

# St Wilfrid's CE Primary School

## Haywards Heath

### Admissions Policy and Over Subscription Criteria

<b>Policy Type:</b>	STATUTORY
<b>First Approved:</b>	
<b>Policy Source:</b>	Own policy and criteria

#### Last Review Details

<b>Reviewed By:</b>	Strategy Committee
<b>Date Reviewed:</b>	November 2017
<b>Amendments Made:</b>	Only amendments dates updated for next admissions year 2019/2020
<b>Approval By:</b>	FGB
<b>Approved:</b>	FGB 15/12/17

<b>Review Period:</b>	Annually
<b>Next Review Due:</b>	September 2018

## **St. Wilfrid's CE Primary School**

### **Admissions Policy**

St. Wilfrid's CE Primary is a Voluntary Aided School in the Diocese of Chichester. Education at St. Wilfrid's CE Primary School in Haywards Heath is organised on a Primary School basis (4-11 years) with children transferring to Secondary School at the age of 11 plus (end of year 6). The published Admission number for each year group is 60 (30 pupils per class). Total number for the school is 420 pupils. Admission arrangements are determined and managed by the Governing Body.

Prospective parents/guardians are warmly welcomed in school. Please telephone to make an appointment with the Headteacher. Open Days are held in the Autumn Term for Starting School/Reception parents.

In the Autumn Term, parents/guardians of children who are due to start school or transfer between schools (Secondary) the following September are invited to express three preferences and state their reasons for these. There is a six week preference period during which time parents may consider their options and visit schools. West Sussex County Council tries to ensure that all parents of children due to move from state primary school in September, receive information on how to apply for a place at Secondary School. However, the responsibility for obtaining information and making an application before the deadline rests solely with the parents/guardians. Parents/guardians are also responsible for obtaining information and completing an application before the deadline for Starting School (Reception).

- All applications must be submitted on the Common Application Form available on the Local Authority website [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions) or if you require a paper application form telephone: 03330 142903.
- Deadline for Secondary School transfer application is 31 October 2018
- Deadline for Starting School (Reception) application is 15 January 2019
- Paper Common Application Forms may be returned to the school office
- Parents/Guardians should also complete a St. Wilfrid's School Supplementary Information Form if applying under Criteria 3 or 4 of the Oversubscription Criteria. These forms are available from the school office and the school website. They should be returned to the school office, together with a clergy or minister's letter if applicable, by the Local Authority closing date of 15 January 2019. Where people are moving into the area, letters from a vicar or minister prior to moving will be welcomed.
- All applications received after the closing dates are considered as late and are dealt with after all those received on time.

- Allocation takes place in March for Secondary transfer
- Allocation takes place in April for Starting School places
- When the Starting School application deadline has closed, the Local Authority provides the Governing Body with a list of all applicants who have applied to the school. The Governing Body ranks the applications with the Supplementary Forms (if applicable) in strict accordance with its published oversubscription criteria and provides the Local Authority with the ranked list. The Local Authority is responsible for co-ordinating the allocation of places in its area, offering individual places to parents on behalf of the school's Governing Body on the Common Offer date in April.
- Children refused a place can, at their parents'/guardians' request, be put on a waiting list where priorities will also be determined by the oversubscription criteria. No account is taken of length of time on the waiting list. When a place becomes available offers will be made in accordance with the oversubscription criteria. Children's details will be kept on the list for a maximum of 12 months. Should you wish to keep your child's name on the list for a longer period of time please contact the school office.
- If a place is not offered, parents/guardians have the legal right of appeal to an independent panel. Contact The Schools Appeals Administrator, Legal Services, County Hall, Chichester, PO19 1RQ or Telephone: 03302 222732; Fax: 01243 777721; [appeals-administrator@westsussex.gov.uk](mailto:appeals-administrator@westsussex.gov.uk)
- In compliance with the School Admission Appeals Code appeals should be lodged at least 20 school days from the refusal being received.

## **STARTING SCHOOL RECEPTION**

Most children will enter school at the beginning of the academic year in which they become five. Children reach statutory school age at the start of the term following their fifth birthday. After this time children educated in the state sector must be in school full time for the 190 days of the academic year (i.e. morning and afternoons = 380 sessions)

Children will be able to start on a full time basis, but parents/guardians may choose to send their child part- time until the child reaches statutory school age. The parents of a summer born child (May-August) may choose not to send the 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 1.

Parents/guardians have the right to defer entry to the start of the Spring or Summer Term. Parents wishing to apply for enhanced deferment must apply in writing giving their reasons for this application. If deferred entry is granted then parents must follow the application round for the year group in which their child is to be admitted;

even if a place was applied for and granted in the “normal” round of applications. This is not carried forward to the next academic year.

New entrants will have the opportunity to spend introductory sessions in school. New entrant parents/ guardians will be invited to a series of meetings to support their child’s induction in the summer term prior to starting and in the following autumn term.

### **MULTIPLE BIRTH APPLICATIONS**

For example twins or triplets

In the case of multiple birth applications, the published admission number or admission limit will be increased at the point of allocation or exceeded to ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

### **IN YEAR ADMISSIONS**

Please contact the school office when requesting an in year application form and make an appointment to visit the school. Forms are also available to download from the school website. The oversubscription admission criteria applies to applications made to the school outside the normal age of entry to Primary Education (Reception) in succeeding years or during the academic year. It is the school’s responsibility to inform the Local Authority of applications received and their outcomes.

Where people are moving into the area we would require written confirmation of contract exchange or tenancy agreement before offering a place.

Applications from Armed Forces and Crown Servants will be dealt with according to the Admissions Code and the school’s oversubscription criteria.

### **STATEMENT of SEND/EHCP**

A statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. Children with a SEN statement or an EHCP naming St Wilfrid’s CE Primary School must be admitted.

## OVERSUBSCRIPTION CRITERIA 2019/2020

When there are more than 60 applications, the Governors administer the Oversubscription Criteria in the following priority order:

1. Looked after children/children in care/all previously looked after children. \*
2. Children whose brothers or sisters are already on the school roll at the proposed time of entry. \*\*
3. Children whose parent(s)/legal guardians/carers are involved in the regular worship at the Churches of St. Wilfrid, The Presentation, The Ascension or St. Richard, Haywards Heath and whose application is supported by a letter, written in the year prior to school entry, from a member of the clergy. \*\*\*
4. Children whose parent(s)/legal guardian/carers are involved in the regular worship of a Christian Church in membership of Churches Together in England and Wales or The Evangelical Alliance; and whose application is supported by a letter, written in the year prior to school entry, from their Parish Priest or Minister. \*\*\*
5. Children who do not qualify in any of the above categories.

- In the event of oversubscription to any one category, the determining factor will be the closeness of the school to the child's house, measured in a straight line on the Ordnance Survey address point data.
- Waiting lists are kept for each year group. When a vacancy arises, places are allocated subject to the priority order outlined in the oversubscription criteria.
- If a place is not offered, parents/guardians have the legal right of appeal to an independent panel. Contact The School Appeals Administrator, Legal Services, County Hall, Chichester, PO 19 1RQ Telephone: 03302 222732 [appeals-administrator@westsussex.gov.uk](mailto:appeals-administrator@westsussex.gov.uk)
- \*Applications for children who were adopted 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).
- \*Child Arrangement Orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child Arrangements Orders replace Residence Orders and any Residence Order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order.
- \*See section 14A of the Children Act 1989 (as amended by the Adoption and Children Act 2002) which defines a Special Guardianship Order as an order appointing one or more individuals to be a child's special guardian (or special guardians) in a particular order, including "first preference first" arrangements.
- \*\*includes half-siblings, step-siblings, adoptive siblings, foster siblings and other children living permanently at the same address.
- \*\*\*regular worship - a minimum of once per month for a twelve month period.