

Newton Tony CE VC Primary School	
Determined Admission Arrangements for Community and Voluntary Controlled Primary Schools for 2021/2022	
Policy agreed	September 2020
Policy review	September 2021

Newton Tony CE VC Primary School has admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places available at the school. Admissions arrangements are determined by Wiltshire Local Authority.

1. Important deadline information

Determined arrangements for the co-ordination of Wiltshire Local Authority primary admissions are drafted with the determined co-ordinated admissions scheme 2021 2022. For more information visit our website <http://newtontony.wilts.sch.uk> in the apply to our school section.

The application round for entry into Reception and Junior Year 3 2021, opens on 1 September 2020. The deadline date for applications to be received is midnight on 15 January 2021.

Returning application forms

All applications for the normal point of entry must be returned to County Hall. We continue to encourage applications to be made online for year of entry admissions and a reference to www.wiltshire.gov.uk is very helpful in this respect. The rule for parents is simple, you only apply to Wiltshire if you live in Wiltshire.

National Offer Day, where you will receive your offer of a school is 16 April 2021. Deadlines for acceptances is 15 March 2021.

The home address given for the child must be the address where the child is resident as of the deadline date.

Deadline for accepting places which have been offered either via the admission process or places secured on appeals

It is now the Local Authority's policy for Voluntary Controlled (VC) or Community (C) Schools, that parents must:

- If the place is accepted; take up the place within 28 working days of the required admissions date stated on the original application form. Failure to do this would result in the offer of a place being withdrawn.
- If a parent secures a place on at a VC or C school on appeal that place must also be taken up within 28 days of the required admission date started on the original application form.

2. Preferences

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Wiltshire Council will consider all applications against the published

admissions criteria without reference to how the school applied for has been ranked on the application form.

3.Address

The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

4.Starting School

There is a legal entitlement for all three and four year olds to have access to 15 hours free early education per week – available from registered childminders, school-based childcare, pre-schools, day nurseries, playgroups, or as part of a Children's Centre. Working parents of children aged three and four years of age will be able to access 30 hours for Free Entitlement, certain criteria will need to be met.

At Newton Tony CE VC Primary School, a place will be made available for children from the September following their 4th birthday. Full-time education is available to all reception pupils. Parents have the right to ask that their child attends part-time and this will be provided by arrangement with the school governors. Part-time provision has been determined as either five mornings or five afternoons a week. If parents wish their child to attend part time from September 2021 or to defer entry until later on in the academic year for which admissions is sought they must arrange this with the school.

Paragraph 2.16 of the School Admissions Code states that:
Admission Authorities **must** provide for the admission of all children in the September following their fourth birthday. The authority **must** make it clear that:

- a) Children are entitled to a full-time place in the September following their fourth birthday.
- b) Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made; and
- c) Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

5.Admission of children outside their normal age group

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. The Department for Education has also published revised supplementary non-statutory advice to help admissions authorities comply with the admission of summer-born children. This is available at www.gov.uk/government/publications/summer-born-children-school-admission

6.Oversubscription criteria

Where Newton Tony CE VC Primary School is oversubscribed, places are allocated to children in order of the ranked criteria listed below:

a. Looked After Children/Previously Looked After Children

The definition of Looked After Children - 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. 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.)

b. Vulnerable Children

Children from families registered with the National Asylum Support Service; Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to be admitted to the preferred school. For the purpose of the above criteria the word 'family' is determined as living at the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

c. Designated area siblings and shared area siblings

A child is considered under this criterion if a sibling is attending the school as at the deadline date and will continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. Step, half and foster siblings are included in this category.

d. Other children from the designated area or shared area

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

e. Other Siblings

A child is considered under this criterion if a sibling is attending the school at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category.

f. Children of staff at the school

A child is considered to fall under this criterion

- i. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- ii. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

g. Other Children

Children to whom none of the above criteria apply.

If the school is oversubscribed within any of the listed categories 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.

h. Tie Break

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted then the available places will be decided by means of casting lots. The random allocation will be conducted independently by Democratic Services, Wiltshire Council

7. Waiting lists

Waiting lists will be maintained for all intake year groups in schools. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

8. In Year transfers to other year groups other than Reception year

Any applications Wiltshire LA Schools admissions team receive for other year groups are classed as in-year transfer applications. All applications will be considered together with any applications that have already been refused and the child's name will be placed on the waiting list accordingly. Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below. All applications will be considered together and are ranked using the oversubscription criteria listed in this policy.

The following table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

Date admission being sought	Earliest application should be submitted	Applications will be processed from
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date, places are allocated to children in order of the oversubscription criteria as listed in this policy.

9. Appeals Procedure – In Year Transfer Applications

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Admissions Authority as to the school which education is to be provided for their child.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Parents should contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to the Democratic and Members Service team (D&M) at County Hall, Trowbridge.

10. Fair Access Protocol

All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children. If the governing body of any school refuse admission to a child with challenging behaviour where there are places available (outside the normal intake round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol.

This protocol does not apply to a Child in Care (Looked after Child, a Previously Looked After Child) or a child with a Statement of Special Educational Needs or Education Health and Care Plan (EHCP) as these children must be admitted.

Further information on the In Year Fair Access Protocol including further can be viewed at www.wiltshire.gov.uk

11. Contacts

If the School Admissions Team can provide any further help please do not hesitate to contact, Debbie Clare on (01225 713873) or contact Sharon Laing on (01225 771697).

Newton Tony CE VC Primary School