

ADMISSIONS POLICY

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| Approval Date: | Summer 2015 |
| Review Date: | Summer 2018 |

POLICY & PROCEDURE

The Admissions arrangements for Churchfields are determined each year by Wiltshire County Council following the required statutory consultations.

Churchfields is a maintained school and therefore is part of the co-ordinated scheme for all schools across Wiltshire which is also determined by WCC.

The children and their parents are invited to visit the school during the term prior to admission. This visit involves a guided tour of the school, the opportunity to meet all members of staff and to view the working classrooms.

The children will be invited to visit the infant classroom on a weekly basis for an afternoon and will be encouraged to join in with the class activities, in the term prior to them starting.

Parents are always welcome to visit the school informally.

Determined Primary Admission Arrangements

Wiltshire Council Determined Admission Arrangements for Admissions to Voluntary Controlled (VC) and Community (C) Primary, Infant and Junior Schools for the 2016/17 Academic Year

1. General Information

This policy applies solely to applications for places at Voluntary Controlled (VC) and Community (C) Primary, Infant and Junior Schools. Foundation (F), Voluntary Aided schools (VA) and Academies (A) are their own admissions authorities and the governing bodies are responsible for determining their own procedures and policies.

Proposed Arrangements for the co-ordination of primary admissions are made with the Proposed co-ordinated admissions scheme 2016/17.

The application round for entry into Reception 2016 opens on 1 September 2015. The deadline date for applications to be received is midnight on 15 January 2016. The home address given for the child must be the address where the child is resident as of the deadline date.

a. Designated Area

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children living outside the county boundary are treated as if the children live within Wiltshire but outside the designated area for the school(s) in question.

b. Preferences

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Wiltshire Council will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference the LA will make an offer for the highest ranked preference school possible with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Wiltshire, the LA will allocate a place at an alternative school. Allocations will be made after all expressed preferences have been considered. An applicant will normally be offered a place at the designated school for their home address. An alternative school may be allocated in cases where the designated school is full and the alternative school is within the safe statutory walking distance and has places available or it is a school to which free home to school transport would be provided.

c. **Children with a statement of special educational needs or education, health and care plans**

All children whose statement of special educational needs or education, health and care plans names a school must be admitted. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of the Statutory SEN Service at which point this policy ceases to apply.

d. **Published Admission Number**

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances, for example, a child living in the designated area for who there is no reasonable alternative place available would be admitted. "Reasonable" in this circumstance is defined as a school within the statutory safe walking distance from the applicants home address of two miles for children aged under eight and three miles for children aged eight or over, or it is a school to which free home to school transport would be provided.

e. **Address**

The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application. For Yr R September 2016 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15 January 2016.

f. **Shared Parental Responsibility**

Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

g. Multiple Births

The LA will endeavour to place siblings born at the same time (eg. twins, triplets etc in the same school. If necessary, schools will be required to admit over PAN to accommodate such children. In accordance with paragraph 2.15 of the School Admissions Code, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. This will only be the case when one of the siblings is the 30th or the 60th child admitted.

h. Children of UK Service Personnel (UK Armed Forces)

Applications for children of service personnel with a confirmed posting to 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 admission round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').

Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.

The LA 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.

Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly. The sibling link will not apply if the child that is going to be attending the school will be in year 6.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

i. Armed Forces Personnel Relocating to Salisbury Plain - a Proposed Special Planning area for admissions

Leading up to September 2017 there is initiative to rebase serving armed forces personnel in Germany back to England. The Garrison towns around Salisbury Plain in Wiltshire will be target destinations for a significant proportion of these service families.

Wiltshire Council is proposing from September 2015 to declare the community areas of Amesbury and Tidworth a 'special planning area for Admissions'. The proposal is to give an admission priority to children eligible for service premium, rebasing to settlements around Salisbury Plain until 2017. Wiltshire Council is working closely with the Children's Education Advisory Service (CEAS), a tri-service organisation funded by the MOD, to make the transition for children and families in Germany as smooth as possible and remove unnecessary complexity.

Wiltshire Council has introduced criteria 'H' to the oversubscription criteria for all community and voluntary controlled schools in the 'special planning area for admissions' and is requesting other admission authorities in the area to consider making similar arrangements.

The 'special planning area for admissions' will be kept under review by Wiltshire Council, including the option of extending the area to include Salisbury in subsequent years.

Applications for children of service personnel with a confirmed posting will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area') in the 'special planning area for admissions'.

Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.

The LA 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.

Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

2. Starting School

There is a legal entitlement for all three and four year olds to have access to 15 hours free early education per week – available from registered childminders, school-based childcare, Sure Start Centres, pre-schools, day nurseries, playgroups or nursery schools.

A school place will be made available for children from the September following their 4th birthday. Full-time education is available to all reception pupils.

Parents have the right to ask that their child attends part-time and this will be provided by arrangement with the school governors, (part-time provision has been determined as either five mornings or five afternoons a week).

Schools will be responsible for informing parents of the induction arrangements for new entrants to the reception class(es). These may involve a short period of part-time provision or a phased entry at the beginning of Term 1, which will normally be a fortnight. Individual children's cases should be discussed by the parents(s) with the school directly.

3. Joint admission arrangements with pre-schools

A small number of schools enter into a formal joint arrangement with a pre-school or nursery to provide education jointly to children before they reach statutory school age. Such an arrangement usually involves each child attending school for some sessions each week and the pre-school or nursery school does not give priority in itself for admission to the partner school.

The date on which a child can be admitted to a joint arrangement must be no earlier than the start of the term following his or her 4th birthday but can be later than this.

Registration at any nursery or pre-school unit will not be considered as an application for a school place and no priority will be given to such children.

4. Early, deferred or delayed admission

a. Early admission

Admissions earlier than the term following the child's 4th birthday may be agreed in exceptional circumstances, such as medical or social factors that have an adverse effect on the child. The request must have the approval of the LA's professional adviser and there must be no suitable alternative pre-school provision available. Early admission will be agreed for a maximum of one traditional term before the next available normal entry date.

b. Deferred admission until later in the academic year

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September of the academic year following their fourth birthday. In such circumstances, parents also have the option to start their child on a part-time basis or defer their child's entry until later in that academic year.

If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that a child reaches compulsory school age on the prescribed day following his or her fifth birthday [or on his or her fifth birthday if it falls on a prescribed day]. The prescribed days are 31 December, 31 March and 31 August). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.

Please note also that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year. The application can be submitted from April 2017 but will not be considered until June 2017.

Parents wishing to defer entry need to apply by the closing date 15 January 2016. Any request to defer or attend part-time should be made to the school as soon as an offer is received.

c. Admission of children outside their normal age group

All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.17a, 2.17b, which came into force on 19 December 2014

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that 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.

The decisions on requests for applications outside the child's normal age group are made by the Admission Authority for any particular school, which in the case of Voluntary Controlled & Community Schools is the Council. For Voluntary Aided, Foundation Schools or Academies the Admissions Authority is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case.

All parents who wish to apply for delayed entry into reception for any Wiltshire school, must first submit a formal application to the Local Authority. If they are applying for a Voluntary Controlled or Community school, they will also need to make a written request at the time of application to the Local Authority's admissions co-ordinator, providing reasons for the request along with any supporting documentation they wish to include.

If parents wish to apply for delayed entry to a Voluntary Aided, Foundation school or an Academy, then following the submission of the formal application to the Local Authority, the parent should contact the governing body of the school concerned to discuss their request.

All requests should be made in the September following the child's 3rd birthday, in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 15 January. In the case of Voluntary Controlled and Community schools, the Local Authority will look at the following factors when an application for admission outside the normal ages group:

- the parent's views
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school

The Local Authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the September following the child's 4th birthday. This application would be considered along with

all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and you are not offered a place, the Local Authority will make an alternative offer. However please note that delayed admission in to reception in the alternative school may not be possible.

If the parental request for delayed admission into reception is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, then after the offer of a school place had been made the parent can then inform the Local Authority and the school that they want to defer entry as outlined above.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Right of Appeal

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry into reception they have the right to complain against the decision through the Council's complaints procedure for decisions made by council officers or under the school's complaints procedure where the school is the admissions authority.

5. Deadline – applications received by the deadline date of 15 January 2016 will be considered as first round applications

The closing date for main round applications (i.e. applications for entry into Reception 2016) is 15 January 2016.

All applications received after the deadline of 15 January 2016, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined.

6. Oversubscription Criteria for Voluntary Controlled and Community Schools

Where a school is oversubscribed, places are allocated to children in order of the ranked criteria listed below:

a. **Looked After Children/Previously Looked After Children**

The definition of Looked After Children - 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) 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).

b. **Vulnerable Children**

Children from families registered with the National Asylum Support Service; Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to be admitted to the preferred school.

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

c. **Linked Infants School (this criterion applies to infant-to-junior transfer applications only)**

Children who are pupils attending year 2 at the linked infant school as at the deadline date, irrespective of the status of the infant school, i.e. F, A, C or VC.

d. **Designated area siblings and shared area siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infants school) as at the deadline date and will continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. Step, half and foster siblings are included in this category.

e. **Other children from the designated area or shared area**

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

f. **Other Siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infant's school) at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category.

g. **Children of staff at the school**

A child is considered to fall under this criterion

- i. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- ii. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

h. **Children eligible for service premium relocating to Salisbury Plain**

The above criteria will only apply to the following schools:

Durrington All Saints CE Infants School,
Durrington CE Junior School,
Figheledean St Michael's CE Primary School,
Kiwi Primary School, Bulford,
Larkhill Primary School,
Collingbourne C E Primary School.
Amesbury C of E Primary School
Amesbury Archer Primary School

i. **Other Children**

Children to whom none of the above criteria apply.

Tie Break

If the school is oversubscribed within any category above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted, then the available places will be decided by means of casting lots (random application).

The random allocation will be conducted independently by Democratic Services.

7. Waiting lists

Waiting lists will be maintained for all intake year groups in schools. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on a list will be determined by applying the published oversubscription criteria and not by date order of receipt. This will mean a position will change if a later

application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for all year groups will close on 22 July 2016.

A fresh application can be made for a place for the next academic year group but this will not be considered before 6 June 2016.

Places that become available will not be offered to pupils who are not on the waiting list.

If your child is offered a place from a waiting list for any VC or C schools then you must accept or decline the place within 10 working days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they neither accept nor decline the place within 5 working days, the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

Notes:

- Names will only be removed from the lists if a written request is received or if the offer of a place that becomes available is declined.
- Registration of interest on a school's pre-admission list will not be considered as an application for a school place.
- Parents must contact any VA, F school or the Academy concerned to obtain information on the existence of a waiting list.
- Except for service families, children will not be considered to be living within the designated area for a school until the LA receives an exchange of contracts or a signed tenancy agreement.
- Except for service families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.

8. Applications for Reception 2016 Intake – applications received after 15 January 2016

Applications received after the deadline of 15 January 2016 will be considered as late applications.

Applications received between the 16 January 2016 and 25 April 2016 will be treated as second round applications.

Applications received after the 26 April 2016 will be treated as third round applications.

9. In Year Transfer Applications for year groups other than Reception 2015 Intake

Applications received after the 24 July 2015 for the year of entry and any applications received for other year groups are classed as transfer applications.

Other than in exceptional circumstances and in agreement with the two schools involved, a transfer will, if the applicant is not moving address, only be considered as being for the start of the next term.

All applications will be considered together with any applications already on a school's waiting list.

Applications received one term in advance of the term in which admission is being sought (i.e from June 2016) are considered together and are ranked using the oversubscription criteria listed in this policy.

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date places are allocated to children in order of the oversubscription criteria as listed in this policy.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three preferences. An offer will be made at the school listed as highest preference possible which has an available place.

If your child is offered a place at any VC or C school then you must accept or decline the place within 10 working days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they neither accept nor decline the place within five working days the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

If your child is offered a place at any VC or C school and you accept the place, you must take the place up within 28 working days of the required admissions date stated on the original application form. Should the place not be taken up within the 28 working days the LA will then write to the parents informing them that the place has been withdrawn.

10. Proof of address

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

A copy of your Council Tax Bill.

A solicitor's letter stating contracts have been exchanged and specifying a completion date.

A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill).

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

11. Fair Access Protocol

All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

If the governing body of any school refuse admission to a child with challenging behaviour where there are places available (outside the normal intake round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol.

This protocol does not apply to a Child in Care (Looked after Child, a Previously Looked After Child) or a child with a Statement of Special Educational Needs, as these children must be admitted.

Further information on the In Year Fair Access Protocol including further criteria for referral, and a copy of the protocol, can be viewed at www.wiltshire.gov.uk

12. Appeals Procedure

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority as to the school which education is to be provided for their child.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Parents should contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to the Democratic and Members Service team (D&M) at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

If a place has been awarded by the independent appeal panel the place must be taken up within 28 days of the required date of admission stated on the original application form.

Should the place not be taken up within 28 days the LA will then write to the parents informing them that the place has been withdrawn.

13. Further Appeals

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

**Published Admission Numbers (PANs)
for VC & C Schools**

| School – Voluntary Controlled | 2016 for PAN |
|---|---------------------|
| All Cannings CE Primary School | 30 |
| Amesbury CEVC Primary School | 50 |
| Ashton Keynes CE Primary School | 29 |
| Box CE Primary School | 25 |
| Bradford-on-Avon Christ Church | 60 |
| Brinkworth Earl Danby's CE Primary School | 30 |
| Longford CE (VC) Primary School | 12 |
| Broad Hinton CE Primary School | 17 |
| Broad Town CE Primary School | 12 |
| St. Nicholas CEVC Primary School, Bromham | 12 |
| St. Mary's Broughton Gifford VCCE Primary School | 12 |
| St. Dunstan CE Primary School, Calne | 60 |
| Chirton CE Primary School | 8 |
| Churchfields, The Village School | 25 |
| Colerne CE Primary School | 38 |
| Collingbourne CE Primary School | 17 |
| St. Sampson's Primary Cricklade | 60 |
| Crudwell CE Primary School | 17 |
| Dilton Marsh CE Primary School | 30 |
| Dinton CEVC Primary School | 17 |
| Durrington All Saints CEVC Infant School | 60 |
| Durrington CE Cont. Junior School | 58 |
| Figheledean St Michael's CE Primary School | 17 |
| Five Lanes Primary | 20 |
| Great Bedwyn CE Primary School | 30 |
| Hilperton CEVC Primary School | 25 |
| Holt VC Primary School | 21 |
| Hullavington CE School | 21 |

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| Kington St. Michael CE Primary School | 17 |
| Lacock CE Primary School | 12 |
| Langley Fitzurse CE Primary School | 16 |
| Lea & Garsdon CE Primary School | 20 |
| Lydiard Millicent CE Primary School | 30 |
| St Barnabas CE School, Market Lavington | 20 |
| St.Mary's CE Infant School, Marlborough | 60 |
| St.Peter's Junior School, Marlborough | 60 |
| Minety CE Primary School | 21 |
| North Bradley CE Primary School | 25 |
| Oaksey CE Primary School | 13 |
| Oare CE Primary School | 17 |
| Ogbourne St.George & St. Andrew VC CE Primary School | 13 |
| Preshute CE Primary School | 30 |
| St. Mary's CE Primary School, Purton | 60 |
| Harnham CE Cont. Junior School, Salisbury | 90 |
| St Mark's CE Junior School, Salisbury | 90 |
| Wyndham Park Infants' School, Salisbury | 90 |
| St. Katharine's CE (VC) Primary School, Savernake Forest | 12 |
| Seagry CE Primary School | 12 |
| St George's CE Primary School, Semington | 12 |
| Shalbourne CE Primary School | 9 |
| Shaw CE Cont. Primary School | 30 |
| Sherston CE Primary School | 30 |
| Shrewton CE Primary School (New site) | 17 |
| Southwick CE Primary School | 30 |
| Staverton CEVC Primary School | 45 |
| Stratford sub Castle CEVC Primary School | 21 |
| Sutton Veny CEVC School | 24 |
| St John's CE Primary School, Tisbury | 20 |
| Bellefield Primary & Nursery School, Trowbridge | 42 |
| Urchfont CE Primary School | 16 |
| The Minster CE Primary School, Warminster | 30 |
| Warminster Sambourne CEVC Primary School | 21 |
| St John's CE Primary, Warminster | 21 |
| Westbury CE Junior School | 82 |
| Westbury Leigh CE Primary School | 60 |
| Wilton and Barford CE Primary School | 25 |
| Winsley CEVC Primary School | 21 |
| Winterbourne Earls CE Primary School | 30 |

| School - Community | PAN for 2016 |
|--|---------------------|
| Amesbury Archer Primary School | 60 |
| Fitzmaurice Primary School, Bradford-on-Avon | 45 |
| Bratton Primary School | 30 |
| Kiwi School, Bulford | 38 |
| Fynamore Primary School, Calne | 60 |
| Priestley Primary School, Calne | 30 |
| Charter Primary School, Chippenham | 47 |
| Ivy Lane Primary School, Chippenham | 55 |
| Kings Lodge Community School, Chippenham | 60 |
| Monkton Park Community Primary School, Chippenham | 38 |
| Queen's Crescent Primary School, Chippenham | 50 |
| Redland Community Primary School, Chippenham | 40 |
| St. Paul's Primary School, Chippenham | 41 |
| Lypiatt Primary School, Corsham | 7 |
| Nursteed Community Primary School, Devizes | 30 |
| Devizes Southbroom Infants School | 90 |
| Gomeldon Primary School | 21 |
| Hilmarton Primary School | 16 |
| Horningsham Primary School | 12 |
| Larkhill Primary School | 60 |
| Luckington Community School | 8 |
| Ludwell Community Primary School | 12 |
| Lyneham Primary | 60 |
| Bowerhill Primary School, Melksham | 60 |
| Mere School | 30 |
| Neston Primary School | 30 |
| Old Sarum Primary | 30 |
| Ramsbury School | 30 |
| Greentrees Primary School, Salisbury | 60 |
| Harnham Infant School, Salisbury | 90 |
| Salisbury Manor Fields Primary School | 30 |
| Woodlands Primary School, Salisbury | 30 |
| Stanton St. Quintin Primary School | 21 |
| Grove Primary School, Trowbridge | 60 |
| Holbrook Primary School, Trowbridge | 45 |
| Newtown Community Primary School, Trowbridge | 45 |
| Walwayne Court School, Trowbridge | 42 |
| New Close Community School, Warminster | 30 |
| Princecroft Primary School, Warminster | 21 |

| | |
|---|-----------|
| Bitham Brook Primary School, Westbury | 42 |
| Westbury Infants School | 80 |
| Westwood-with-Iford School | 17 |
| Wootton Bassett Infants | 60 |
| Noremarsh Junior Community School, Wootton Bassett | 60 |

Coodinated Primary Admission Arrangements

Introduction

1. This scheme for co-ordinated admissions is pursuant to section 89(b) of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to Primary schools within the LA area. It applies to all Primary schools in Wiltshire with effect from September 2016 intakes. There will be an annual review of the scheme as per the School Admissions Code in force at the time.

Interpretation and Glossary

2. In this scheme –

“the LA” means Wiltshire Council acting in their capacity as a local (education) authority;

“the LA area” means the County of Wiltshire;

The definitions of “primary education”, “Primary education”, “primary school” and “Primary school” can be found in sections 2 and 5 of the Education Act 1996.

“school” means a community, (C) voluntary controlled, (VC) foundation (F) or voluntary aided (VA) school

“Academy” means a state funded, non fee paying independent school set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly, and hereafter, referred to as an Academy Trust). Academy Funding Agreements require them to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need.

“admission authority” in relation to a community (C) or voluntary controlled (VC) school means the LA and, in relation to an academy, foundation or voluntary aided school means the governing body of that school;

“the specified year” means the school year beginning in September 2015.

“admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school;

“first round application” means any application for a place in the first year of primary or infant education or the first year of junior education that is received before the deadline of 15 January 2016.

“second or third round application” means any application for a place in the first year of primary or infant education or the first year of junior education that is received on 15 January 2016.

“In – Year application” means any application for any other year group in the school up to and including Yr 6;

“eligible for a place” means that a child’s name has been placed on a school’s ranked list within the school’s published admission number.

The application round for entry into Reception 2016 opens on 1 September 2015. The deadline date for applications to be received is midnight on 15 January 2015. The home address given for the child must be the address where the child is resident as of the deadline date.

Starting School

3. There is a legal entitlement for all three and four year olds to have access to 15 hours free early education per week – available from registered childminders, school-based childcare, *Sure Start centres, pre-schools, day nurseries, playgroups or nursery schools*

A child must be in full-time education in the term following their fifth birthday. In Wiltshire children can start school at the earliest from the September following their fourth birthday. Full time provision will be made available in all reception classes for all children from September 2016.

General Information

4. Parents will be able to make an online application. Online applications will be made directly to County Hall, Trowbridge. If an online application has been submitted, a written application is not necessary. The online facility will be available from 1 September 2015 up until the deadline of 15 January 2016.
5. There will be a standard form for written applications known as the Primary Common Application form (PCAF) used for the admission of pupils into the first year of Primary education in the specified year.
6. Unless an online application has been made, the PCAF must be used as a means of expressing one or more preferences by a parent wishing to apply for a school place for their child either within or outside the county. The child must live in Wiltshire.
7. The LA will make arrangements to ensure
 - a. the PCAF is accompanied by written guidance notes explaining the co-ordinated admissions scheme, and
 - b. that copies are available on request from the LA and from all Primary schools in the LA area, and
 - c. that an electronic version of the form is available for parents to make an online application.
8. The PCAF and accompanying guidance notes will invite the parent to express up to three preferences in rank order schools may be inside or outside Wiltshire, and to give their reasons for each preference, explain that the parent will receive no more than one offer

of a school place and specify the closing date and the address to which it must be returned. They will also confirm that:

- a. a place will be offered at their highest ranked school at which they are eligible to be offered a place; or
 - b. if a place cannot be offered at any one of their preferred schools, and the child is living in Wiltshire, a place at an alternative school will be allocated.
9. Split Site Schools – where a school operates from separate bases and each base provides for the full primary age range (i.e. Both Key Stage 1 and Key Stage 2), the two sites will be treated as separate schools for admissions purposes as they have their own discrete catchment area. This means that an application must name the site preferred. An applicant can use two preferences to name both sites.
 10. The governing body of a Foundation (F) or Voluntary Aided school (VA) can ask parents who have expressed a preference for their school on the PCAF, to provide additional information on a supplementary form but only if the additional information is required in order to apply their oversubscription criteria to the application.
 11. Where a school receives a supplementary form it may not be regarded as a valid application unless the parent has also completed a PCAF which expressed a preference for that school. The PCAF or an online application must have been returned to the LA by the deadline date.
 12. The closing date for applications is **15 January 2016**. All completed PCAFs are to be returned directly to the LA. Any PCAFs which are incorrectly returned to schools must be forwarded to the LA to be received by the deadline. Forms returned to schools and not received by the LA by 15 January 2016 will be treated as late applications.
 13. The LA will send out an acknowledgement of receipt for each PCAF and all online applications. Applicants will be advised to contact the LA if they have not received an acknowledgement within 15 school days of posting their applications.

Address

14. The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application. For Yr R September 2016 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15 January 2016.

Shared Parental Responsibility

15. Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no

such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

Applications for children of UK Service Personnel (UK Armed Forces)

16. Applications for children of service personnel with a confirmed posting to 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 admission round.
17. An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include the relocation date and the unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').
18. Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.
19. The LA 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.
20. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr6. Their position on any waiting list will be set accordingly.
21. All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012).

Armed Forces Personnel Relocating to Salisbury Plain - a Proposed Special Planning area for admissions

22. Leading up to September 2017 there is initiative to rebase serving armed forces personnel in Germany back to England. The Garrison towns around Salisbury Plain in Wiltshire will be target destinations for a significant proportion of these service families.

23. Wiltshire Council is proposing from September 2015 to declare the community areas of Amesbury and Tidworth a 'special planning area for Admissions'. The proposal is to give an admission priority to children eligible for service premium, rebasing to settlements around Salisbury Plain until 2017. Wiltshire Council is working closely with the Children's Education Advisory Service (CEAS), a tri-service organisation funded by the MOD, to make the transition for children and families in Germany as smooth as possible and remove unnecessary complexity.
24. Wiltshire Council has introduced criteria 'H' to the oversubscription criteria for all community and voluntary controlled schools in the 'special planning area for admissions' and is requesting other admission authorities in the area to consider making similar arrangements.
25. The 'special planning area for admissions' will be kept under review by Wiltshire Council, including the option of extending the area to include Salisbury in subsequent years.
26. Applications for children of service personnel with a confirmed posting will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.
27. An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area') in the 'special planning area for admissions'.
28. Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.
29. The LA 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.
30. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr6. Their position on any waiting list will be set accordingly.
31. All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

Applications for Children from overseas

32. Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have the right to abode in the country are entitled to apply for a place at a maintained school. The passport or visa should be made available for inspection before an offer of a school place can be made. Asylum Seekers should make available evidence of their right of abode as provided by the National Asylum Support Service.
33. Applications on behalf of children currently living outside the UK will be considered but until the child/ren are resident in the country their home address will be considered as being their place of residence outside the UK. Exceptions to this would be instances where the children are of parents returning from foreign postings, such as UK service personnel and other crown servants (including diplomats) who have been posted abroad on a fixed term contract and who are returning to live within the UK. Proof of the future UK residency will be required if an application is made to an oversubscribed school.

The Application Process

First Round Applications for Reception 2016 Intake (applications received before the deadline of 15 January 2016)

34. The LA will act as a clearing house for the allocation of places by the relevant admissions authorities in response to the PCAFs. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the PCAF where-
 - a. it is acting in its separate capacity as an admission authority, or
 - b. an applicant is eligible for a place at more than one school, or
 - c. an applicant is not eligible for a place at any of the schools for which a preference was expressed.
35. The process by which the LA will allocate places is explained at paragraphs 37- 44.
36. **15 January 2016 Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.**
37. **By 10 February 2016** where parents have nominated a Primary school outside the LA area, the LA will notify the relevant LA.
38. **By 10 February 2016** the LA will notify all F and VA schools and Academies of every preference that has been expressed for that school.
39. **By 14 March 2016** all F and VA schools and Academies must have considered all of the preferences for their school, and provide the LA with a ranked list of all applicants in accordance with the oversubscription criteria.
40. The LA will then match this ranked list against all other ranked lists and:
 - Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
 - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
41. Where the child is not eligible for a place at any of the nominated schools and the child lives in Wiltshire, they will be allocated a place at a school. This will be their designated school if places are available or at another school (to which there would be an entitlement to free school transport if it were outside the statutory safe walking distance from the home). Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
42. **By 1 April 2016** the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.
43. **By 14 April 2016** the LA will inform Wiltshire schools of the pupils to be offered places at their schools.

44. On **18 April 2016 (National Offer Date)** letters will be despatched to all parents who submitted an application by 15 January 2016 offering a place at one school.
45. These offer letters will give the following information:
- a. the name of the school at which a place is offered;
 - b. the reason why the child is not being offered a place at any of the other schools nominated on the PCAF;
 - c. information about their statutory right of appeal against any decisions to refuse places at other preferred schools;
 - d. contact details for the LA and the schools for which they expressed a preference.
46. **3 May 2016** is the deadline for parents to accept the place offered. Parents should contact the school to confirm if they are accepting the place or the LA if they wish to decline the place.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 3 May 2016, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

Second Round Applications for Reception 2016 Intake (applications received between 16 January 2016 and 25 April 2016)

47. Second round applications, i.e. those received between 16 January 2016 and 25 April 2016 for the Reception Intake round will not be considered until after all first round on time applications have been processed. Second round applications will be considered together with any applicant previously refused a place in the first round and if necessary will be prioritised using the oversubscription policy in place at the time.

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the second round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that application and that there is no guarantee of gaining a place at the preferred school named on the new application.

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be

made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if places are available, unless an alternative place is available within the safe statutory walking distance from their home address. The process explained in 48-51 will be followed:

48. By **29 April 2016** Details of second round applications received between the 16 January 2016 and 25 April 2016 to be sent to Academies, Foundation and Voluntary Aided Schools.
49. By **09 May 2016** Academies, Foundation and Voluntary Aided Schools should provide the LA with a ranked list of second round applications.

On receipt, the LA will match the returns from all schools and will make an allocation of one place for each applicant:

- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
 - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
50. **20 May 2016** the LA will send out the second round offers for applications received between 15 January 2016 and 25 April 2016.
 51. **06 June 2016** is the last date for offers to be accepted by parents. Parents should contact the school if accepting the place and the LA if declining the place.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

Third Round Applications for Reception 2016 Intake (applications received after 25 April 2016)

52. Third round applications, i.e. those received after 25 April 2016 for the Reception Intake round will not be considered until after all the second round applications have been processed. Third round applications will be considered together with any applicant previously refused a place and if necessary will be prioritised using the oversubscription policy in place at the time.

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the third round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that application and that there is no guarantee of gaining a place at the preferred school named on the new application.

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if a place is available, unless an alternative place is available within the safe statutory walking distance from their home address. The process explained in 53 - 56 will be followed:

53. Applications received after the 25 April 2016 will be considered in date order of receipt and will be looked at after 30 June 2016 (i.e. once the second round of applications have been processed).
54. Any applications received by the LA after 25 April 2016 will be dealt from 30 June 2016, with allocations to a single school being made and offer letters sent out from the LA as soon as is practically possible.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

55. For applications received after 25 April 2016 naming an Academy, Foundation or Voluntary Aided School, the governing body must confirm to the Local Authority if a place can be offered within 10 days of receipt.
56. Any applications received by any school should be forwarded to the LA within 5 days of receipt.

Applications for Reception 2016 Intake (applications received after 22 July 2016)

57. Any applications received by the LA after 22 July 2016 which expresses a preference for an Aided, Foundation School or an Academy will be forwarded to the school within five school days of receipt at which time the process for in year applications will apply.

Final List of expected reception pupils to schools

58. On or before 31 August 2016 the LA will send out a list to all maintained schools in Wiltshire showing those pupils expected to start in the school at the beginning of the 2016/17 school year.

Admitting in - area children above Published Admissions Number (PAN)

59. Wiltshire Council will always try and allocate a space at a child's designated school whenever this is possible. We cannot reserve places at any school nor can we guarantee that a space will be available at the designated school. Having enough spaces in schools for local children is a service priority for the School Buildings and Places team.
60. The LA has responsibility for the strategic management of school places across the county and has to ensure admissions do not compromise its ability to provide efficient and effective use of resources. It is often more economic to admit children to their designated school because this does not incorporate an additional transport cost which would be required were an alternative school be allocated.
61. For some schools, the next nearest school does not provide a reasonable alternative because it is beyond the statutory walking distance or the route is unsafe or there is no available transport. Any children who move into these areas might have to be admitted to the designated school despite any existing pressures upon it.
62. It may not always be possible to find a space at the designated school if this is already oversubscribed. In - area children will be given priority on any waiting list. If the designated area school is unable to accommodate any more children within the year group then the LA will allocate an alternative school which will be the next nearest school which has available places.
63. Transport would be made available for any children who had to be allocated a school because their designated school was full and the school that has been allocated is outside of the statutory safe walking distance for the age of the child. All other entitlements will be dealt with by the Passenger Transport Team.

The Transfer Application Process

Transfer Applications for year groups other than Reception 2016 Intake.

All transfer applications for all year groups, to Wiltshire Schools, should be submitted directly to Wiltshire Council. If a parent wishes to apply for a transfer to a school in another Local Authority then they should apply directly to the authority in which the school is situated in. The transfer application process for Wiltshire Schools is explained below.

64. The LA will make available copies of the Admissions Guide and PCAF through all primary and secondary schools and on request from County Hall.
65. All applicants who wish to apply for a school place must complete an application form which should be returned to the LA, once completed by the current school. The applicant may or may not live in Wiltshire.
66. Should a parent living in Wiltshire wish to apply for a school in another authority; they must contact that authority directly for details on how to apply.
67. Where a school receives an in year application form expressing a preference for that school the form should be forwarded to the LA within five school days of receipt.

68. Where the LA receives an in year application form expressing a preference for a VC or C school the application will be forwarded to the school within five school days of receipt.
69. Where the LA receives an in year application form expressing a preference for an Academy, F or VA school the application will be forwarded to the school within five school days of receipt.
70. For an Academy, F or VA school, the school's governing body is responsible for deciding the outcome of the application and advising the LA accordingly within 10 school days of the date of which the information was received by the school.
71. In all cases, Wiltshire Council will aim to send a decision letter out within 20 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.
72. Waiting lists for schools must be kept and will be managed as per the admission arrangements for the particular school involved. Waiting lists will be kept in order of the relevant oversubscription criteria and not in date order of receipt.
73. The Local Authority will maintain waiting lists for all year groups for VC & C schools.
74. The school/academy will maintain waiting lists for all year groups for A, F & VA schools.
75. In accordance with paragraph 2.21 of the School Admissions Code the LA is required to provide parents on request the availability of school places within its area. All schools must provide the LA with this information. This must be done on a termly basis with the first return to be sent by 6 September 2016.

Applications for transfer at a future date

76. Applications for transfer for VC and C schools will be considered a maximum of one term in advance. Where early applications are received for VC and C schools the LA will advise the parent that their application will not be considered until a specified later date.
77. Applications for transfer for VA and F schools and Academies will be forwarded when received directly to the schools named for consideration in accordance with the schools own admissions policy.

Proof of address

78. The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

A copy of your Council Tax Bill

A solicitor's letter stating contracts have been exchanged and specifying a completion date

A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

Fair Access Protocol

79. All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children. Further information on the In Year Fair Access Protocol, as well as a copy of the protocol, can be viewed at www.wiltshire.gov.uk

Early, deferred or delayed admission

80. a. Early admission

Admissions earlier than the term following the child's 4th birthday may be agreed in exceptional circumstances, such as medical or social factors that have an adverse effect on the child. The request must have the approval of the LA's professional adviser and there must be no suitable alternative pre-school provision available. Early admission will be agreed for a maximum of one traditional term before the next available normal entry date.

b. Deferred admission until later in the academic year

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September of the academic year following their fourth birthday. In such circumstances, parents also have the option to start their child on a part-time basis or defer their child's entry until later in that academic year.

If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that a child reaches compulsory school age on the prescribed day following his or her fifth birthday [or on his or her fifth birthday if it falls on a prescribed day]. The prescribed days are 31 December, 31 March and 31 August). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.

Please note also that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The place will then be withdrawn and reallocated to the child who is top

of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year. The application can be submitted from April 2017 but will not be considered until June 2017.

Parents wishing to defer entry need to apply by the closing date 15 January 2016. Any request to defer or attend part-time should be made to the school as soon as an offer is received.

c. Admission of children outside their normal age group

All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.17a, 2.17b, which came into force on 19 December 2014

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that 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.

The decisions on requests for applications outside the child's normal age group are made by the Admission Authority for any particular school, which in the case of Voluntary Controlled & Community Schools is the Council. For Voluntary Aided, Foundation Schools or Academies the Admissions Authority is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case.

All parents who wish to apply for delayed entry into reception for any Wiltshire school, must first submit a formal application to the Local Authority. If they are applying for a Voluntary Controlled or Community school, they will also need to make a written request at the time of application to the Local Authority's admissions co-ordinator, providing reasons for the request along with any supporting documentation they wish to include.

If parents wish to apply for delayed entry to a Voluntary Aided, Foundation school or an Academy, then following the submission of the formal application to the Local Authority, the parent should contact the governing body of the school concerned to discuss their request.

All requests should be made in the September following the child's 3rd birthday, in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 15 January. In the case of Voluntary Controlled and Community schools, the Local Authority will look at the following factors when an application for admission outside the normal ages group:

- the parent's views
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;

- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school

The Local Authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the September following the child's 4th birthday. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and you are not offered a place, the Local Authority will make an alternative offer. However please note that delayed admission into reception in the alternative school may not be possible.

If the parental request for delayed admission into reception is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, then after the offer of a school place had been made the parent can then inform the Local Authority and the school that they want to defer entry as outlined above.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Right of Appeal

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry into reception they have the right to complain against the decision through the Council's complaints procedure for decisions made by council officers or under the school's complaints procedure where the school is the admissions authority.

Appendix: 2016/17 Timetable for Primary Co-ordination (Wiltshire)

15 January 2016: **Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.**

10 February 2016: Details of applications which include preferences for schools in other LAs to be sent to those LAs.

10 February 2016: Details of applications to be sent to F, VA schools and Academies of all first round applicants.

14 March 2016: F, VA schools and Academies to provide the LA with ranked lists of all first round applicants.

Between 14 March and 1 April the LA will match the ranked list from all schools and allocate places.

1 April 2016: The LA will inform other LAs of any offers of places at Wiltshire schools to be made to applicants resident in their areas.

14 April 2016: By this date the LA will provide schools with details of those children to be offered places at the school.

16 April 2016: **Notification letters despatched and sent to parents for all first round applicants.**

25 April 2016: Deadline for second round applications.

3 May 2016: Last date for first round offers to be accepted by parents. Parents should contact the schools if they are accepting the place and the LA if they are declining the place. Parents should contact Wiltshire if they wish to accept a place in another LA.

29 April 2016: Details of second round applications to be sent to F, VA schools and Academies of all second round applicants.

9 May 2016: F, VA schools and Academies to provide the LA with ranked lists of all second round applicants.

20 May 2016: **Notification letters despatched and sent to parents for all second round applicants.**

30 June 2016: Last date for second round offers to be accepted by parents. Parents should contact the schools if they are accepting the place and the LA if they are declining the place. Parents should contact Wiltshire if they wish to accept a place in another LA.

- 6 June 2016: Applications received after the 25 April will be considered in date order of receipt and will be looked at from today. Applications will be dealt with as soon as possible with allocations to a single school being made and offers being sent out by the LA as soon as practically possible.
- 31 August 2016: On or before the 31 August the LA will send out a list to all schools showing the pupils expected to join the school at the beginning of the 2016/17 school year.