

The Wellington Primary Schools

Admissions Policy

V3 2023 - 2024



ADMISSIONS POLICY 2023-24

This policy applies to existing and prospective pupils of Wellington Primary Schools.

DOCUMENT CONTROL

Responsible position:	Headteacher
Approved by:	Wellington Primary Schools LGB
Version number:	1
Date approved:	September 2023
Review Period:	Annually
Next review date:	September 2024

RELATED POLICIES AND DOCUMENTS

Policy Name: Wiltshire Council's Determined Co-ordinated Scheme of Secondary School

Date Issued:

<http://www.wiltshire.gov.uk>

REVISION RECORD

Date	Version	Revision Description
------	---------	----------------------

INTRODUCTION

This document aims to set out clearly the admissions arrangements for Wellington Primary Schools managed by The Royal Wootton Bassett Academy Trust (the Trust). As the admissions authority the Trust is required by its funding agreements to adhere to the Local Authority's Fair Access Protocol; the School Admissions Code and Equality Act 2010.

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with our funding agreement and articles of association.

The Trust's Board of Trustees has agreed that admission to Wellington Primary Schools will be carried out through Wiltshire Council's coordinated admission schemes.

This policy should be read in conjunction with the admissions information booklet and associated documents, guides and forms are supplied by Wiltshire Council (the Local Authority) via its website or by calling Customer Services on 01225 713010.

Dependent children accompanying parents entering the UK on a work visa have a right to enter the country to attend a state-funded school. In addition, any UK citizen or citizen of the European Economic Area (EEA) and Switzerland is permitted to enter the country to attend a state-funded school, including boarding provision at Wellington Primary Schools.

1. ADMISSION NUMBERS

The Published Admission Number (PAN) is: 60 entering Reception

Year Reception admission applications are handled by Wiltshire Council's coordinated admissions schemes and Wellington Primary Schools will accordingly admit this number of pupils if there are sufficient applications. Where fewer than the agreed PAN for the relevant year group are received, the Local Authority on behalf of the Academy will offer places to all those who have applied.

2. APPLICATION PROCESS

Applications for pupil places in Reception will be made in accordance with the Local Authority's coordinated admission schemes and the relevant application form provided by Wiltshire Council.

See Appendix 1 for details of the Reception admissions timetable. Admission application forms can be obtained from either the Wellington Primary websites or the Wiltshire council website.

3. OVER SUBSCRIPTION CRITERIA

The criteria in this section applies in full to admission applications for entry into year Reception and in part to Sixth-Form provision.

Where the number of applications for admission is greater than available places, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the Wellington Primaries priority for admission will be considered by the Local Authority against the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being after being looked after became subject to an adoption, a child arrangements 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 Section 22 of the Children's Act 1989.)

2. Priority will next be given to children with serious medical, physical, or psychological conditions where written evidence is provided at the time of application. The written evidence must be from a senior clinical medical officer, general practitioner or specialist, a senior social worker or other appropriate professional of the child's need and why they must attend the academy applied for, rather than any other school, based on those needs. If evidence is not submitted to the LA with the application, a child's medical or social needs cannot be considered.
3. Priority will next be given to siblings of pupils currently attending the Wellington Primaries at the time the application was made and who will continue to do so on the date of admission. A sibling is defined as a brother or sister sharing at least one parent and who is normally resident at the same address. Step, half, adopted and foster siblings are included in this category.
4. Priority will next be given to other children living nearest the Academy applied for. See tie-break in section 4.
5. Priority will next be given to other children to whom none of the above criteria apply.

4. TIE BREAK

If in over subscription criteria (2-5) above a tie-break is necessary to determine which child is admitted, the child living nearest to the Academy applied for will be given priority for admission.

This is called a distance tie-break. Distance will be measured using a straight line (as the crow flies) from the child's home 'address point' determined by Ordnance Survey Data to the centre point of the school grounds as determined by the Local Authority using its computerised measuring system.

Those living closest to the Wellington Primaries applied for will be given priority. Accessibility by car or public transport will be disregarded. If applicants share the same address (for example, live in the same block of flats or shared house) priority will be given to those closest to the ground floor and then by ascending flat number.

If two or more applicants with the same priority for admission live an indistinguishable distance from the preferred academy, but cannot all be admitted, then the available places will be decided by means of casting lots. The random allocation will be conducted independently by Democratic Services, Wiltshire Council as a tie-break to decide who will be admitted.

5. LATE APPLICATIONS

Year Reception applications received by the Local Authority after the admissions deadline detailed in Appendix 1. Will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

6. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP, FOR OTHER YEARS OF ENTRY OR IN YEAR TRANSFERS

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application to the Local Authority, specifying why admission out of normal year group is being requested AND the year group in which they wish their child to be allocated a place IF every year group is already open in the academy applied for.

When such a request is made, the Local Authority will decide 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.

For in-year transfers, Wiltshire Council remains the co-ordinating Local Authority and applications must be made to them in accordance with their criteria and guidelines. More information is available via: www.wiltshire.gov.uk or by calling Wiltshire Council's Customer Services on 01225 713010.

7. CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)

The Local Authority has declared the community area of Tidworth as a 'special planning area for Admissions'. Applications for children of service personnel with a confirmed posting to the county or crown servants returning from overseas to live in the county, will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admissions round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the Local Authority as soon as possible. This should include relocation date and the Unit postal address. Until a fixed address is available, the Unit postal address will be used, and a school place allocated accordingly. The Academy will not refuse a child of UK service personnel a place because the family does not currently live in the area, nor will it reserve blocks of places for these children.

8. WAITING LISTS

Subject to any provisions regarding waiting lists in the Local Authority's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year.

This will be maintained by the admissions office, and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the over subscription criteria set out in paragraph 4 above. Where places become vacant, they will be allocated to children on the waiting list in accordance with the over subscription criteria.

The waiting list will be re-ordered in accordance with the over subscription criteria wherever anyone is added to or leave the waiting list.

9. APPEALS

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. More information can be found by visiting Wiltshire Council's website: www.wiltshire.gov.uk

ADDITIONAL SUPPORTING INFORMATION

If appellants wish to submit further evidence, which was not included with their initial appeal, they should ensure this is with the Local Authority at least 4 clear working days, not counting the day of postage or the hearing, in advance of your appeal.

Only a short document, such as a doctor's letter not previously available, will be accepted up to 4 clear working days prior to the hearing. Any additional evidence or information received after this deadline will not be circulated and may not be considered at the hearing.

APPENDIX 1

WELLINGTON PRIMARY SCHOOLS

The following timetable will be used for applications for RECEPTION at Wellington Primary Schools:

1. 1September – The Wellington Primary Schools will publish on its website, information about the arrangements for admission, including over subscription criteria, for the following September. The website will also include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
2. November annually – Wellington Primary Schools will provide opportunities for parents to visit the Academy.
3. By the 15th January for reception admissions – parents return the completed application form to their Local Authority to administer. For parents living in Wiltshire, the preferred method of submission is online via www.wiltshire.gov.uk
4. The Local Authority sends applications to the Wellington Primaries.
5. The Wellington Primaries send a list for each school of pupils to be offered places to the Local Authority.
6. April – Local Authority informs other local authorities of the offers of places to be made to their residents.
7. Date of LA notification letters to parents: 16th April 2022.