

West Ashton
Church of England Voluntary Aided
Primary School



West Ashton: the uniquely Christian school that children leave having; developed an understanding of diversity and tolerance, achieved outstanding standards through a creative immersive curriculum and being ready to develop their future potential with respect for their past.

To sum it up we are: 'BELIEVE, ASPIRE, ACHIEVE'

Admissions Policy

2018-2019

Signed (Head Teacher)

Dated.....

Print Name.....

Signed (Chair)

Dated.....

Print Name.....

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1. Policy and Planned Capacity

Pupils will be admitted to the school at the beginning of the school year in which they reach their fifth birthday. The Planned Admission Number for the year commencing September 1st 2018 is 18.

2. Returning application forms and deadlines

Application forms are available from the School or Local Authority. They should be returned by noon on 15th January 2018 for Primary School applications. All applications for the normal point of entry must be returned to County Hall, Trowbridge. Applications can also be made online at www.wiltshire.gov.uk. The Schools Admissions Team can be contacted on 01225 713010.

3. Oversubscription Criteria for all Admissions

Where applications for admission to the school exceed the places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

3.1 Looked After Children/Previously Looked After Children - This is the first oversubscription category. There is no qualification to limit this to Wiltshire children or indeed to children within a particular designated area. *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. A looked after child is a child who is (a) 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's Act 1989).*

3.2 Children living within the designated or shared area who are siblings born at the same time (e.g. twins, triplets etc).

3.3 Children living within the designated or shared area who have a sibling currently on roll, or who were on roll within two years of the date of admission of the applicant at West Ashton. A sibling refers to brother or sister, half brother or sister, adopted brother or sister, or the child of the parent/carer's partner and in every case, who is living in the same family unit at the same address.

3.4 Children of a member of staff employed by The Acorn Education Trust for more than two years at the time of which the application is made, living in the same family unit at the same address.

3.5 Children from a service family whose parents are currently serving in the armed forces and resident within the designated or shared area.

3.6 Children with a medical condition where written evidence is available from a senior medical officer and the child's GP or specialist, showing that it would be detrimental to the child's health not to admit him/her to the school.

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3.7 Children from the designated area and the shared area who are resident within that area and who do not qualify under the above criteria.

3.8 Children from outside the designated area and the shared area who have a sibling attending West Ashton Primary School. This includes half brothers and sisters, adopted brothers or sisters, fostered brothers and sisters.

3.9 All other children to whom none of the above criteria apply

4. Tiebreak

Tiebreak is used in the event of being oversubscribed in any of the admission criterion. In the event of a “tie break” (e.g. being oversubscribed with siblings), the Governors’ Admissions Panel will make its decision based on distance. Priority will be given to those children whose home is closest to West Ashton Primary School, as measured in a straight line, “as the crow flies” from the front entrance of the main school reception area to the front door of the pupil’s home. Where parents have shared responsibility and the pupil lives part of the week with each parent, the nearest home to West Ashton Primary School will be regarded as the main home.

Should children of multiple births cause the school to go over the planned admission limit of 18 the Governors Admissions Panel would consider this to be an exceptional circumstance and would admit all children of that birth. An exception to this would be where such an admission would cause a KS1 class to go above the legal limit of 30 pupils.

5. Admission Arrangements for Reception Entry

Children are entitled to a full-time place in the September following their 4th birthday.

However, parent(s)/guardians can defer the date their child is admitted to school until later in the school year, but not beyond the point at which they reach compulsory school age, or for children born between 1st April and 31st August, not beyond the beginning of the final term of the school year for which the offer was made.

Where 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. Part time is determined as five mornings a week or five afternoons a week.

However, the place must be taken up within the same academic year, as was originally offered and admission cannot be delayed beyond the statutory start date, i.e, places can be held open until January or April as long as the child joins the school no later than the start of the term following their 5th birthday.

To ease transition from nursery/home into Reception class, West Ashton Primary School offer a staggered start for the first few weeks of the first term. If parents wish their child to attend full time or part time from September 2017 or defer entry later on in the academic year for which admission is sought, this must all be arranged with the school.

Parents wishing to register children for the school proper should complete a Primary Common Application Form (PCAF) which is available from all primary and junior or infant schools in Wiltshire or from County Hall, Trowbridge. Application Forms must be returned directly to the

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LA by noon on 15th January 2018. Any applications received after this time will be treated as late applications*. Applications may also be made online at www.wiltshire.gov.uk. All applications received after noon on 15th January 2018 will be considered as additional applications and after all those received by the deadline have been determined.

Parents of children applying for admission will be notified of whether a place is to be offered, by letter dispatched on 21st April 2018. Parents wishing to accept the place on behalf of their child must confirm the place with the school by noon on 10th May 2018.

Parents of children not being offered a place at the school and who wish to appeal should seek further information from the school, on how to appeal directly. Please telephone the school on the above number.

The appeals panel will not include any member of the Governing Body who participated in the admissions panel meeting. It will also include a lay member and an independent member, neither of whom will be otherwise be connected with the school.

* Late applications, those received after noon on 15th January 2018 and before the 10th May 2018, will be considered together with any applicant previously refused a place and if necessary will be prioritised using the oversubscription policy in place at that time. Parents of pupils being considered for admission at this time will be notified of whether a place is offered by letter dispatched on the 24th May 2018.

Applications for remaining places received after 10th May 2018 will be offered, subject to availability on a first come first served basis.

Parents of pupils not being offered a place may put their child's name on the school waiting list.

6. Applications for in-year transfers

Parents wishing to register children for the school other than as part of the annual reception entry group referred to above should contact the school by telephone, by email or in person.

Parents will be advised of the availability of places in the relevant year group(s) and places will be offered up to the Planned Admission Limit for that year group. Should the Planned Admission Limit have already been reached, places can continue to be offered up to the overall maximum capacity of the school, which is 119 pupils unless this would mean significant staff restructuring or where it would have a detrimental impact on children's learning.

The overall limit of 119 pupils is final and in the event of parents applying on behalf of more than one child, places will only be offered up to this limit. Parents will decide which of their children they wish to attend the school based on the number of places available.

Should it not be possible to offer a pupil a place at the school parents will be invited to have their child's name added to the school's waiting list and they will be contacted as and when a place becomes available.

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7. Admission of children outside their normal age group

All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Council's Co-ordinated Admissions Scheme, which has been drafted in line with the School Admissions Code.

Last amended: February 2018

Adopted and Ratified by Governing Body on2018

For review annually in October.

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