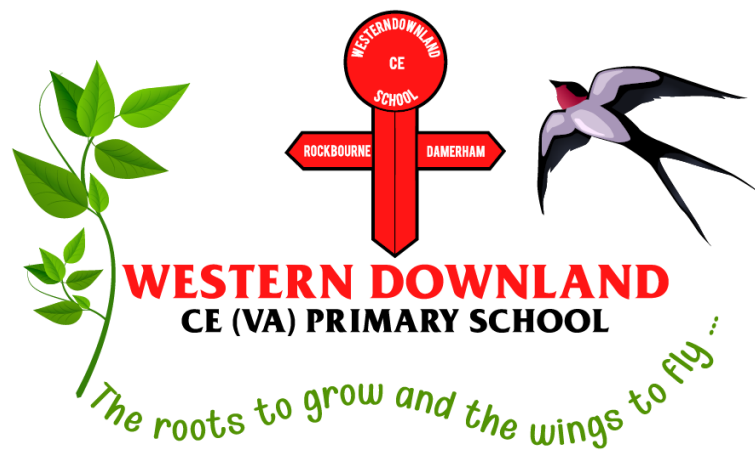


WESTERN DOWNLAND. C.E. (Aided) PRIMARY SCHOOL

"The roots to grow and the wings to fly"

Western Downland C. of E. (V.A.) Primary School



Admissions Arrangements 2023-2024

Introduction

Western Downland Church of England (Aided) Primary School highly values its Christian foundation and its close links within the Western Downland parishes and the Diocese of Salisbury.

Our school seeks to be welcoming and inclusive, attentive to one another and values diversity, which we seek to celebrate and nurture. We seek to promote excellence and extend and deepen understanding and knowledge. These values are rooted and influenced by our foundational Christian values of **Love, Fellowship and Righteousness**.

Whilst, as an inclusive school, we have regard for **all** pupil, parents and staff, regardless of religious affiliation and welcome applications from families of all faiths or of none, we will preserve and develop our school's religious character in accordance with the principles of the Church of England and in partnership with our parish and diocesan churches. We seek to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. Through the experiences we offer all our pupils, we encourage an understanding of the meaning and significance of faith and nurture spiritual growth.

We ask all parents (*see definition i*) applying for a place at our school to respect our Christian foundation and its importance to the whole school community.

As a designated Church of England Aided Primary School, the Governing Body is the Admissions Authority.

The Published Admissions Number (PAN) for Western Downland Church of England (Aided) Primary School for 2022-23 is **27**.

Aims

The aims of this policy are that:

- It should serve for the benefit of all children and parents in our area.
- It should be regarded as clear, fair and objective and compliant with all relevant legislation.

Admissions

The Governors apply an equal preference scheme, considering all applications against the admissions criteria irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

The Governing Body will admit any child whose final statement of special educational needs or **Education Health Care Plan (EHCP)** names the school.

This policy does not apply to those being admitted to our nursery provision.

If more applications are made than there are places available then the following criteria will be applied:

Admissions Oversubscription Criteria

1. A looked after child or child who was previously looked after. A child who is in the care of an LA, or was in the care of an LA but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. This includes 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.

2. (For applications in the normal admission round only) Children or families with an exceptional medical and/or social need (*see definition ii*). Supporting evidence from a professional is required such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends this school rather than any other. If evidence is not submitted by the application deadline, the medical and/or social need cannot be considered.

3. Children of staff (*see definition vi*) living out of the catchment area of the school who have, (1) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Living within the school's catchment area:

4a. Children living **in** the designated catchment area of the school (*see definition iv*) who will have a sibling (*see definition v*) living in the same family unit on the roll of the school during the year of their admission. [See 5a for additional children who may be considered under this criterion.]

4b. Other children living in the designated catchment area of the school.

5. Living out of the school's catchment area:

5a. Children living **out** of the catchment area who at the time of application have a sibling (*see definition v*) on the roll of the school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced (*see definition vii*) from the catchment school for their address, the application will be considered under 4a, above, subject to the siblings still living in the catchment area for the school from which they were displaced. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school or linked junior school under this criterion as a consequence of their elder sibling's displacement and are still living in the catchment area for the school from which they were displaced].

5b. Other children living outside catchment area.

(Note: **Multiple births:** Where a twin or child from a multiple birth is offered the last place available within the PAN, any further twin or child of the same multiple birth will also be offered a place, if the parents so wish, even though this may raise the number in the year group above the school's PAN.)

Tie-breaker

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey point of the child's **permanent residence** (*see definition iii*) to the school reception using Hampshire County Council's Geographic Information Systems (GIS). Distances to

multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website.

Application Process

Starting school in Reception in September 2023

Children born between 1 September 2018 and 31 August 2019 (inclusive) are entitled to full-time schooling from September 2023. We are a one form entry school. Details of pattern of starting school can be found on our school website.

Parents who **live in Hampshire** requiring a school place, need to complete Hampshire's Common Application Form available from the website www.hants.gov.uk/admissions, or from the school. Parents **who live in other areas outside of Hampshire** need to apply to their home local authority.

Applications for all 27 places for Reception will be considered after the national closing date of midnight on 15th January 2023.

Late applications will be considered after all on-time applications have been fully processed unless exceptional circumstances merit earlier consideration.

Notifications to parents offering a primary or infant school place will be sent by the County Council on 19th April 2023.

Parents can request that their child's admission is **deferred** until later in the school year (usually at the start of a school term and before the end of the academic year), but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday. Parents can request that their child **attends part-time** until the child reaches compulsory school age.

Children with birthdays between:

- 1 September and 31 December 2018 (inclusive) reach compulsory school age on 31 December 2023, at the start of the Spring term 2024.
- 1 January and 31 March 2019 (inclusive) reach compulsory school age on 31 March 2024, at the start of the Summer term 2024;
- 1 April and 31 August 2019 (inclusive) reach compulsory school age on 31 August 2024, at the start of the new school year in September 2024.

Parents of summer born children with birthdays between 1 April and 31 August (inclusive), whose child has not started in a Year R class during the 2023-24 school year, may wish to request admission to Year R in September 2024 rather than admission to Year 1. This is called **decelerated admission**. In these circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the local authority in the autumn term 2022 to ensure that an informed decision is made. (Parents should refer to the Hampshire County Council webpage: www.hants.gov.uk/ad-summerborn)

In-year applications

In-year application forms are available from the County Admissions Team, the school or online, at any time but will not be administered more than six school weeks in advance of a place being required, except in particular circumstances applying for Crown Servant or Service family children.

Applications will be considered during term time only and strictly in the order (by day) that they are received. Applications that arrive during a school holiday will be held and processed when school resumes. If the governors receive more than one application on the same day for the same year group they will apply the above oversubscription criteria in order to determine a priority for admission where insufficient places exist.

Applicants will receive a written decision by letter within ten school days of the in-year application. If the application is refused, the decision letter will set out the reasons for refusal and explain how to appeal against the Admission Authority's decision.

The applicant must confirm his/her acceptance of an in-year offer within ten school days of the offer being made. The place will then remain available for the remainder of six school weeks from the date on the offer letter.

Waiting lists

Any parent whose child is refused a place may ask for their child's name to be placed on a waiting list in case a vacancy occurs. Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be offered to the child at the top of the list on the day the place became available. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. **Fair Access admissions** (*see definition viii*) and school closure (*see definition ix*) arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;

For entry to Year R, the waiting list will remain open until **31st August 2024**, at which point all names will be removed. For all other year groups, waiting lists will remain open until 31 August of each year. Parents who want their child to be considered for a place at the school in the following school year must submit a new in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

Admission of children outside their normal age group

Parents can seek places outside their normal age group. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. Parents may be offered a place in another year group at the school. See HCC guidance on the website.

Withdrawn places

Once an offer of a school place has been made it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

Appeals Procedure

Parents have the right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters. The admission appeal timetable is published on the School's website by 28th February each year.

Definitions

- (i) A **parent** is defined as a natural, adoptive, step or foster parent or other legal guardian.
- (ii) **Children or families with an exceptional medical and/or social need.** Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need. 'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.
- (iii) The child's **permanent residence** is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.
- (iv) The **catchment area** of the school is that of the Benefice of Western Downland which comprises the parishes of Damerham, Rockbourne, Whitsbury and Martin. A map showing the precise limits of the designated area can be obtained from the school office or viewed on the school's details page of the Hampshire County Council website www.hants.gov.uk/educationandlearning/findaschool.
- (v) **Siblings** refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, step brother or step sister, foster brother or sister and includes children living as siblings in the same family unit.
- (vi) **Staff** includes all those on the payroll of the school. **Children of staff** refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.
- (vii) **'Displaced'** refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school.
- (viii) **Fair Access placements by the local authority** Outside the normal admission round, it may sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for

admission. Such placements will be made in accordance with Hampshire County Council's Fair Access Protocol. The Protocol is based on legislation and government guidance.

- (ix) **School Closures** In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

Enquiries about this policy:

If you have any enquiries about this policy, please contact the Clerk to the Governors Western Downland C.E. Primary School, Rockbourne, Fordingbridge, Hants, SP6 3NA or email: adminoffice@westerndownland.hants.sch.uk

Further Information can be gained from
Salisbury Diocese www.salisbury.anglican.org

Hampshire Education Authority www.hants.gov.uk

The School will handle all personal data in accordance with the requirements of the Data Protection Act 2018.