

# **Worfield Endowed Church of England Primary School (Aided) Policy for Admission 2018/19**

## **Applications to School**

As an Aided School, we are responsible for our own admission arrangements but in order to help everyone we follow the same timescale as the rest of Shropshire LA. Many parents choose to let us know at an early date that they would like their child to attend the school in due course. A preliminary form stating this interest can be obtained from school. Whilst it is helpful if parents can let us know at this early stage, it must be noted that such expressions of interest do not constitute registering a child or placing a child's name on a waiting list nor being offered a place. Offers of places can only be confirmed in the academic year before the child is due to start school after application has been made to Shropshire Council via the online application facility. This should be made before the closing date of 15<sup>th</sup> January preceding the academic year in which the child is due to start school.

Parents can name up to 3 preferences in application. Anyone unable to access the online facility should contact the Admissions Team. The Admissions Committee is responsible for the allocation of places. Parents will be informed by letter from the Council's Admissions Team on behalf of the governing body whether their application has been successful or not after 16<sup>th</sup> April. Applications for pupils starting school but not in the reception year should be received as soon as possible.

Applications for any year group other than Reception should make an application directly to the school. Parents who are interested in sending their child to the school are welcome to make an initial visit to the school. Information about the school is provided on the school's website [www.worfield.shropshire.sch.uk](http://www.worfield.shropshire.sch.uk)

## **At what age may your child start school?**

Children are eligible for admission to the school in the September following their fourth birthday and must start their education no later than the beginning of the term after their fifth birthday. Many parents will be happy for their child to start school in the autumn term, but a small number of parents may have concerns that their child might be too young for mainstream school.

Parents of Spring and Summer born pupils (see chart below) can, if they wish, opt to have their child admitted to mainstream school later in the academic year. Children whose parents opt to have them admitted at the start of the academic year in September do not have a higher priority for admission than those who opt for later entry. Likewise those who opt for a later entry are not at risk of 'missing out' as long as they complete the application form at the correct time. However, where a child's 5<sup>th</sup> birthday falls in the summer and parents wish to defer entry to the autumn term 2019, the child would usually be required to join the school in Year 1, not Reception. In such cases, parents must apply separately for a Year 1 place, which could only be considered for allocation after the summer half-term holiday in 2018, by which time there might not be any places available in the year group. Parents of summer-born children who wish to defer entry to Reception for a

whole academic year should contact Shropshire Council Admissions Team for further advice before 15 January closing date in the normal application year.

Alternatively parents will be able to opt for 15 hours nursery provision for the autumn term free of charge, especially if a parent feels that their child is not ready for mainstream school. *Parents will need to apply separately for a place at Worfield Nursery.*

Worfield School Nursery has a separate admission application form and places for the Nursery must be applied for as stated in Nursery Admissions Policy. (Please note that Worfield School has an LA maintained Nursery within an Early Years Unit. This is not the same as Worfield Caterpillars, which is a privately run letting on the school site.

This table helps to explain by dates of birth when children can start their primary age education.

<b>5<sup>th</sup> Birthday falls</b>	<b>Can start school on first day of</b>	<b>Must have started school on first day of</b>
Between 1 September 2018 and 31 December 2018	Autumn Term 2018	Spring Term 2019
Between 1 January 2019 and last day of Easter holidays	Autumn Term 2018 or Spring Term 2019	Summer Term 2019
1 <sup>st</sup> day of Summer Term 2019 and 31 August 2019	Autumn Term 2018, Spring or Summer Term 2019 or Autumn Term 2019*	Summer Term 2019 or Autumn Term 2019*

Parents may opt to defer entry to the term after their child's 5<sup>th</sup> birthday and will not lose a Reception place which has already been allocated through the applications process.

**\* In this instance the child would normally be required to join the school in Year 1, not Reception. Parents must apply separately for a Year 1 place which could only be considered for allocation after the summer half-term holiday in 2019, by which time there might not be any places available in the year group.**

The allocation date for 2018/19 will be 16<sup>th</sup> April.

## **Admissions Criteria**

The School's admission number is 29.

Children with a Statement of Special Educational Needs or Education and Health Care Plan (EHCP) which names Worfield Endowed C.E. Primary School as the appropriate school to meet those needs will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority:

Where the number of applications exceeds the admission number (29 in each year group) then the admissions criteria are used to decide which applicants have priority.

1. Looked After Children. Children in public care, usually referred to as 'Looked After Children'. Children who were looked after but cased to be so because they were adopted as defined in the School Admissions Code.
2. Children with medical or special circumstances. This will be considered only if parents can provide written medical evidence that Worfield Endowed C.E. Primary School is essential to the medical wellbeing of their child. In exceptional circumstances priority may be given above those children who qualify under priorities 3 to 6.
3. Children living in the designated catchment area and who have an older sibling at the school on the date they are due to start.
4. Other children living inside the designated catchment area and whose homes are nearest to the school.
5. Children living outside the catchment area and who have an older sibling at the school on the day they are due to start and whose homes are nearest to the school.
6. Other children living outside the designated catchment area and whose homes are nearest to the school.

### **Notes:**

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). Fostered or 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.

For admissions purposes, all distances are measured as a straight line distance on a computerised mapping system which pinpoints the eastings and northings of the home address and the nearest appropriate entrance gate of the relevant school. The shortest distance being given highest priority. Where two addresses are within the same block of flats, the lowest number of flat or nearest to the ground floor will be deemed to be the nearest in distance.

In the case of twins or multiple births from the same address the school will admit both or all siblings where one twin/child of multiple birth qualifies for a place.

In the event that two or more applications are considered to be of equal priority after all other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

There is no cost associated with the admissions process to any Shropshire LA maintained schools.

### **Late Applications**

Applications received after 15<sup>th</sup> January will only be handled where a family has moved house after the closing date or where there has been a serious illness or bereavement in the family. In such exceptional cases the latest date by which applications can be considered will be mid-March in the school year preceding the year in which the child is due to start. Where a late application cannot be allocated a place the applicant's name will be placed on a waiting list and considered at the Review stage.

### **Unsuccessful Applications**

If an application is unsuccessful then parents may have the refusal decision reviewed. Parents should write to the Chair of Governors who will forward the letter to the Review Committee. This Committee will then review the refusal decision. The review decision will not be taken by one individual. The purpose of the Committee is to check that all applications have been dealt with in accordance with the Admissions criteria and whether there are any exceptional circumstances which ought to be taken into account.

If the Governing Body's Review Committee is satisfied that no further places can be allocated, then applicants will be informed of their rights to an Independent Appeal.

Details and information about the arrangements for appeals are set out in the Council's information booklet "Parents' Guide to Education in Shropshire," copies of which are held in school for reference. Alternatively, they are available from The Admissions Team, Learning & Skills Group, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND.

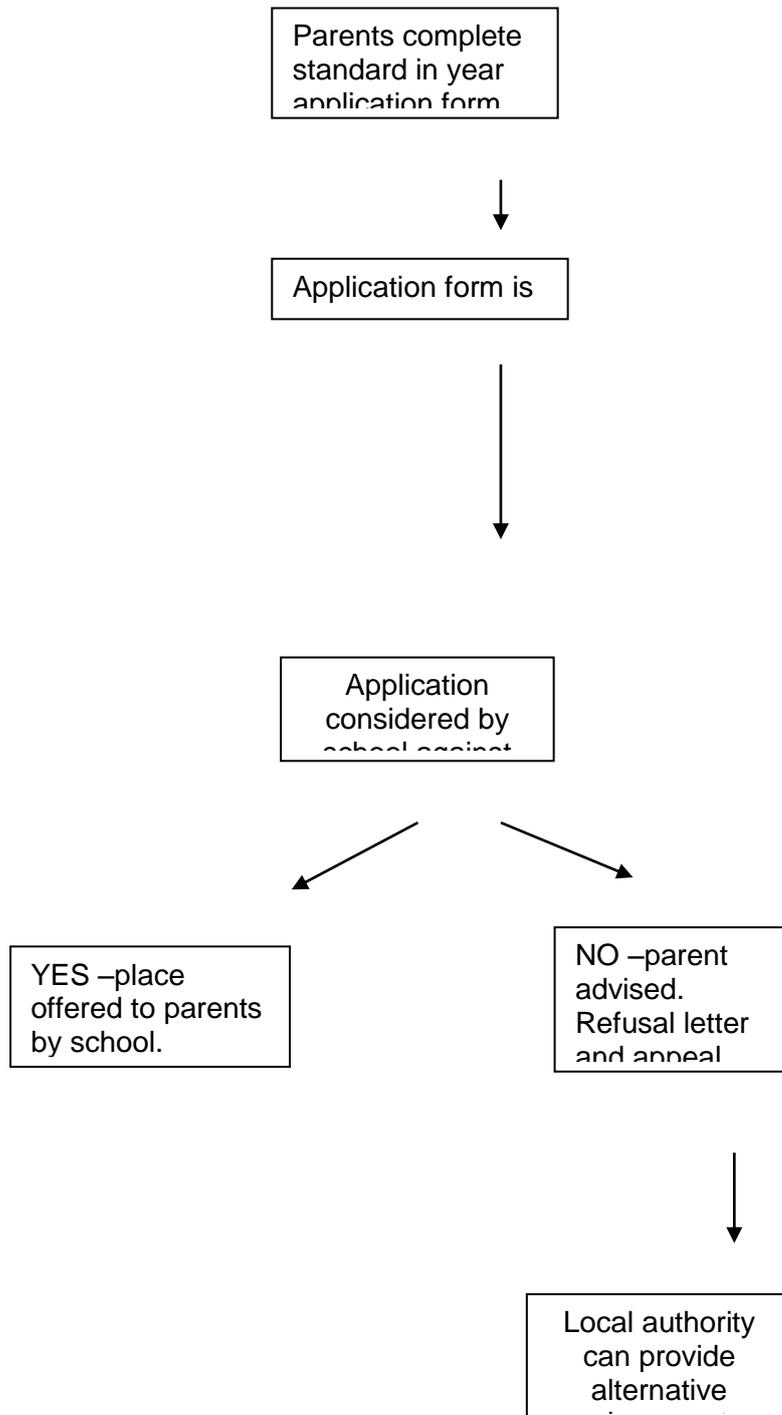
If the appeal is still unsuccessful the applicant's name will be placed on a waiting list which will operate until the beginning of the new academic year. If, subsequently, a place comes available and there are 2 or more applicants the admissions criteria will be used to determine the priority of the applications.

### **In-year Admissions (at times other than start of Reception)**

## In Year Admission Process

From September 2013, Shropshire Council will no longer be responsible for coordinating in-year admissions - mid-term applications are made directly to schools.

### Process



The school maintains a termly waiting list for oversubscribed year groups. Parents should inform the school each term if they wish to remain on the waiting list.

### **Transport**

The following pupils are entitled to free transport to their nearest or catchment area school:

- Pupils living beyond a 2 mile walking distance
- Pupils unable to walk to school for reasons of their SEN, disability or mobility problem
- Pupils unable to walk in safety due to exceptional hazards along the route. This requires a formal assessment and will only be granted if all the criteria can be met. Applications would have to be made to the Passenger Transport Services (PTS) regarding a particular route.
- Disabled parents prevented from accompanying their children along a walking route.

### **Nursery**

Attendance at Worfield Primary School's Nursery is not a guarantee or a condition of entry to the school.