Admissions Policy 2020/2021

Heytesbury Church of England Primary School

MISSION STATEMENT

"Nurturing today's minds for tomorrow's world through our Christian values"

VISION STATEMENT

Heytesbury School strives to provide all children with a safe and secure learning environment. We set high standards and expectations to enable all children to do their best and achieve their full potential. A key feature of the school is our caring family atmosphere underpinned by our Church of England ethos.

At all times we offer encouragement and support. When needed, forgiveness, reconciliation, help and guidance is readily given. We want all children to establish a good foundation of knowledge and skills that, not only prepare them for the intellectual challenge presented by secondary school life, but also helps them to develop the social skills and attitudes that are needed in our rapidly changing world.

Our ethos is summed up by focussing on the following six Christian values:

Hope, Courage, Friendship, Forgiveness, Wisdom, Truthfulness Through adhering to these values we will ensure that the school environment is a safe and caring place where our children can, share, consider and experience ethical enquiry in order to cultivate habits required for good moral conduct.

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INTRODUCTION

This document sets out the Policy of Heytesbury Church of England Voluntary Aided Primary School with respect to Admissions. For the purposes of this policy, the Academy Council of Heytesbury Church of England Aided Primary School is the admission authority, and have delegated the admissions process to the Academy Council.

Recognising its historic foundation, Heytesbury School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Parents who wish their children to be admitted to the school, must complete the application form and state Heytesbury C of E Primary School as one of their preferences, however, this does not guarantee admission should the school be oversubscribed (please see Oversubscription Criteria). An application form can be obtained from the school office or Wiltshire Council. When it is completed it should be returned to Wiltshire Council by midnight **15 January 2020.** It can also be accessed via Wiltshire Council's website and completed on-line.

Parents or guardians will receive written notification of the outcome, from the Local Authority, on a date determined in the County Council Co-ordinated Primary School Admission Scheme. An offer of a school place should be accepted by the deadline date, which is also set out in the Scheme.

Every year the Academy Council will review and publish information concerning the Heytesbury School Admission Policy. This will confirm the maximum number of children to be admitted to the school as a whole. The published Pupil Admissions Number (PAN) is currently **12**. This number is agreed with the LA and the Diocese of Salisbury. The school aims to maintain class sizes in line with current accepted best practice and legal requirements. Current legislation limits infant class sizes to 30.

In accordance with government legislation, the Academy Council will consult with the Diocesan Board of Education, the Local Authority and other local schools as appropriate in respect of the admissions policy.

AIMS

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children. It should contribute to improving standards for all pupils.

The school aims to provide a place for all children whose address is within the designated area, defined as being the area within the ecclesiastical boundaries of the parish(es) of Heytesbury, Norton Bavant, Knook and Tytherington. Designated area means the area of benefit as defined in the school's Trust Deed.

For children of UK service personnel and other Crown servants returning to the area, a proof of their 'posting notice' will constitute residency for the purpose of admissions.

A map of the school's designated area is included within this policy. This map – along with previous placement of children from this area – does not seek to offer any guarantee of admission. Nor does it seek to discourage parents from outside of the designated area from applying.

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a

medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week, the "home address" will be considered to be the address of the person who receives Child Benefit for the child (proof of this will be required). Parents should not assume that a place will automatically be allocated to their child.

A full-time school place in the Reception class is available for children from the September following their 4th birthday (i.e. children born between **01/09/2015** and **31/08/2016** will be admitted in **September 2019**.) Parents can request that their child attends part-time until the child reaches compulsory school age. The Local Authority has determined part time to be either five mornings or five afternoons per week.

It is the decision of the Academy Council that children will be admitted once a year in September. Summer born children may be admitted on a part time basis in the September term at the discretion of the Academy Council.

Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for that child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission is sought.

All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Council's Co-ordinated Admissions Scheme, which has been drafted in line with the School Admissions Code.

DEADLINE FOR APPLICATION

Offer letters will be posted out on **16 April 2020** and places need to be accepted by **30 April 2020**

Applications for Reception Year entry for the academic year starting September 2017 need to be formally registered with the Local Authority by the date stated on the Common Admission Form for consideration by the admission authority.

Heytesbury Church of England (VA) Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

The Academy Council have set a maximum class size of 30 pupils in Key Stage 1 and 30 pupils in Key Stage 2. Legislation states that no infant class may exceed 30 pupils.

A decision on the admission of new entrants will be made during the spring term 20**20** The parents or guardians will receive written notification of the outcome from the Local Authority on the National Offer Date in the Wiltshire Council Co-ordinated Primary School Admission Scheme on or about **16th April 2020**.

Late applications, i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed.

WAITING LISTS

Registering Interest List

During the normal admissions round it is always necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school on a "waiting list" before the admissions round guarantees neither a place nor priority within the oversubscription Criteria. Offers of places will be made by the Local Authority on the school's behalf.

Waiting List
If the school is oversubscribed for children due to start in the Reception Year in 2019/2020 a waiting list will be maintained for this year group only. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will close on 31 December 2020. Priority **must** not be given to children based on the date their application was received or their name was added to the list. Looked after children and previously looked after children as defined within this policy, children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol **must** take precedence over any child on the waiting list.

POLICY
The admissions policy of Heytesbury Primary School is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. This school participates in the Local Authority's Fair Access Protocol.

Where this school is named in a child's Statutory Education Health Care Plan (ECHP) of Special Educational Needs, the Academy Council recognises a duty to admit the child to the school.

Where parents wish to be given preference on the grounds of their faith within their application for a place at this school they should complete the school's supplementary information form (SIF) which is available from the school office. This form must be completed and returned to the school together with all documentary evidence by **noon on 15 January 2020** if it is to be considered during the admissions process. Confirmation of status may be requested from the relevant priest/pastor.

OVER-SUBSCRIPTION CRITERIA
Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order[1]. 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 (see the definition in section 22(1) of the Children Act 1989).

2. **VULNERABLE CHILDREN**
   i. children of families with confirmed refugee status
   ii. children with a medical condition or disability where written evidence is available from a senior clinical medical officer and the child's general practitioner or specialist showing that it would be detrimental to the child's health not to admit him/her to the school rather than any other. Details of this must accompany the initial application.
   iii. children where either parent has a disability which would make

[1] An adoption order is an order under section 46 of the Adoption and Children Act 2002.
A 'residence order' is as 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).

travel to a different school difficult. Evidence from a registered health professional such as a doctor or social worker will be required. Details of this must accompany the initial application.

LIVING WITHIN THE SCHOOL'S DESIGNATED AREA AS DEFINED ABOVE:

3. **SIBLINGS**

A child is considered in this category if an older sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives within the designated area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. **OTHER CHILDREN**

Children resident within the designated area who do not qualify under one of the criteria above.

LIVING OUTSIDE THE SCHOOL'S DESIGNATED AREA AS DEFINED ABOVE:

5. **SIBLINGS**

A child is considered in this category if an older sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives outside the designated area at the same address as the older sibling. Step, half and foster siblings are included in this category, as well as the children of couples who have registered a civil partnership. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

6. **PRACTISING CHRISTIANS**

Those children from outside the designated area who are regular (monthly) practising Christians for 12 months prior to application, of whatever denomination, at a recognised church or religious group. (A recognised church is one that subscribes to the Churches together in Britain and Ireland.) Confirmation of status will be requested from the relevant priest/pastor.

7. **OTHER CHILDREN**

Children resident outside the designated area who do not qualify under one of the criteria above.

If the school is oversubscribed within any category above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more children with the same priority for admission, live an indistinguishable distance from the school, but cannot all be admitted, then the available places will be decided by the casting of lots by someone independent of the school or the Local Authority.

Registration at any nursery or pre-school unit will not be considered as a criterion for over-subscription and no priority will be given to such children even if the pre-school is linked to the school.

Parents need to reply to the school if they wish to accept the place being offered and decline directly to the LA in writing. **30 April 2020** is the deadline for parents to accept

the place offered.

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 a right of appeal to an independent panel against the decision of the Academy Council to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters.

TRANSFERS

The admission policy thus far described relates to admissions for children starting school for the first time (Foundation Stage). All other applications are considered as 'transfers', whether that be at the start of a new school year or 'in-year'.

The LA will make available copies of the Admissions Guide and SCAF through all primary schools and on request from County Hall.

All applicants for a school place must complete an application form which should be returned to the LA. The applicant may or may not live in Wiltshire.

Should a parent living in Wiltshire wish to apply for a school in another authority, they must contact that authority directly to apply.

Where a maintained school receives an in year application form expressing preference for that school the form should be forwarded to the LA within **five (5) school days** of receipt.

Where the LA receives an in year application form expressing a preference for a Foundation or VA school the application will be forwarded to the school within **five (5) school days** of receipt.

For a Foundation or VA School, the school's Academy Council is responsible for deciding the outcome of the application and advising the LA accordingly within **ten (10) school** days of the date on which the information was received by the school.

In all cases, a decision letter will be sent out by the local authority within **twenty (20) school days** of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.

If an application has been passed on to a selective school, it is recognised that such a school will not be able to make a response to the LA until after the result of an appropriate selection test has been received. The selective school will inform the LA of the outcome of the application as soon as practicable after the result of any selection test is known. A decision letter will be sent out by the LA and will provide information, if appropriate, about the statutory right of appeal.

Parents who are seeking a place at the school for children other than at 'Foundation Stage' need to complete the 'Admission Application Form For Transfers' which is can be downloaded from the LA website at: www.wiltshire.gov.uk paper copies can be requested from the Customer Care team at County Hall on 01225 713010. The form should be completed and returned to the Admission Team, Wiltshire Council, County Hall, Trowbridge, Wiltshire, BA14 8JN.

It is important to remember that parents may only remove children from their existing school if a place for them has been secured at an alternative school without a break in attendance.

An 'Application for Transfer' will only be considered a maximum of one traditional term (2 new terms) in advance. Where early applications are received the LA will advise the parents that their application will not be considered until a specified later date. Any

'Application for Transfer' will be sent from the LA to the school at the earliest date that they are eligible for consideration.

Where the application form for transfer is received direct from the parent / guardian to the school then the following will be done. Places in relation to 'transfers' will be judged by the admission authority according to current class sizes (and appropriate legislation), specific year group numbers and any considerations related to overall physical room constraints. In the event that two 'transfer' forms are received on the same day, priority of any available places will be further determined according to the 'admission criteria' already outlined.

ENQUIRIES ABOUT THIS POLICY SHOULD BE ADDRESSED TO

The Clerk – telephone 01985 840429 email : admin@heytesbury.wilts.sch.uk

Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Academy Council.



Heytesbury Church of England Voluntary Aided Primary School

Application for Admission to the School on Religious Faith Grounds.

The admissions policy for the school states that pupils will be considered for admission to the school if they attend church regularly (at least once a month for the 12 month period immediately preceding the application). In this case "Church" refers to a Church of England Church or to another Church which is a member of Churches Together in Britain and Ireland or the Ecumenical Alliance (see criteria **6)** of the admissions policy).

In order to confirm church attendance please ask your parish priest or minister to complete and sign this form which must be returned by the date indicated. Because of LA deadlines we are unable to accept forms after this date.

Head Teacher :

Name of Child :	
Address with Post Code :	
Telephone :	
Full name of parent[s] or guardian[s] :	

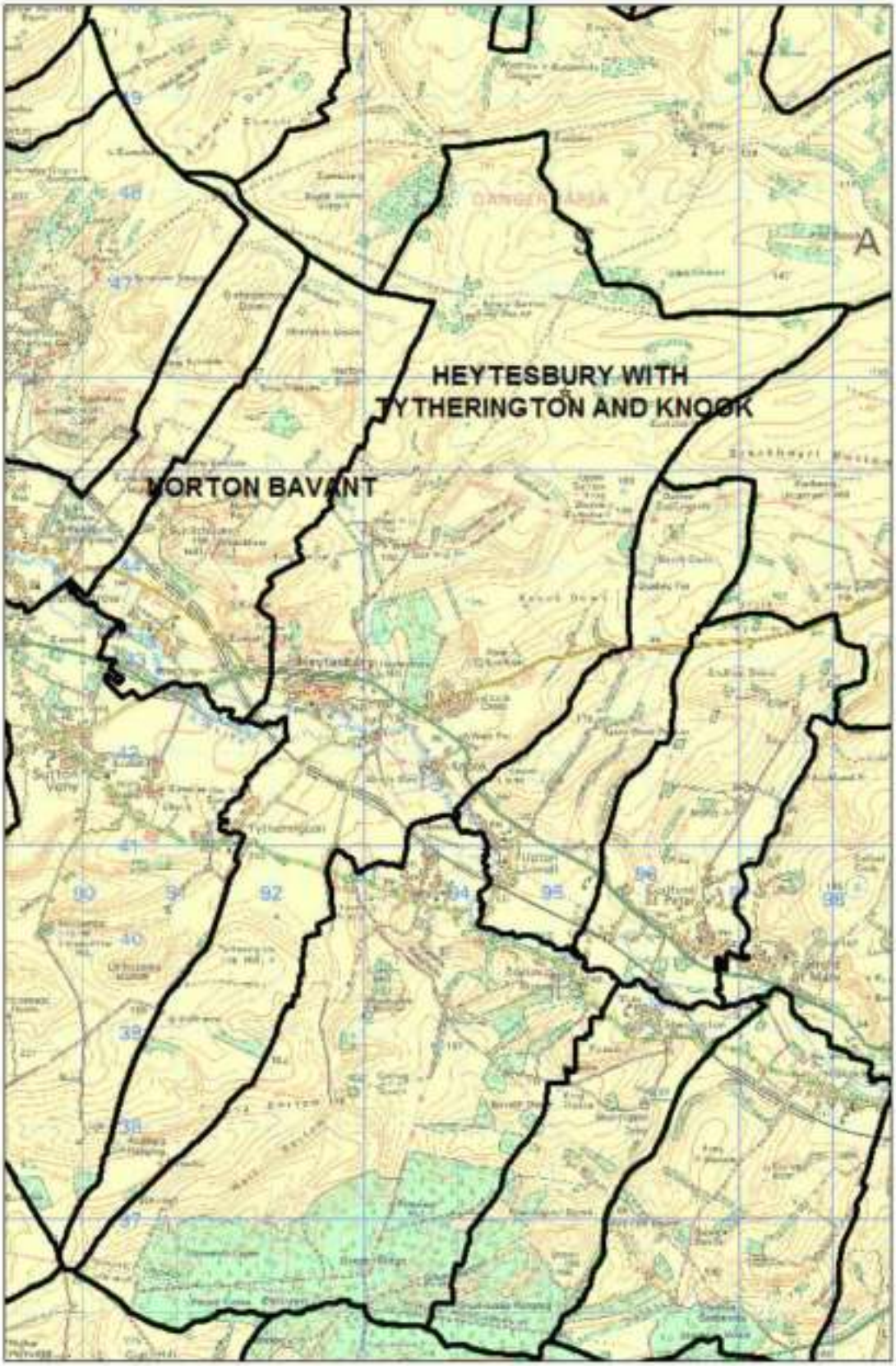
I am able to confirm that the child named above attends church regularly (as per the above criteria) and is considered a part of the regular congregation of this Church / Benefice

Name of parish priest or minister :	
Address :	
Benefice / Parish / Church :	
Signature. Date:	

Please return to the Head teacher, Heytesbury School no later than ***noon 15 January 2020***

Designated Area Map

Parishes of Heytesbury with Tytherington and Knook, and parish of Norton Bavant - February 2011



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