



WILLOWDOWN PRIMARY SCHOOL ADMISSION POLICY FOR

Summary of proposed changes to Admission Policy 2022-2023

Admission arrangements must be consulted on whenever changes are proposed or every 7 years and Willowdown Primary School are now consulting on the 2022-2023 admission arrangements.

The main proposed changes are as follows:

- Published Admission Number increased from 30 to 35
- Clarifying the in-year admission process with regards to timescales
- Amending the waiting list information to ensure that children are added to the waiting list automatically
- Adding children of staff that have been in post for 2 years or more into the over-subscription criteria

1.0 CONDITIONS

- 1.1** The following information should be read in conjunction with the 2022-2023 Coordinated Admission Scheme published by the Local Authority(LA) in which area the child subject to the application lives (the home Council). For those living within Somerset, the school's admission arrangements for Reception Intake are in conjunction with the Somerset County Council Admission Arrangements for new intake primary admissions for 2022-23.
- 1.2** To see a copy of the LA Admission Arrangements contact Somerset County Council (see No.5 below for contact details).

2.0 ADMISSIONS AUTHORITY

- 2.1** Clevedon Learning Trust is responsible for admissions to Willowdown Primary School.
- 2.2** The over-subscription criteria will be reviewed by the Academy Trust and published after consultation with other local admissions authorities including Somerset County Council.

3.0 PUBLISHED ADMISSION NUMBER

- 3.1** The Published Admission Number for the reception intake at Willowdown Primary School is 35.

4.0 OVER SUBSCRIPTION CRITERIA

- 4.1** If the school is **not** over-subscribed for Reception intake, all new intake applicants will be offered a place.
- 4.2** The school will be required to admit any child with an Education, Health and Care plan (EHCP) if the school is named, then;
- 4.3**
- i) Children Looked After – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order (See Looked After Child)
 - ii) Children identified with a sensory, physical or medical disability (High Needs Pupils), where a local authority multi-agency professional team has identified the school as the nearest suitable school.
 - iii) Children with a sibling at the school at the time of admission, and who live at the same address
 - iv) a) Children of staff employed by the school for at least two years prior to the application closing date.
b) Children of staff employed by the school recruited to fill a vacant post for which there is a demonstrable skill shortage.
 - v) Children not satisfying a higher criterion

Criterion ii) enables schools to plan with SEN Officers for the school entry of children with physical, medical or sensory impairments. This includes children that are in receipt of Early Years School Action Plus funding at level 3 and / or where significant capital works (e.g., accessible toilets, changing space, access to classrooms) are required.

If in categories i-v above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical Information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation undertaken by the local authority or another body unconnected with the Academy Trust will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy/free school is equidistant in any two or more cases.

- 4.4** Waiting Lists - where an application has been refused in any year group, the child will be placed on a waiting list which will operate until the end of the academic year for which the place has been requested. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list. It is the responsibility of the parent to ensure the Governing Body are informed of any changes that may affect their child's position on the waiting list.

5.0 APPLICATIONS - RECEPTION INTAKE ONLY

- 5.1** New Intake applications can be made online or on paper and should be submitted to your home Local Authority. If you live in Somerset you should apply to:

Email: schooladmissions@somerset.gov.uk
Website: www.somerset.gov.uk/admissions
Tel No: 0300 123 2224

Admissions and Entitlements Team
County Hall
Taunton
Somerset
TA1 4DY

- 5.2** Applications must be submitted by midnight on 15 January 2022 in order to be considered in the first round of school place allocations.
- 5.3** Applications submitted after the closing time and date will be treated as a late application and so will not be considered in the first round of allocations:
- 5.4** On-time applicants will be informed of the outcome of their application on 16 April 2022 by their home Local Authority.

6.0 IN-YEAR APPLICATIONS – YEARS R - 6

- 6.1** In year applications must be submitted directly to the school using the in-year application form available on the website.
- 6.2** The Governing Body will consider applications on a daily basis with a 4pm deadline every day (term time only) for response by Governors on whether to approve or decline the application.
- 6.3** If there are more applicants than vacancies for any year group, In-Year applications will be considered in accordance with the above over subscription criteria. An In-Year application form is available upon request from the school and/or Somerset County Council. Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six month tenancy agreement. The LA reserve the right to seek further documentary evidence to support a claim of residence.
- 6.4** Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel with a confirmed posting to the area and other crown servants (including Diplomats) returning from overseas to live in the area. (see Children of UK service personnel).
- 6.5** A decision will be notified in writing to the applicant within ten school days following receipt of the application. Where a school place is offered it will be held open for 10 school days and applicants will need to confirm acceptance within this time.

ADDITIONAL INFORMATION

- (a) **Looked After Child** - This means a 'looked after' child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/child arrangement order or special guardianship order. 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). Adoption is defined under the terms of the Adoption and Children Act 2002 and the Adoption Act 1976.
- (b) **Home Address** - A child's home address is considered to be the place where the child permanently resides for the majority of the time with the person who has parental responsibility for the child as their main carer. Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal 'exchange of contracts' or the signing of a minimum of a six month formal tenancy agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with other family members or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required e.g. proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. **The Governing Body reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor, landlord or relevant professional.**
- (c) **Parent** - Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).
- (d) **Shared care arrangements**
Where it is necessary to establish the permanent home address for the child, parent/carers will be asked to write to the Governing Body stating the number of days each week the child spends with them. The Governing Body may also ask for evidence of which parent/carers was in receipt of child benefit at the point of application. If the parent/carers is not in receipt of child benefit, the Governing Body will ask for proof of the child's home address as held by the doctor's surgery at the point of application. If the child's home address can be verified the Governing Body reserve the right to request further documentary evidence to support any claim of permanent home address.
- (e) **Sibling**
For the purpose of admissions, a sibling is defined as children living at the same permanent home address. Please see the information on 'shared care arrangements' which will apply if necessary in order to determine the sibling's permanent home address.
- (f) **Children of UK service personnel**
The Admission Authority endeavours to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required and providing the appropriate documentation is provided as proof of posting (an official government letter e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.

Usually, a place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, the admissions authority will process the application. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carers is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants;

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of

(g) Children from outside the UK*

The Admission Authority will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

This is the most recent guidance which takes account of the post-Brexit immigration system.

<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

(h) Right of Appeal - Parents whose school place application is refused have the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter.

(i) Deferred Entry - Parents offered a place in reception for their child have a right to defer entry, or to take the place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.]

All children offered a place are entitled to a full-time place in the September following their fourth birthday. Parents may also request that their child takes up their place on a part time basis until the child reaches compulsory school age.

(j) Summer Born Children

Parents of summer born children may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see admission of children outside their normal age group)

(k) Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is summer born or where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the LA will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted to school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

If a request for a child to be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

(l) Contact the School

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Kings Drive
Bridgwater
Somerset
TA6 4FU

Tel: 01278 558758

Email: info@willowdownprimaryschool.co.uk

Website: www.willowdownprimaryschool.org.uk

