

**BISHOP WILSON CE PRIMARY SCHOOL**  
**ADMISSION POLICY 2019-20**



*"We aim to rise above the ordinary, developing an education which can unlock potential and transform lives. We believe everyone in our school community deserves to be cared for unconditionally and valued equally as God's unique creation."*

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure and submitted by January 15<sup>th</sup> 2019. Applications may also be made on-line by using the common application form. It is not normally possible to change the order of your preferences for schools after the closing date.

Letters informing parents of whether or not their child has been allocated a place will be sent to parents on the date published by the Local Authority. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

The number of places available for admission to the Reception class in the year 2019 will be a maximum of 15. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children and previously looked after children who were looked after, but ceased to be so because they were adopted (or become subject to a child arrangements order or special guardianship order).

Reference to Criteria 1 only:

*These determined arrangements contain the statutory requirement of the School Admissions Code (December 2014) to include a variation to the 'Looked After Child' criterion which is to include a child who was previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements, or special guardianship order). Formal consultation on this change did not take place as this amendment was a mandatory requirement.*

2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. (a)
3. Children resident in the United Benefice of St Nicholas, Burton and St Michael, Shotwick. (b)
4. Children who have a sibling who is a present pupil of the school at the time of admission. (c)
5. Children whose parents or guardians are involved in regular worship at the churches of St Nicholas, Burton or St. Michael, Shotwick. (d)(e)
6. Children whose parents are faithful and regular worshippers in a Christian church, as recognised by Churches Together in Britain and Ireland.
7. Children who live nearest to the school, measured using the Local Authority's Address Point system. (f)

In the event of the school being unable to accommodate all applicants from a particular category, priority will be given to applicants who live closest to the school measured by using the Local Authority's *address point system*. The *address point system* uses Ordnance Survey data and measures straight line distances between the address point of the home and the address point of the school.

### **Notes**

- (a) Professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- (b) A map showing the boundaries is available from school.
- (c) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- (d) For those applicants who fall into categories 5) and 7) statements regarding worship should be included on the Local Authority application form.
- (e) Regular worship is defined as attendance at church or Bible study on at least a regular monthly basis over the past year.
- (f) Your church leader may be asked to confirm your statement of involvement.
- (g) A parent is any person who has parental responsibility or care of the child. It is sufficient for just one parent to attend.'
- (h) Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

### **Late applications for admission**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

### **Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted may, if parents wish; have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. The list will operate until the end of the Autumn Term.

### **Address of pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **In-year admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form and if there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances

## **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place.** Appeals should be made in writing on the School appeal form and then sent to:

Admission Appeals  
Bishop Wilson C.E. Primary School  
Puddington Lane  
BURTON  
CH64 5SE

Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which, in the circumstances, no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

## **Fraudulent applications**

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

## **Deferred admission**

All children with a 4th birthday between 1 September 2018 and 31 August 2019 are admitted in September 2019. Parents may defer entry until January 2020 and the headteacher must be consulted if this option is being considered.

## **Multiple Births**

Where there are children of multiple births wishing to be admitted and the sibling is the 15th child, the governors may admit over the infant class requirement if it is possible to do so.

## **Children with Statements**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a Statement of Special Education Needs that names their school.