

## APPLICATION FORM AND FULL ADMISSIONS CRITERIA Entry for Academic Year 2018/2019

*Recognising its historic foundation, the Woodborough Wood's Foundation Church of England (Aided) Primary School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with St Swithun's Church and Nottingham and Southwell diocese. 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.*

**All parents/guardians seeking a place for their child at this school must complete the Common Application Form which should be returned to the home local authority AND this supplementary form which must be returned direct to school. It is the responsibility of the parent to ensure that the school receives this application form before the 15<sup>th</sup> January 2018, and that, if required, it is accompanied by the reference from the parent's priest/ minister on the form.**

### ADMISSION ARRANGEMENTS 2018/2019

The Governors welcome applications for admission for any child between reception and year 6. Every year the governors will admit 30 children to the reception class. Classes 1&2 also have a maximum number of 30 children, and classes 3,4,5 and 6 have a maximum of 32 children.

All applications are considered in line with Nottinghamshire County Council's coordinated scheme. If you are expressing a preference for a place for your child at this school you should complete the supplementary form (available from school). If there are more applicants than places available, the Governors will admit using the Admissions Criteria. The school will offer places, over and above the planned admission number, where a child who has multiple birth siblings is admitted e.g. both twins would be admitted. In the case of infant class size, additional siblings would be 'excepted pupils'.

If information submitted on the application form is found to be incorrect and the child has not started the school term, the offer of a place will be withdrawn. If the child has already started at the school, the sibling criteria will not be applied to any further applications from that family.

### IN YEAR APPLICATIONS.

Applications outside the normal admissions round, will be considered in line with Nottinghamshire County Council's in-year co-ordinated admission scheme. If a place is available, it will be offered. If there are more applicants than places available the Governors will admit using the Admissions Criteria.

The school operates a waiting list, for all year groups, which is maintained throughout the school year in partnership with Nottinghamshire County Council. All children on this list, including applications received in respect of children already at school elsewhere, will be considered at the earliest opportunity after a place becomes available. All existing applications will then be prioritised by the admissions criteria. Waiting lists will then be closed at the end of each school year and parents will need to re-apply if they wish their application to be reconsidered during the next year.

### CONSIDERATION OF APPLICATIONS

*Children with statements of special educational needs that name a school in the statement are required to be admitted to that school regardless of their place in the priority order. This may reduce the number of places available to other applicants*

Children will be admitted to Woods Foundation School in three sections, in the following order of priority:

- A. 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 in accordance with Section 22(1) of The Children's Act at the time of making an application to a school. "**Previously looked after children**" are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the section 46 of the Adoption and Children Act 2002.
- B. Foundation Place applications** i.e. children living in the Ecclesiastical Parish of Woodborough on the 15th January 2018.
- C. Open Place applications** i.e. any other applications.

## ADMISSION CRITERIA

These will be used in any of the above sections where there are more applications than places available. In the event of two or more applications having equal weight for the same vacancy, under any of the following criteria, the Governors shall offer admission to the child living nearest the school, 'as the crow flies'. In the event of two distances being equal, lots will be drawn and independently verified.

1. Children who, at the time of admission, have a sibling attending the school.
2. Children where either parent is a regular worshipper at a Church of England Church.
3. Children where a parent is either a regular worshipper at a church of any other Christian denomination.
4. All other children.

*NOTE: - Any application under criteria 2 or 3 must be accompanied by a reference on the school form, from an appropriate minister which supports the information you have given. No application will be considered under these criteria without a current reference, but will be considered under criterion 4.*

## SPECIAL CIRCUMSTANCES

Children will be given special consideration if their particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional. Each case will be considered by the pupil and personnel committee on its own merits and may be accorded a high priority. The evidence must be presented at the time of application. Children who are successful in their application will be offered a full time place from the beginning of the Autumn term. Some parents may wish to defer until the child is of compulsory school age and if you are considering this option it would be advisable to talk to the headteacher in the first instance.

## DEFINITIONS

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 in accordance with Section 22(1) of The Children's Act at the time of making an application to a school.

A **'Previously looked after child/children'** are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the section 46 of the Adoption and Children Act 2002.

Child arrangement orders are defined in section 8 of the Children's Act 1989, as amended by section 12 of the Children's and Families Act 2014/Child arrangement orders replace residency orders and any residency orders in force prior to 22nd April 2014 is deemed to be a child arrangement order. Section 14a of the Children's 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).

- **'As the crow flies'** is defined as the distance from the child's home address to the main entrance of the school as measured using Nottinghamshire County Council's computerised distance measuring software.
- **'Parent'** is defined as that person or persons who have legal responsibility for the upbringing of the child.
- **'Sibling'** is defined as any of the following:
  - A brother or sister who share the same parents.
  - A half brother or sister where two children share one common parent.
  - A step brother or step sister where two children are related by a parent's marriage.
  - Adopted or fostered children living in the same household under the terms of a residence order.
- **'Regular'** is defined as a minimum attendance at church equivalent to once a month for the last year.
- **'Involved'** is defined as demonstrable, ongoing involvement in any respect of the life and work of the church other than worship.
- **'C. of E. Church'** – Church of England Church

## Admission outside of normal age range:

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that

they are admitted out of their normal age group – to reception rather than year 1. Children should only be educated out of the normal age group in very limited circumstances.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible. Designated officers will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school concerned will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Transfer to secondary school**

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

The school participates in the Nottinghamshire Fair Access Protocol.

All parents' have the right of appeal within 20 school days from the date of refusal and to whom they request information see School Admission Appeals Code paragraph 2.1.