



Signed *C.M. Knight*

Date *29.11.18*

**Woodford Valley C of E Primary Academy**  
**Admissions for 2020/2021**

*This school is committed to creating the ethos in which children can grow towards Christian life, learning and love.*

This document sets out the Policy of Woodford Valley Church of England Primary Academy with respect to Admissions for the year 2020/2021. For the purposes of this policy, the Governing Body of Woodford Valley Primary Academy is the admission authority.

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

We work in close partnership with the parish and together we will preserve and develop our religious character in accordance with the principles of the Church of England.

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 will need to complete the Local Authority application forms (this can be done online as well as in a paper form) which must be submitted to County Hall before midnight on **15<sup>th</sup> January 2020**, who process and coordinate all admissions. Parents must name the school as one of their preferences when completing the Common Application Form. Parents or guardians will receive written notification of the outcome from the Local Authority on 16<sup>th</sup> April 2020 or the next working day. An offer of a school place should be accepted by the deadline date, which is also set out in the Scheme

Every year the governing body will review and publish information concerning the school's admission policy. This will confirm the maximum number of children to be admitted to the school as a whole, the Pupil Admissions Number (PAN) which is currently 30 and explains how places will be allocated.

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

**Aim**

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 right 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, which is made up of the combined civil parishes of Woodford, Durnford and Wilsford-cum-Lake (see attached map). The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Where a child lives with parents with shared responsibility 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 will be required). However, parents should not assume that a place will automatically be allocated to their child.

### **Starting School**

The procedure for applying to start school for the first time in Reception must be coordinated by the home local authority (the local authority responsible for the area in which the child subject to the application lives). Before applying for a school place, applicants should refer to the 2020 Coordinated Admissions Scheme published by the home Local Authority and other information set out in section 1.4.

The application form (referred to as 'the Common Application Form') is available from the home local authority. This must be completed and returned to this authority, to arrive no later than midnight on 15<sup>th</sup> January 2020.

Parents may apply for their child to start school for the first time in the September following his/her fourth birthday, either full time, or on a part time basis as preferred. However, a child becomes of compulsory school age when he/she reaches the age of five and, where registered at a school, must be attending on a full time basis in the term following his/her fifth birthday.

Parents may choose to formally defer entry for their child until later in the year if he/she has not yet reached age five. In the case of children born between 1st April and 31st August (summer born), parents may choose to defer their child's entry to school for the entire academic year and start school in the following September. In these circumstances, the child would be admitted to Year 1, although parents may choose to submit a new application requesting that their child is admitted to the Reception year group where they consider this would be in his/her best interests. This must clearly set out the reasons for the request, which the governors will consider when making their decision. The governors will only support a request in those circumstances where a place is legally available and it is clearly in the educational interests of the child concerned.

The home Local Authority will forward details of any applications submitted for Wiltshire schools to Wiltshire County Council. The Admissions Committee at Woodford Valley Church of England Primary Academy will meet and consider all application forms that indicate a preference for the school and where necessary to do so, the committee will apply the oversubscription criteria in order to determine a priority for admission. Applications submitted before the 15<sup>th</sup> January 2020 deadline will be administered and available places provisionally allocated, before the consideration of any later application.

Decisions will be notified to applicants by the home local authority. A letter and/or email will be sent on behalf of the Governing Body, on or around 16th April 2020 (dependent on the date published in the LA. Co-ordinated admissions scheme)

### **Register of Interest List**

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 'Register of interest list' before the admissions round guarantees neither a place nor a priority within the oversubscription criteria. Offers of a place 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 2020-2021 a waiting list will be maintained for this year group. The position on the list will be determined by applying the published over-subscription criteria and not by the date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Please note that if a parent wished their child to remain on the waiting list after the 24th July 2021 they must re-apply for a place for the next academic year.

### **Applications outside the normal admissions round**

Applications for a place during the academic year may be submitted at any time, but will not normally be administered more than six school weeks in advance of a place being required, except in particular circumstances applying for Crown Servant or Service family children. Applicants must complete an In-Year application form and return this to the LA or the school office as applicable. This form is available from the LA or to download from the school website, or a copy can be provided upon request.

The Admissions Committee will consider applications during term time only and strictly in the order that they are received. Applications that arrive during a school holiday will be held and processed when school resumes. If the governors receive more than one application on the same day for the same year group, they may need to apply the published oversubscription criteria in order to determine a priority for admission where insufficient places exist within the PAN or admission limit applying at that time

The non-statutory admission limits (applying to years 1 – 6) indicate the number of places available in a particular year group at a particular time. The governors are permitted to adjust these limits according to the level of resource available to support the year group concerned. If the Admissions Committee determines that the admission of a further child would impact on the efficient delivery of education or the efficient use of resources, the application will be refused.

Applicants will receive a written decision by second class letter post within 20 school days of receipt of the In-Year application form or receipt of any supplementary information where this is subsequently submitted to support an application and is deemed necessary in order to determine the admission decision. If an application is refused, the decision letter will set out the reasons for refusal and explain how to appeal against the Admission Authority's decision.

Any offer of a place during the academic year will remain open for six school weeks from the date of the decision letter. If the child concerned is not on roll and attending before this deadline, the Admissions Committee will consider withdrawing the offer of a place.

Subject to the information provided on the application form and the circumstances at the school, the Admissions Committee may decide to refer an application to Wiltshire Local Authority in order that the Fair Access Protocol may be applied. This would normally be where a child is deemed to require a higher level of support than can be provided at the school. The Fair Access Protocol enables the local authority to engage directly with a family in order to help identify a suitable educational placement as soon as possible.

### **Policy**

As a school committed to equal opportunities all children are welcomed into this school.

Admissions are subject to there being adequate places available in class and adequate teaching capacity/support, irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

Admissions are subject to any constraints upon the school by the relevant authority (Salisbury Diocese, DCSF Local Authority) or where admission would be incompatible with arrangements intended to preserve the school's religious character.

**Where this school is named in a child's Statement of Special Educational Needs, the governing body 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 application form** which is available from the school office. This form must be completed and returned to the **school** together with all documentary evidence by 15<sup>th</sup> 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**

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. **LOOKED AFTER CHILDREN**  
Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or

special guardianship order<sup>1</sup>. 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 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 this particular school.
- iii. Children where one or both parents have a disability which would make travel to a different school difficult. Evidence from 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 IN THE ATTACHED MAP:

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. PRACTISING CHRISTIANS - Those children who are regular practising Christians, of whatever denomination, at a recognised church or religious group.

(A recognised Church or religious group is one that is the same denomination as (or is in fellowship with or partnership with) a member of: Churches Together in Britain and Ireland (see [ctbi.org.uk](http://ctbi.org.uk)); the Evangelical Alliance (see [eauk.org](http://eauk.org)); the Fellowship of Independent Evangelical Churches (see [www.fiec.org.uk](http://www.fiec.org.uk)); Affinity fellowship of Churches (see [www.affinity.org.uk](http://www.affinity.org.uk)). Confirmation of status needs to be supported by your priest or minister completing the Application for Admission to the School on Religious Faith Grounds.)

5. OTHER CHILDREN FROM THE DESIGNATED AREA - 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 IN THE ATTACHED MAP:

6. OTHER SIBLINGS - A child is considered under this category if an older sibling is attending mainstream as at the deadline date, excluding pupils in

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<sup>1</sup> 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).

year 6, and will continue to do so when the sibling is admitted, and where the child lives 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.

For the purposes for this criterion only, the Valley Centre Resource Base does not form part of the school for admission purposes.

7. PRACTISING CHRISTIANS- Those children who are regular practising Christians, of whatever denomination, at a recognised church or religious group.

(A recognised Church or religious group is one that is the same denomination as (or is in fellowship with or partnership with) a member of: Churches Together in Britain and Ireland (see [ctbi.org.uk](http://ctbi.org.uk)); the Evangelical Alliance (see [eauk.org](http://eauk.org)); the Fellowship of Independent Evangelical Churches (see [www.fiec.org.uk](http://www.fiec.org.uk)); Affinity fellowship of Churches (see [www.affinity.org.uk](http://www.affinity.org.uk)). Confirmation of status needs to be supported by your priest or minister completing the Application for Admission to the School on Religious Faith Grounds.)

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

If the school is oversubscribed in criterion 3 then criterion 4 will be used as the determining factor. If the school is oversubscribed in criterion 6 then criterion 7 will be used as the determining factor. In all other oversubscribed criteria 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 supplied by the LA will be used and these will measure the straight line distance using the Ordnance Survey eastings and northings of the child's home address and the school address. Those living closer to the school will be given priority. If two or more children with the same priority for admissions live an indistinguishable distance from the school, but cannot be admitted, then the available places will be decided by the casting of lots.

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.

Important instructions are on the letter to either accept or decline the place offered for your child. Parents will be asked to reply to the Local Authority. If they do not respond by this date it will be assumed that the place offered has been declined.

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.

Where parents wish the school to be aware of specific reasons for their preference for this school they should complete the school's supplementary information form which is available from the school office. This form must be completed and returned

to the school together with all documentary evidence by 15<sup>th</sup> January 2020 if it is to be considered during the admission process.

The Head Teacher, Clerk to the Governors and LA should be advised if parents/guardians wish to decline the offer of a place at Woodford Valley C E Primary Academy.

### **Exceptional Circumstances**

Due consideration will be given to applications from parents/guardians who can demonstrate that admission to Woodford Valley C E Primary Academy is necessary for the medical or social well-being of their child. However, parents/guardians and carers must bring any such 'special factors' to the attention of the school and LA at the time of the original application.

Where necessary the school reserves the right in such cases to seek supporting evidence from a doctor, social worker or education welfare officer as appropriate.

Parents are advised that, although they can defer entry with a view to start at the beginning of either the spring term (term 3) or summer term (term 5), the right of deferral applies only to the academic year in which they have requested entry.

### **Other Year Groups**

Pupils into other year groups will be admitted according to our admission policy. If there is more than one request for a place then our oversubscription criteria will be used to determine the success of the application, otherwise it will be on a first come first served basis. All applicants applying for any school place must complete an application form which should be returned directly to the Local Authority and not the school. The applicant may or may not live in Wiltshire. A waiting list will be kept for those parents who request to be on it and registered interest will need to be made annually

### **Appeals Procedure**

Applicants whose school place application has been turned down will have the legal right to appeal against the governors' decision, providing a formal application for a school place was submitted and a decision letter received. Full details explaining the appeal process will be set out in the decision letter.

An appeal timetable is published on the school website by 28th February every year. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which appeals must be heard. The governors do not organise appeal hearings during school holiday periods and any appeal received when the school is closed will not be administered until school resumes.

An appeal form must always be completed and submitted to the School Office. An appeal form can be downloaded from the school website or obtained from the School Office.

Mrs Diane Arrandale (Clerk to Governors)  
Woodford Valley C.E Primary Academy  
Middle Woodford  
Salisbury  
Wiltshire  
SP4 6NR

## **Further General Information**

### **Applications for children to enter a year group other than chronological age**

The governors will consider applications on a case by case basis for retained or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in writing and included with the school place application form.

### **Multiple birth applications (for example twins)**

In the case of multiple birth applications, the Published Admission Number or admission limit will be exceeded, or increased, at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the same school (the sibling definition still applies).

### **Children from Overseas**

The Governors will process admission applications for children living overseas providing they have European Economic Area (EEA) citizenship, are United Kingdom (UK) citizens returning to the UK, or hold an appropriate Home Office Visa at the time of application. All overseas applications will be considered according to the child's home address at the time of submission unless proof of the child's future UK address is provided with the application (see Home Address). The only exceptions are children of UK Service personnel and other Crown Servants (including Diplomats) returning to the UK with a confirmed posting within the area.

### **Parent**

A parent in education law includes natural parents, whether they are married or not and a person other than the natural parent(s) who has parental responsibility or care of a child or young person. Having care of a child or young person means that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

### **Home Address**

For the purposes of school admission, the governors' definition of a child's home address is considered to be where the child resides for the majority of their time with the person(s) who legally have care of the child. Documentary evidence of house ownership, or a minimum six-month rental agreement, may be required together with proof of the child's residency at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed formal lease agreement in place at the time of application. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place.

### **Supplementary Information Forms (SIFS)**



The Governors Supplementary Information Form must be submitted in connection with oversubscription criteria. Applicants must ensure that the Governors Supplementary Information Form is completed by the vicar, priest, minister, pastor or warden of their church and returned according to the instructions set out on the form.

### **Withdrawing the offer of a school place**

The child must then be attending school within six school weeks of the date of the original offer letter. The governors reserve the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists. The governors may also withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

### **Ecclesiastical Parish boundary maps**

Maps indicating the Ecclesiastical parishes of **Woodford** and **Archers Gate and Kings Gate** are available to view on the school website or paper copies can be made available at the School Office upon request.

### **Relevant Documents**

Important information published by local authorities applies to some areas of school admissions procedure. If you are considering submitting an application for your child to start or transfer school, you are advised to refer to your local authority's website. Documents of particular importance include:

- The Local Authority Coordinated Admissions Scheme
- The Composite Prospectus 'Primary Admissions Guide for Parents' (this will include detailed information about how to apply for a child to start school for the very first time in the Reception year group)
- The Local Authority School Transport policy
- The Local Authority Fair Access Protocol (this document applies only for applications made in connection with a place required during the academic year)

### **Enquiries about these arrangements**

These Admission Arrangements reflect the statutory requirements of the 2014 Department for Education School Admissions Code and the School Admissions Appeals Code [www.education.gov.uk](http://www.education.gov.uk). The documents were compiled by the Governing Body (the Admissions Authority for the school) and published on the school website following a public consultation. The administrative practices described in these arrangements are designed to be fair and reasonable and the information provided is intended to explain clearly:

- How to apply for a place at Woodford Valley Church of England Primary Academy
- How the Admissions Authority administers admission applications
- How to appeal against a decision to refuse admission

Please contact the school office if you would like to discuss these admission arrangements or your particular circumstances in more detail:

Woodford Valley Church of England VA Primary Academy  
Middle Woodford  
Salisbury  
Wilts  
SP4 6NR

Admissions contact: Mrs Diane Arrandale  
Tel: 01722 782361  
School website: [www.woodfordvalley.wilts.sch.uk](http://www.woodfordvalley.wilts.sch.uk)  
School Office: Email: [admin@woodfordvalley.wilts.sch.uk](mailto:admin@woodfordvalley.wilts.sch.uk)

**Note:** Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body / Academy Trust.