

# Westwoodside Church of England Primary School – 2018/19 Admissions Policy

The published admission number (PAN) for the reception year intake shall be 30.

The Governing Body have determined that they will adopt North Lincolnshire's admissions criteria as detailed below:

## Applying for a place

Details of how and when to apply, and how places will be offered, are in the "Determined Co-ordinated Admissions Scheme for Primary, Infant and Junior Schools in the area of North Lincolnshire Council for the academic year 2018/19". When they are published they will be available on the North Lincolnshire Council website [www.northlincs.gov.uk](http://www.northlincs.gov.uk)

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. The council will consider their request on the circumstances of each case and in the best interest of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and the views of the head teacher of the school concerned. After consideration, the council will make a recommendation to the school on the request but it will be for the school to make the final decision on whether the request will be agreed. Details of how to make such a request are in the admissions schemes (as mentioned above).

## Oversubscription criteria

Where applications for places exceed the published admission number set for the academy the following factors will be taken into account in priority order when deciding which pupils will be allocated places in accordance with receipt of their online submission or a common application form.

### **Children with Statements of Special Educational Needs or Education Health and Care Plans**

These children will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where Westwoodside Church of England Primary School is named in a child's statement or plan the academy has a duty to admit the pupil, this will reduce the number of places available

#### **Factor 1**

##### **Looked after children and previously looked after children**

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 functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.

A "previously looked after child" is a child who:

- (a) ceased to be looked after because they were adopted, or
- (b) became subject to a child arrangements order, or
- (c) became subject to a special guardianship order.

## Factor 2

### **Children who live in the academy's designated catchment area.**

Parents can see which catchment areas cover their address by following the link from the school admissions page at [www.northlincs.gov.uk](http://www.northlincs.gov.uk). Alternatively, they can contact the council's Admissions Team on 01724 297133.

The address taken under this factor will be that on Friday 16 February 2018.

Parents who move after submitting their preference **must** inform the council's Admissions Team of any change of address.

For admission purposes, the home address is where a child usually lives with their parent or carer. You must not give the address of a childminder or relative. Where a child lives with parents with shared responsibility, each for part of the week the Admission Officer will apply the address of the parent who claims the child's benefit as the pupil's address for determining this criteria. If neither parent claims child benefit other documentary evidence (eg medical card) may be required. If it is found that you have given a false address your child may lose their place.

## Factor 3

### **Children who will have a sibling attending the academy at the time of their admission.**

Included in this factor are siblings (step-brothers and sisters and half-brothers and sisters) living at the same address and who will be attending the academy at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the academy will apply a tie breaker decision based on geographical distance.

### **Siblings for the same year group (twins, triplets etc)**

Where there are twins or triplets to be admitted to the academy in the same year group. If there are insufficient places available for all siblings, and one can be allocated a place, the admission number will be exceeded to allow them to be placed in the academy.

## Factor 4

### **Children who live closest to the academy.**

The distance will be determined by measuring the shortest available route using the public road network from the pupil's home to the main academy gate, as determined by the academy. The distance will be measured by using a computerised geographical information system (GIS). Priority will be given to those living nearest to the academy using this system. Pupils living in flats where the distance measures the same, priority will be given in ascending order of flat number/letter/floor.

## Tie Breakers

Where the offer of a place would lead to oversubscription under any of the above factors places will be allocated by reference to subsequent factors in order. In exceptional circumstances where it has not been possible to decide between applications, because they have the same distance measurements, the place will be allocated by drawing lots independently verified.

## Appeals

1. Any parent whose child is not offered a place for which they have expressed a preference has the right to appeal to an independent appeals panel.
2. Parents who intend to make an appeal must request a Notice of Appeal and return the form by the stated date.
3. Normally appeal hearings will be held within 40 school days from the closing date for receiving the notice of appeal.

## Waiting Lists

1. If the academy is over-subscribed a waiting list will be established.
2. Pupils will automatically be put on the waiting list where they have not been made an offer of a place and where the academy is a higher preference than the school or academy at which an offer has been made.
3. Pupils will not automatically be placed on the waiting list if the academy is ranked lower than the school or academy where they have been offered a place.
4. Places will be allocated in accordance with the published criteria.
5. The council will coordinate the waiting list for the academy.
6. As soon as places become available they will be filled from the waiting list.
7. If a parent is on a waiting list it will not affect the parent's right of appeal against an unsuccessful application.
8. Children who are the subject of a directed place under the in year fair access protocol will take precedence over those on the waiting list.

## Withdrawing Offers of Places

Once an offer of a place has been made it may only lawfully be withdrawn in very limited circumstances. These include when the admission authority offered a place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim of residence in a catchment area), which effectively denied a place to a child with a stronger claim. It would not generally be lawful for an admission authority to withdraw a place once the child was attending that school or academy, except where that place was fraudulently obtained; in deciding whether to withdraw in such a case, the length of time that the child had been at the school or academy will also be taken into account. Where a place is withdrawn, the application must then be considered afresh, and a right of appeal offered if a place is refused.