



## **Whittington CE (VA) Primary School**

### **ADMISSIONS POLICY** 2023-24

Written by: Carl Rogers  
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Date for review: January 2023

## **CRITERIA FOR ADMISSIONS TO WHITTINGTON C of E (VA) PRIMARY SCHOOL 2020/21**

Whittington Primary School is a Church of England Voluntary Aided School, founded in 1852 by the then Rector William Walsham How, to provide a good education within a Christian environment for the children of the parish. The governors are responsible for all admissions subject to Acts of Parliament and consultation with Shropshire Council.

This policy has been arrived at after much discussion and deliberation, following advice from the Lichfield Diocesan Board of Education. It provides the basis for admission to Whittington CE (A) Primary School.

### Admission to Reception

Applications can be made online through the Shropshire website ([www.shropshire.gov.uk](http://www.shropshire.gov.uk)) Each year all applications are considered afresh. The allocation date for 2023/24 will be 16 April (this is a national primary allocation day from 2014 onwards).

Application forms should be made by the 15 January of the year before the child/children are due to start or as soon as possible thereafter. The allocation of places to the school will be made up to the school's published admission number of '30' and parents will receive notification from the Council's Admissions Team on behalf of the governors after 16 April of the year prior to the child/children starting school. (Or as soon after if the application is late). From then onwards the school will notify parents of the induction arrangements and dates for starting school for those applicants who have been successful.

Children are eligible for admission to the school prior to their fifth birthday. Please see the table below:

<b>Born between</b>	<b>Due to start school</b>	<b>Time to apply by</b>	<b>Allocations made</b>
1.09.18 and 31.08.19	September 2023	15 January 2023	16 April 2023

Parents will be notified of the specific date when formally offered a place in school.

All Key Stage 1 (infant) classes are limited to 30 in accordance with Department for Education (DfE) regulations.

Where a child is offered a place at this school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### Admissions Criteria

Children with an Education Health Care Plan (EHCP) which names Whittington CE (Voluntary Aided) School will be allocated places, after which places are allocated according to an agreed set of criteria in strict order of priority shown below.

Where requests for places are in excess of our published admission number of 30 we will contact you to discuss the issues as soon as possible.

Priority will be given up to the admission limit using the following criteria, applied in order of precedence, A then B then C : -

#### Priority A

Absolute priority will be given to children in public care (looked after children) and 'children who were looked after but ceased to be so because they were adopted'.

#### Priority B

There may be special reasons based on Medical Needs for a parent wishing that their child attend Whittington CE (VA) Primary School which may be considered as an exception and given priority over those applicants who fall under Priority C or D. In these circumstances it will be necessary for the parents to provide a written statement from the relevant professional advisor showing that a place at Whittington CE (VA) Primary School is essential for the 'well being' of the child.

#### **Priority C**

The following order of priority will be applied (1 before 2 before 3 etc)

1. Priority will be given to those children whose home address is within the catchment area designated by the Council, at the time of the offer of a school place, and whose parents attend the Parish church of St. John the Baptist, Whittington, on a regular basis\*.
2. Priority will be given to those children whose home address is within the catchment area and whose parents attend another mainline Christian Church i.e. those churches affiliated to churches Together in Britain and Ireland and/or the Evangelical Alliance (or their local counterparts) on a regular basis\*.
3. After that priority will be given to children within the catchment area who have an older sibling at the school on the day they are due to start there.
4. After that priority will be given to those who live inside the catchment and whose homes are nearest to the school (as measured by a straight line from the home to the school-see the note on 'Tiebreaker' below for details of the measurement.)
5. After that priority will be given to those who live outside the catchment area but within the ecclesiastical parish of St John the Baptist, Whittington. (A map of the parish is available from the school office on request.)

If applications are received from outside the catchment area and places are available the following criteria will be used.

#### Priority D

1. Priority will be given to those who attend a mainline Christian Church i.e. those churches affiliated to churches Together in Britain and Ireland and/or the Evangelical Alliance (or their local counterparts) on a regular basis\*.
2. After that priority will be given to children outside the catchment area who have an older sibling at the school on the day they are due to start there.
3. After that priority will be given to those outside the catchment area whose homes are nearest the school (as measured by a straight line –see 'Tiebreaker' below.)

\*Church attendance on a regular basis is defined as at least twice a month for at least the last two years and this should be confirmed in writing by the appropriate clergy person at the time of application. This reference should be returned direct to the Chair of Governors at the school at the time of application.

## **Definition of Sibling**

A sibling connection is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 16 years). Adopted siblings are also included. Older siblings must be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in a home in order to establish an “in catchment area” address will not be given priority under the sibling criterion.

### **Tie Breaker**

Where within any 1 category there are more applications than places, then places will be allocated by measuring the straight line distance on a computerised mapping system between the home address and the nearest entrance gate of the school by pinpointing their Easts and Norths. The shortest distance will be given highest priority. Where two addresses are within the same block of flats, the lowest number of flat nearest to the ground floor will be deemed to be the nearest in distance.

In the event that two applications are exactly the same after all other criteria have been taken into account a further tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

In the event that a place is not offered the parents have a right to appeal to an independent body.

When asked to consider a placement for Looked After Children or Travelling Children extra advice can be sought from Children’s Services; 01743 254304.

### **The Right to Appeal**

In the event that a place is not offered the parents have a right to a review of the first decision by a Panel of Governors. This panel will not include the Headteacher or chairman.

If the application is still unsuccessful, parents will have the right to pursue their case through an Independent Appeals Panel, which will be arranged by Shropshire Council. This procedure has been agreed with Shropshire Council and the Lichfield Diocesan Board of Education and is in accordance with the DfE Code of Practice on school admissions appeals. The form required for an appeal can be obtained via the school. (Details are in the Parents’ Guide to Education in Shropshire available from the school or Shropshire Council’s website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions).)

## **Late application for admission**

Parents are advised that they should try to ensure their applications for Reception Year are completed by **15 January** at the latest. If, however, there are difficulties which prevent families from meeting the deadline, such as a house move after the closing date, or difficulty such as a serious illness or bereavement at the time when applications were due, then every attempt will be made to include the application with all others. The closing date for such exceptions will be mid-March. However, late applications after 16 January which are not the result of exceptions such as those listed above, will have to wait until all other applications have been considered. If there are places still available then there will be no problem in accepting late applications, however, it is in parents’ best interests to apply where possible by the closing date.

Parents who apply for other year groups during the course of the year should contact the school. You will be informed if there are places available. If the year group is full then you may follow the procedure outlined above under “Right of Appeal”.

Parents are advised that if your child is attending the Whittington Under Fives, this gives no guarantee or right of admission in to the mainstream school. Equally children do not have to attend Whittington Under Fives in order to qualify for a place at the school. Parents must complete an application form for the mainstream school.

### Waiting list

If places are full there will be a waiting list. A child's name will be kept on the waiting list for the first term of the academic year

Children do not have to start full-time school until the start of the term after their 5<sup>th</sup> birthday. If this happens with autumn or spring born children this simply means the child starts a term later but in the same academic year. If a summer born child defers entry to autumn, then they will enter Year 1, and not the Reception year. However, a place may not be reserved into the next academic year and a separate application must be made.

We will signpost you to Shropshire Council's "[Parents' Guide to Education in Shropshire](#)". Please read this carefully as it contains important information about making a preference for primary schools and the need to consider making more than one preference, in case we cannot meet your preference for this school.

For your information, we liaise closely with Shropshire Council over the admission process. There is no cost associated with the admissions process to any Shropshire LA maintained school.



Headteacher



Chair of Governors: