WINWICK CE PRIMARY SCHOOL

ADMISSIONS POLICY 2019-2020

Admissions to school are the responsibility of the Governing Body. As a Church Aided School, RE, collective worship and the whole ethos of the school are based on the teaching of the Church of England.

Applications for admission must be made on-line using the Warrington Borough Council's Local Authority common application form. You must also complete a Supplementary Application Form available from the school or the school website. It is not currently possible to complete the form online and submit it this way.

Letters/ emails informing parents/ carers of whether or not their child has been allocated a place will be sent out by the Local Authority on the national Offer Day, 16th April. Parents/ Carers of children not admitted will be informed of the reason why the application was refused and offered statutory right of appeal.
The number of places available for admission to the reception class in 2019 is 30.

The Governing Body operates a system of equal preference under which they consider all preferences equally and the Governing Body will allocate places using the following criteria, which are listed in order of priority:

Order of Priority for Admissions

1. Children in care or children formerly in care.①
2. Children with an exceptional medical/social need where admission to the school might help them satisfy that need②
3. Children whose parents attend worship at St. Oswald's Church Winwick on a regular③ basis
4. Children who have a sibling who will be still attending the school at the time of admission (this includes full, half or step brothers or sisters and foster brothers and sisters who are living in the same address as part of the same family unit)
5. Children whose parents attend another Christian④Church on a regular basis and are resident within the parish of St Oswald's Winwick.
6. Any other child who does not appear in any of the above categories.

① This includes any "looked after child" and any children formerly in care who have ceased to be so because they have been adopted or become subject to a residence order or special guardianship order.

② Applicants in this category will need to complete the Medical/Social reference form or be supported by a letter from an appropriate professional.

③ Regular basis is deemed to be one Sunday a month for at least a year. Applicants will be required to get the member of clergy to complete the Clergy Reference Form.

④Christian Church, belonging or affiliated to, Churches Together in Britain & Ireland.

WINWICK CE PRIMARY SCHOOL

Additional Notes
Where it is necessary to prioritise within one of the criteria referred to above, priority will be given to pupils living nearest to the school, defined "as the crow flies" from the front door of the child's permanent place of residence to the main gates to the school as measured by Warrington local authority.

'Resident' refers to the child's **permanent** address at the proposed date of admission.

Address of pupil
The address used on the school admission's form must be the current one at the time of application. If the address changes subsequently, the parents/ carers should notify the school. Where parents/carers live at separate addresses, the current at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday-Friday mornings. Parents/ carers may be asked to provide evidence of the claim that is being made for the address. Where there is a dispute about the correct address, the governors reserve the right to make enquiries of any third relevant party.

'**Siblings'** means older brothers and sisters already attending the school and expected to continue at the school in the following year. This includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit.
The school Fair Access admission code 2012 allows additional children to be admitted above the published admission number under very limited exceptional circumstances even when this breaches the infant class size limit. Twins and children from multiple births may exceptionally be offered a place / places when one of the siblings is the 30th child admitted.

Waiting List
Where we have more applications than places, the admissions criteria will be used. Parents/ Cares of children who are not admitted will have the opportunity to have their name placed on a waiting list. The Enquiries and Admissions Secretary maintains this list. The names on this waiting list will be in the order resulting from the application of the admission criteria.
The Local Authority must operate the waiting list until 31st December. If parents/ carers wish for their child to remain on a waiting list after this point, they must contact the school office to confirm this with them directly. They must request annually for their child to remain on this list.

Deferred Entry
Parents can request that the date their child is admitted to school is deferred until later in that academic year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

In-year applications
In year admissions are dealt with by the Local Authority. For further information, please visit the council's website.

WINWICK CE PRIMARY SCHOOL

Admission of Pupils with a Disability

In accordance with the Disability Discrimination Act pupils with disabilities will be treated with equal rights with respect to admissions. The school will make every practicable and reasonable alteration to buildings, learning environments, staffing and approach necessary to accommodate the admission of all pupils who request a place.

In most cases there will be liaison with outside agencies including the Local Authority. Funding may be sought in exceptional circumstances. The above admission policy will be adhered to in all cases.

To prevent a child with a disability being treated less favourably than other pupils we recommend the following:

- You conact the school's SENDCO at the earliest opportunity to discuss inclusion and admission arrangements.
- You visit the school prior to admission
- You raise any concerns at the earliest opportunity

Appeals

Where the Governors are unable to offer a place because the school is oversubscribed, parents/ carers have the right to appeal to an independent admission appeal panel. Parents/ carers will also be invited to attend in order to present their case.

In accordance with Local Authority Guidance please follow the link below for further information on timings:

http://www.warrington.gov.uk/info/200310/school_admission/676/school_admission_appeals/2

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable Governing Body would have made, or that your child would have been offered a place if the Governor's Admission arrangements had been properly implemented. Please note this right of appeal against Governor's decisions does not prevent you from making an appeal in respect of any other school.

Fraudulent Applications

Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent/ carer which effectively denies another child a place with a stronger claim, the Governing Body is required to withdraw that place. The application will be considered afresh and a right of appeal offered is refused.

This policy will be reviewed annually by the Admissions Committee and formally ratified by Full Governors.

Policy written: March 2018
Ratified by Governors: March 2018

To be reviewed March 2020