

# Wootton St Andrew's Church of England Primary School

## 2022/23 Admissions Policy

The admission number for the school is 10.

Parents should consult the information on the North Lincolnshire Council website [www.northlincs.gov.uk](http://www.northlincs.gov.uk) which gives full details of the admissions process, including information on the admissions cycle.

Parents must complete both a Common application form and a supplementary form, to be considered for a place at Wootton St Andrew's.

### **The Common Application Form**

Applications must be made on the Common Application Form. The form must be completed by all applicants and returned by the closing date set by the Local Authority. Applications can also be made online.

### **The Supplementary Form**

The supplementary form should be returned directly to the school. If the supplementary form is not received the school will not be able to determine if the child is eligible to be considered under oversubscription criteria d (below).

### **Your application – how places are allocated**

Once applications are received by the Local Authority, details of all applicants are passed to the Governing Body. Using the information on the Common Application Form including the Supplementary information, the Governing Body draws up a ranked list using the oversubscription criteria listed below. The Authority then allocates places on behalf of the Governing Body up to the admissions number.

## **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 2022/23". 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. In addition, the parents of a summer born child (1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year one.

When requesting admission outside the normal age group, the parents should firstly complete the standard application for the normal age group. In addition, they should contact the council's Admissions Team to ask for an "admission outside the normal age group" form to be sent to them. That form should also be completed and submitted. On the "admission outside the normal age group" form they should list the schools they wish to consider their request, give information about why they are making the request, and submit any relevant evidence they may have (for example, if their child is receiving support from a speech and language therapist).

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.

## **Admission of children below compulsory school age**

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Wootton St Andrews Church of England Primary School provides for the admission of all children in the September following their fourth birthday. Where a child has been offered a place that child is entitled to a full-time place in the September following their fourth birthday. The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## **Oversubscription criteria**

Where there are more applications for admission than the planned admission number stated, the Governing Body Admissions Committee will apply the following admission criteria in strict order of priority.

Children who have an education health and care plan where the school is named as the most appropriate educational setting for the child will be admitted. This will reduce the number of places available.

- a. Looked after children and previously looked after children (see Note 1).
- b. Children whose main residence is within the Parish of Wootton (see Note 2).
- c. Children with brothers and sisters already in this school (see Note 3).
- d. Children living in a family where at least one parent/carer is a regular worshipper at a Christian church. (see Notes 4 and 5).
- e. Other children.
- f. Children whose main residence is nearest to the school.

### **Tie Breakers**

Where the offer of a place would lead to oversubscription under any of the above criteria places will be allocated by reference to subsequent criteria 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.

The distance to the school will be determined by measuring the shortest available route using the public road and path network from the pupil's home to the main school gate, as determined by the LA, and will be measured by using a computerised geographical information system (GIS). Priority will be given to those living the nearest to the school using this system.

Where there are twins or multiple births to be admitted to a school 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 same school.

## **Appeals**

If a place is not offered, parents have the right of appeal. Such appeals against non-admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants.

## Applications during the school year

Parents wishing to make application for any other year group must complete an “In Year” application available from your home local authority. North Lincolnshire parents can download an “in Year Common Application Form” from the Council’s website – [www.northlincs.gov.uk](http://www.northlincs.gov.uk) or contact the Admissions Team - email [admissionstoschools@northlincs.gov.uk](mailto:admissionstoschools@northlincs.gov.uk) or telephone 01724 297133/4.

## Waiting Lists

1. If the school 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 school 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 school is ranked lower than the school or academy where they have been offered a place.
4. As further applications are submitted each added child will require the list to be ranked again in line with the published criteria.
5. The council will coordinate waiting lists for all schools and academies.
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. Looked after children, previously looked after children, and those allocated a place at a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

## Withdrawing Offers of Places

Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application form from a parent/carer, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.

Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

## Definitions

### Note 1 – Definition of 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, immediately after being looked after.

## **Note 2 – Definition of residence**

Parents can see which catchment areas cover their address by following the link from the “Apply for a school place” page at [www.northlincs.gov.uk](http://www.northlincs.gov.uk)

A map of the catchment area for Wootton St Andrews Church of England Primary School is included in this document.

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 governors will apply the address of the parent who claims the child’s benefit as the pupil’s address for determining this criterion. 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 school place.

The address taken under this factor will be that on Friday 11 February 2022.

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

## **Note 3 – Definition of ‘brothers or sisters’ (siblings)**

Included in this factor are siblings who will be attending the school at the expected time of admission. Sibling means a child living as part of the same family unit at the same address. This includes natural siblings, adopted siblings, step siblings, foster siblings, and the child of a parent’s partner. In the event of two applications for one vacancy using the above criteria, the school will apply a tie breaker decision based on geographical distance.

## **Note 4 – Definition of regular worshippers**

Regular worshippers will be defined as at least once a month. This should be verified by a signed letter from an officiating minister at the place of worship.

## **Note 5 – Definition of Christian church**

A Christian church is defined as any church that is a member of “Churches Together in England”, a full list is available on request.

## Supplementary Form for admission to Wootton St Andrew's Church of England Primary School

If you are expressing a preference for a place for your child at the school you should complete this supplementary form

- The completed supplementary form, together with any required evidence, should be returned to the school by the same closing date set by the local authority for the return of the common application form
- **If you do not complete this form** the governors will not be able to place your application in the correct category
- Remember you **must** also complete the local authority common application form (either online or paper)

Forename (s)	Surname of child	Date of birth
Address		
Post code		
Home telephone number .....		
Mobile telephone number .....		
Email .....		

	Faith Criterion	Required evidence
My family worship regularly (at least once a month) at a Christian church that is a member of "Churches together in England"  Please name church .....	Please tick	A signed letter from an officiating minister at the place of worship.

Please note: Failure to provide the relevant evidence may mean your child will not be considered in the correct category

Parent / Carer – name in capitals .....

Parent / Carer – signature ..... date .....

The data on this form will only be used within the school admissions system and will not be divulged to any third party outside the school in accordance with current Data Protection legislation



Title: Wootton St Andrew's Church of England Primary School Catchment Area

Date: 01/09/2014

Scale: Not to scale

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Director of People  
Denise Hyde

