

WHITGREAVE PRIMARY SCHOOL

ADMISSIONS POLICY



Mrs Redfern - Head Teacher

Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home Local Authority (LA).

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a Local Authority, or
- Being provided with accommodation by a Local Authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a Child Arrangements Order, or
- Became subject to a Special Guardianship Order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

How to apply

As our school is a community school, the school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place at the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the Application Form.

Expressing a preference does not, in itself, guarantee a place at this school. Application Forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. The LA notifies parents about the school place as soon as all the applications have been considered.

Once school has been notified by the LA, the school contacts the applicant and arranges a home and visit to the school, in order to admit the pupil.

If the school cannot contact the applicant by phone or home visit within 5 working days or the school visit is not attended, the school will inform the applicant that the application will be returned to the Local Authority.

Once parents have accepted the school place, they are requested to attend a meeting in school in order to complete the relevant forms.

Only a parent or person with parental responsibility can admit a child. The Local Authority does not undertake evidence checks for parental status. Consequently, the school requires evidence of parental responsibility in order to admit a child. School admission forms must be completed fully to the school's satisfaction. Incomplete or incorrect forms are rejected.

If there is a change in pupil details, only a parent or person with parental responsibility can change or update admission details. Where the update is a new parent or carer, the school will require evidence of the new carer's status. The school will not remove details of a parent or carer unless there is legal evidence.

In Wolverhampton, children enter school in the academic year they become five.

Please note, pupils already attending our Nursery will not transfer automatically into the main school. A separate application must be made for a place in Reception.

Requests for Admission Outside the Normal Age Group

Further information can be found at: <https://www.wolverhampton.gov.uk/education-and-schools/school-admissions>

Allocation of Places

Admission number

The school has an agreed admission number of 60 pupils for entry in each Year Group from Reception to Year 6.

Admission and Oversubscription Criteria

Whitgreave Primary School will follow Wolverhampton City Council's Admission Criteria, which can be found at <https://www.wolverhampton.gov.uk/education-and-schools/determined-admission-arrangements>

Reception Admissions

The admissions arrangements outlined in this section apply to children starting Reception for the first time. The Local Authority will co-ordinate Admissions on behalf of Whitgreave Primary School and will follow Wolverhampton City Councils co-ordinated primary admissions scheme available from www.wolverhampton.gov.uk/admissions.

All applicants must complete the Common Application Form available from and return it to their home Local Authority.

In-year Admissions

The admissions arrangements outlined in this section apply to in-year admissions to Wolverhampton City Council, this and subsequent academic years.

An in-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons. Requests for places in Reception after the normal round of admissions or request for places in other Year Groups should be made directly to Wolverhampton City Council.

With the exception of a child with an Education, Health and Care Plan (EHCP), all applications must be considered under the City of Wolverhampton Council's admission schemes.

Applications should be made via Wolverhampton City Council at www.wolverhampton.gov.uk/admissions following Wolverhampton City Councils local co-ordinated in-year admissions. All applicants must complete the In-Year Transfer Form, available from www.wolverhampton.gov.uk/admissions

Admissions Appeals

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of pupils in the school to increase by too many.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school.

In the event that an applicant is denied a place at the school, the parent/carers will have the right to appeal to an Independent Appeal Panel. Information relating to this can be found at www.wolverhampton.gov.uk/admissions

Fair Access Protocol

We participate in Wolverhampton's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures.

Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

Mrs S Redfern
Head Teacher