies to applications to these schools only)**

Seend and Forest & Sandridge Schools are designated with a religious character. The Schools' religious authority is the Diocese of Salisbury. The Schools must have regard to its religious authority when setting the terms of its admission arrangements.

Recognising their historic foundations, the Schools will preserve and develop their religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. The Schools aim to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. They encourage an understanding of the meaning and significance of faith and promote Christian values through the experience they offer to all their pupils.

In the event that during the period specified for attendance at worship the church (or, in relation to those of other faiths, relevant place of worship) has been closed for public worship and has not provided alternative premises for that worship, the requirements of these (admissions) arrangements in relation to attendance will only apply for the period when the church (or in relation to those of other faiths, relevant place of worship) or alternative premises have been made available for public worship.

### **Over-Subscriptions Criteria for The White Horse Federation Wiltshire Schools**

*The Published Admission number (PAN) applies to the relevant year group for Admission in September 2021-2022*

<b>School Name</b>	<b>PAN</b>
Zouch Academy & Nursery	60
Southbroom Infant School	60
Forest and Sandridge C of E Primary School	60
The Manor C of E Primary School	45
Seend Church of England Primary School	16
St Georges C of E Primary School	15
St Marys Broughton Gifford	15
Bowerhill Primary School	60
Shaw C of E Primary School	30
Larkhill Primary School	60

## Primary School Oversubscriptions

In all admissions cases all applications will be agreed until the admission number is reached. Unfortunately, there may be occasions where a year group is oversubscribed and in these circumstances a set procedure will be followed to ensure places are allocated fairly. All applications will be ranked in order of the oversubscription criteria in these cases.

The oversubscription criteria are as follows:

**A child who has a statement of special educational need or an Education Health and Care Plan is required to be admitted to the school.**

**Priority 1.** *A "looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (90) including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (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 function (see the definition in Section 22(1) of the Children Act 1989)*

*90 An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders) A "child arrangements order" is an order settling the arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. 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)*

**Priority 2.** Any child who has a sibling attending the same TWHF school at the time he or she is due to be admitted, this does not apply to admission to Melksham Oak or Devizes Secondary School. A child who attends a TWHF Primary School does not have an automatic entitlement to attend Melksham Oak or Devizes Secondary School.

**Priority 2.1 Forest and Sandridge only.** For admissions between September 2020 and July 2027 children who have a sibling who is already on roll at the school by September 2019 and who live in the previous catchment area (as specified on the school website) will be considered under these criteria.

**Priority 3.** *Any child of a member of staff employed by The White Horse Federation for two or more year at the time of application for admission to the school is made, and/or who were recruited to fill a vacant post where there is a demonstrable skill shortage. The family unit must live within the Local Authority area for the school being applied for. This includes step children, foster children and children of co-habiting partners. (Please complete Appendix 1 - supplementary information)*

**Priority 4.** Any child living within the school's catchment area (details available from the School and LA);

**Priority 4.1 Seend School only.** Children living outside the Catchment Area who meet the faith criterion. A child living outside the Catchment Area is eligible for this category where the child is a regular practising Christian at a Recognised Church or Religious Group.

**Priority 5.** Any child other than those falling in category 1-4 above.

#### **Decider**

If the school is oversubscribed with any of the above categories, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

#### **Children with Special Educational Needs/Education Health and Care Plans**

Pupils with a statement of special educational needs or Education Health and Care Plans are required to be admitted to the school. Once an EHCP reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Special Educational Needs Assessment Team (SEND) at which point this policy ceases to apply.

#### **Supplementary Information Form**

The Local Authority Admission form will be used as the only application form for WHF Primary Schools. No supplementary information will be required with the exception of information relating to priority 3. See appendix 1.

#### **Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster 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. Any child that has an EHCP that names the school can be treated as a sibling even if they have not yet started at the school.

#### **Children of Staff**

*Children of staff are defined as employees being on the permanent payroll of The White Horse Federation as a place of work for at least two years prior to the date of application and/or having been recruited to fill a vacant post for which there is a demonstrable skill shortage. Children of staff includes step children, foster children and children of co-habiting partners living as a family unit. The completion of a supplementary form is required for consideration under this oversubscription criteria (see Appendix 1)*

## Multiple Births Children of Serving Armed Forces Personnel

The Admissions Authority will endeavour to place siblings born at the same time (eg. Twins, triplets etc) in the same school. If necessary, schools will be required to admit over PAN to accommodate such children. In accordance with paragraph 2.15 of the School Admissions Code 2014, twins and multiple births will be classed as permitted exceptions to the infant Class Size Regulations. This will only be the case when one of the siblings is the 30<sup>th</sup> or 60<sup>th</sup> child admitted.

## Children of Serving Armed Forces Personnel

When service families are moving to the area the LA will accept their application and allocate a place for children in advance of the families' arrival. Parents of other children applying for places may then need to be advised that the school is full. Below is the guidance outlined in paragraph 7.28 of the Code of Practice:

### **7.28- Children of UK Service personnel and other Crown servants (including Diplomats)**

*These families are subject to frequent movement within the UK and from abroad, often at relatively short notice. LEAs and school admission authorities should ensure that the needs of the children of these families are taken into account. Although they are not allowed to reserve places for blocks of these children, admission authorities may accept applications from parents returning to their area some months in advance and may allocate a school place.*

## Nursery

The number of Nursery places available is as per below:

School Name	Nursery Planned Admissions
Zouch Academy & Nursery	52
Forest and Sandridge C of E Primary School	52
Southbroom Infants & Devizes Pre-School (under consultation)	TBC

Where applications for admission to Nursery exceed the number of places available, the above criteria for admission will be applied. In the event of over-subscription when the above criteria have been applied, priority will be given to the eldest applicant.

## 2-Year-Old Provision

A 2-year-old provision, for children who qualify to receive the Early Education Entitlement, is available at the following premises:

School Name	Nursery Planned Admissions
Southbroom Infants & Devizes Pre-School (under consultation)	TBC

We welcome pupils with special educational needs and disabilities however due to the nature and layouts of the premises and provision of the above schools, every application to the 2-year-old provision will be assessed individually to ensure the medical, physical and emotional needs of the child can be met. All schools will comply with their obligations under the Equality Act 2010

### **Catchment Area**

A catchment area is a geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s). Most schools have a catchment area but some addresses fall within areas shared by two or more schools.

### **Home Address**

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. Where a child has a joint address, then the address where the child Tax Credit / child benefit is paid will be taken as the child's home address. Evidence may be required in this instance.

### **Applications at Other Times of the Year (In-Year Applications)**

*For the academic year 2021/22, TWHF has opted to be part of the co-ordinated scheme in Wiltshire for the consideration of In-Year Transfer Applications. Applications to be admitted to a WHF School outside the normal admissions round can be made directly to Wiltshire LA School Admissions.*

*All applicants for a school place must complete an application form which should be returned to the LA not directly to the school. The applicant may or may not live in Wiltshire.*

*Where the LA receives an in-year application form expressing a preference for a WHF School, the application will be forwarded to the school within 3 school days of receipt.*

*TWHF governing body of the relevant school is responsible for deciding the outcome of the application and advising the LA accordingly within 2 school days of the date on which the information was received by the school.*

*For more information about the In Year Transfer Policy please find attached the Wilts LA co-ordinated scheme policy - see page 13*

*[www.wiltshire.gov.uk/media/5170/Determined-Co-ordinated-Scheme-for-Primary-school-2021-22/pdf/Determined Co-ordinated Scheme for Primary school 2021-22.pdf?m=637423289145630000](http://www.wiltshire.gov.uk/media/5170/Determined-Co-ordinated-Scheme-for-Primary-school-2021-22/pdf/Determined%20Co-ordinated%20Scheme%20for%20Primary%20school%202021-22.pdf?m=637423289145630000)*

*In all cases, a decision letter will be sent out by the local authority within 15 school days of receiving an application form and this will provide information, if appropriate, about the statutory right of appeal.*



Please follow this link for the application form:

[www.wiltshire.gov.uk/media/7026/Apply-for-an-in-year-transfer/pdf/In Year application form.pdf?m=637655734686830000](http://www.wiltshire.gov.uk/media/7026/Apply-for-an-in-year-transfer/pdf/In Year application form.pdf?m=637655734686830000)

Alternatively if you require a paper copy, these are available on request from Customer Services at Wiltshire Council by calling 01225 713010 or by going online to [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk). Forms should be returned to the Admissions Team at Wiltshire Council.

### **Waiting Lists**

Where a place at a TWHF School cannot be offered, the child will be placed on a waiting list. Where an application is received the child's name will be retained on the waiting list until the end of the academic year. If a place becomes available at the school, the place will be offered in accordance with the published oversubscription criteria and not the length of time a child's name has been on a waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications received. Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application. However, this does not include an appeal against placing a child out of their year group. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list

### **Appeals Procedure**

Parents have a right of appeal to an independent panel against any decision made by the governors regarding the admission of their child. Information about the appeal procedure will be provided where a place at a TWHF school has been refused. Applicants should contact the school concerned for further information.

### **Objections to these Admission Arrangements**

Objections to these admission arrangements can be made to the Schools Adjudicator whose decision is binding and enforceable. Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator: <https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

**Appendix 1**

**Supplementary Information Form (SIF)**

**Applications for Admission to a TWHF School**

**This supplementary information must be completed in addition to the school admission form.**

**Child's Name:**

.....  
.....

**Address:**

.....

.....  
.....  
.....  
.....  
.....  
.....

**Parent/Carers Name & Address (if different to above)**

.....  
.....  
.....  
.....  
.....  
.....  
.....

**Ref: Priority 3**

Name of TWHF Staff member:  
.....

TWHF School  
.....

Relationship to child:  
.....

Length of employment at TWHF School:  
.....

Is the member of staff meeting a clear skills shortage at a TWHF school? Yes / No  
If yes, what is the skill being provided?

.....  
.....