



# **SOUTH WILFORD**

## **Endowed C of E Primary School**

# **Admissions Policy 2024/25**

## About this document

---

**Applicability** This document applies to all admissions to South Wilford Endowed C of E Primary School.

### Owner

This document is owned by the Governing Body.

### Review frequency

This document will be reviewed annually by the Governing Body, making it available for consultation in line with its statutory responsibilities. This policy was approved on 15<sup>th</sup> March 2023.

### References

1. School Admissions Code (2021)

---

## Admissions 2024/25

---

### Introduction

South Wilford Endowed CE School (The School) is an academy as part of the Transform Multi Academy Trust (MAT). Transform Trust is an Admissions Authority in its own right. The school primarily serves families who live in the Ancient Parish of Wilford who wish their children to receive a primary education within a Christian framework.

The Governing Body invites applications for admission of children who will be entering school for the first time during the school year in which they reach the age of five.

Parents should make formal application by 15<sup>th</sup> January 2024, regardless of when their child is due to actually join the school during this year. The children will be admitted in September 2024.

Places will be given to all applicants unless the number of applicants exceeds our admission limit of 60.

Application should be made on the applicant's home local authority form and South Wilford Endowed CE School supplementary form which must be returned by 15<sup>th</sup> January 2024. Parents will be notified on 17<sup>th</sup> April 2024 of the result of their application by email or post after National offer day which is 17<sup>th</sup> April 2024.

If more children wish to come than there are places available, then the oversubscription criteria below will be applied.

### **Oversubscription criteria**

Pupils who have an Education, Healthcare Plan where the school is named in the child's plan will be admitted. This will reduce the number of places available for other pupils.

A place will be offered first to applicants in the following category:

- Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

The other criteria listed below contain a points weighting. Places will be allocated to children with the most points, which are cumulative if several criteria are satisfied. Words and phrases defined in the appendix to this document are shown in bold.

- 1 The child's **place of residence** is within the Ancient Parish of Wilford (a map of this area is available for viewing in the school office). **9 Points**
- 2 Whether the child will have a **sibling** in the school at the time of entering the school. **5 Points**
- 3 Whether the family attends a Church of England or **another Christian Church**; as these are allocated in order applicants will be required to state on a supplementary form whether as worshippers they are:
  - (a) **at the heart of**, **4 Points**
  - (b) **attached to**, or **3 Points**
  - (c) is **known to** **2 Points**a Church of England or **another Christian Church**

The Governing Body will seek written confirmation of that statement from the family's religious leader.

- 4 Any other pupils. **1 Point**

Where applicants have the same cumulative number of points from the above categories oversubscribed places preference will be given to applicants who live closest to the school, as measured in a straight line (by computerised geographical information system) from the point of the school campus to the point at the child's place of residence both identified by the Local Land and Property Gazetteer (i.e. as the "crow flies").

Where two or more pupils are equal in all respects, and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

### **Special Considerations**

Special consideration may be given to children with special educational needs or pupils with exceptional medical, mobility, or social grounds that can only be met at South Wilford Endowed CE Primary School.

Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional by the closing date for applications. This is necessary because you will be asking the Admitting Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits by The Governing Body; who may consult with the Local Authority and Diocese of Southwell and Nottingham as appropriate.

### **Late applications**

Late applications will be considered only after the on-time applications have been considered and places offered, if and when there are vacancies, with priority given in accordance with the admissions criteria stated above. Nottingham City Council and the Governing Body may be willing to accept applications which are received late but before the date set by the Local Authority (5:00pm on 9<sup>th</sup> February 2024) for good reason for example:

- A family returning from abroad
- A lone parent who has been ill for some time
- A family moving into Nottingham from another area
- Other exceptional circumstances Each case will be treated on

its merits.

Any preferences received by Nottingham City Council before 5:00pm 9<sup>th</sup> February 2023, with good reason for being late, and where appropriate, with the agreement of the Governing Body will be included in the first cycle of allocations and will be notified on the national offer day.

All other late applications received by Nottingham City Council after 5:00pm 9<sup>th</sup> February 2024 will be dealt with after the offer day. Other local authorities might have different policies when dealing with late applications. We would advise you contact your home local authority to find out what their policies are.

### **In Year Admissions and Waiting list**

Should there be more children wanting to join the school than the number of places available, a waiting list will be drawn up and places offered if and when vacancies occur, with priority given in accordance with the admissions criteria listed above. For the intake year, this waiting list will operate in line with the local authority co-ordinated scheme. The

Governing Body will also hold a waiting list for all other year groups where there are more applications than places available. These waiting lists will remain open until the end of the summer term 30<sup>th</sup> August 2024 and will be ranked in accordance with the published admission criteria.

For applications into reception year from 1<sup>st</sup> September 2024 and in all higher classes, any vacancies are filled as In-Year admissions. Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list, then the Local Authority will communicate the Governing Body's offer of a place to the family. If more applications are received than there are places available, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal.

### **Appeals**

If you wish to exercise your right of appeal against a decision in accordance with the School Standards and Framework Act, 1998, you should write, within 20 school days of the date of your decision letter, to the Clerk to the Independent Appeals Committee, c/o the school office.

### **Fraudulent information**

The Governing Body may withdraw the offer or allocation of a place, if it has been obtained as a result of fraudulent or misleading information which has denied a place to a child with a stronger claim to the place at the school.

### **Deferred entry**

Parents of children who are offered a place at the school may choose to defer the start of fulltime education for their child until **Compulsory School Age**. If parents/carers wish to take up this option, they may arrange the details with the head teacher of the school. Where entry is deferred the place for that child will be held and not offered to another child. Parents are, however, not able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

### **Multiple births**

Where applications are received in respect of twins, triplets or children of other multiple births, the Governing Body will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

### **Accepting the place offered**

Parents will have 14 days to accept the offer of a school place. Failure to accept a place offered at the school within 14 days may lead to the withdrawal of that offer.

### **Fair access protocol**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children, especially the most vulnerable, who live in the home local authority

area, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number to schools that are already full.

Children who are the subject of a direction by a Local Authority to admit or who are allocated a place at the academy in accordance with the In-Year Fair Access Protocol, will take precedence over those children on a waiting list.

### **Admission out of the normal age group**

In line with current guidance, including guidance for **Summer-born children**, parents may seek to request admission to the school for a child out of their chronological age group. If you are a Nottingham City resident and wish to make such an application, a written request should be submitted to Nottingham City Council's School Admissions Team.

Applications will be considered by the Governing Body, taking into account any special circumstances your child may have, parents' wishes and the views of the head teacher. This will include taking account of the parent's views; information about the child's academic, social and emotional development; and where relevant, their medical history and the views of a medical professional. You should ensure that your request is submitted as early as possible before the closing date of the admissions round. Any applications received after the closing date are considered as late applications and will be processed after all on-time applications.

If your request to defer admission is not agreed, you will need to apply on time for a school place in the normal admissions round. You will be notified of the decision in writing, including the year group into which the child will be admitted and the reasons for the decision. If the request to delay is agreed, you will need to apply for a school place the following academic year. If you have already submitted an application for the current year, this application will be withdrawn from the admissions round and you will need to reapply in the following year. When a deferred admission has been agreed, parents still retain responsibility for applying for a school place within the normal admissions round for the following year.

## **Appendix of Definitions**

**Children in Public Care:** 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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act

1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

- The definition also includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children

**Place of Residence:** 'Place of residence' is defined as the parental home, other than in the case of Looked After children, where either the parental address or the foster parental address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent's or parents' address. If a child's parents live at separate addresses, whichever of the two addresses where the child permanently spends at least 3 'school nights' [i.e. Sunday, Monday, Tuesday, Wednesday or Thursday] will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there all or part of the week. The Governing Body or the LA may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters. Where a child is resident at two addresses for an equal amount of time, the child's permanent place of residence will be taken as the address shown on the child benefit letter.

**Another Christian Church:** A Church that is a member of Churches Together in Britain and Ireland or the Evangelical Alliance – more information can be found at their respective websites.

<http://www.ctbi.org.uk/http://www.eauk.org/>

**Local Land and Property Gazetteer:** An address database maintained by local authorities in the United Kingdom. For more details see <http://www.nlpg.org.uk/>

**Family commitment to the life and worship of the Church:** Applicants citing Christian faith are asked to identify themselves as being at the heart of the church: attached to the church; or known to the church. The period in question should be the two years prior to the date of application. Applicants who are new to the area should provide evidence from a previous church. The worshipper could be the child for whom the application is made or one or both parents.

- An applicant or child '**at the heart of the church**' (a) would be a regular worshipper. This means one who worships usually at least twice a month. To accommodate difficult patterns of work and family relationships, account will be taken of week-day worship.
- An applicant '**attached to the church**' (b) would be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.
- An applicant '**known to the church**' (c) would not be a frequent but an occasional worshipper, or someone who is known through a family

connection, or one or more of whose family is involved in some church activity, such as a uniformed or other church organization. **Sibling:** A brother or sister who share the same parents; a half brother or sister, where two children share a common parent; a step brother or sister, where two children are related by a parent's marriage; adopted or fostered children living in the same household under terms of a residence order.

**Parent:** Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility

**Compulsory School Age:** Section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998 sets out 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.

**Summer-born children:** children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).