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Head of School Rebecca Clifton

Chair of Governors Tim Waldron

## **ADMISSIONS ARRANGEMENTS**

For September 2023 onwards

### **RESPONSIBILITY**

As an Academy we are the responsible authority for admissions and are required to act in accordance with the Schools' Admissions code. The Local Authority (LA) is responsible for co-ordinating admissions (known as the co-ordinated scheme) across all Wiltshire schools and we also commission them to act for us in relation to any appeals.

Details to assist you can be found in the Council brochure "finding a primary school place" or at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

### **Admissions and Admission Limits**

Children are admitted to the school in the Autumn term following their 4<sup>th</sup> birthday providing that, as a result:

- 1 the reception year group does not exceed 60
- 2 the maximum number for each year group does not exceed 60
- 3 the school roll does not exceed 420

### **Starting School in Reception**

#### **Deferred entry**

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. If you wish to defer entry, please discuss this with the Head of School when accepting the offer of a place.

Where parents wish, children may attend school part time until January. Part time is determined as five mornings a week or five afternoons a week. Where there is a special educational need, this can be extended to match the needs of the child. This will need to be discussed with the Head of School.

#### **Delayed entry**

All applications for children requesting admission outside their normal age group, will be processed as outlined in the School Admission Code 2.18, 2.19. 2.20.

Infant classes (including Reception) will not contain more than 30 pupils.

In the Key Stage 2 department, the Governing Body will endeavour to maintain a maximum class size not exceeding 30.

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Where this school is named in a child's statement of special educational need, the governing body recognises a duty to admit the child to the school.

### Applications for starting school

- Application should be made by completing the Primary Common Admission Form (PCAF) - preferably online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) - and returning it to Wiltshire Council.
- The closing date for primary admissions is **midnight on 15 January 2023**.
- If applications on the initial round exceed **60** places, then priority will be given according to the over-subscription criteria below.
- Parents will be advised of the outcome by the LA, offers will be made on **17 April 2023**; the offer will include a deadline date (3 May 2023) by which the parent/carer **must respond** to accept or decline an offer.
- Parents who applied online can log into the parent portal and view and accept their allocation and parents who applied on a PCAF will be sent letters 2<sup>nd</sup> class on the **16 April 2023** or next working day.
- **Late applications** (i.e. received after the January deadline) will be processed in date order using our over-subscription policy below. This process will not begin until all those applications received on time have been processed.

### Over-subscription

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to determine which child to admit. All applications will be considered equally irrespective of ability or need.

1. Looked After Children/ previously looked after children.  
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to adoption, child arrangements, or special guardianship order including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of local authority, or (b) 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).  
Children who have the school named as part of their SEND provision.
2. Vulnerable children – children from families registered with the National asylum Support Service and children / families with a severe medical condition where medical reports (written by a Senior Medical Officer, the family's General Practitioner or Specialist) show that it would be detrimental to the child not to be admitted to the school.
3. Children who are twins (or other children of multiple births) applying for places at the same time, and living at the same address within the designated area of the school.
4. Where the child has a sibling currently attending the school in Years R – 5 inclusive – sibling being defined as a brother or sister, half brother or sister, who shares one natural parent, legally adopted or fostered brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living permanently in the same family unit at the same address.
5. The proximity of the child's home.
6. Any other children, where the parents are prepared to transport the children to our school.

### TIE BREAK

If there are more applications than places available within any of the criteria above then the straight-line distance from the child's home address to the school will be used as a tie-break. Distances supplied by the LA will be used and these will measure the straight line

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distance using the Ordnance Survey eastings and northings for the child's home address and the school. Those with the least distance will be given priority. In the event that two or more distances are identical, the allocation of places will be decided by casting lots for random allocation. This will be carried out by the Head of School and supervised by someone independent of the school.

Parents / carers should also note:

- The address that determines a child's designated or shared area is the place where he or she is ordinarily resident and spend the majority of their school week at the deadline for applications. We may ask for evidence in the form of a utility bill or bank statement. If it is found that an application has been made fraudulently, a school place which has been offered as a result of this application may be withdrawn.
- There is no guarantee that a younger sibling will obtain a future place in the same school as his or her brother or sister.

Aloeric Primary School ensures that its arrangements support the Government's commitment to removing disadvantage for service children as appropriate to the arrangements for the area and as described in the local authority's composite prospectus. Arrangements for children of families of service personnel with a confirmed posting to the area and children from overseas are as follows:

- Applications for children of service personnel with a confirmed posting to the county, or crown servants returning from overseas to live in the county, will be considered in advance of the family moving into the county if necessary.
- Where possible, an application must be included in the normal admission round. An official letter, such as a posting note or letter of support from the commanding officer, should be sent to the school and local authority as soon as possible. This should include the relocation date and Unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').
- Until a fixed address is available, the Unit postal address or quartering area address will be used and a school place allocated accordingly. The school will not refuse a service child a place because the family does not currently live in the area, and will not reserve blocks of places for these children.
- Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly.
- All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012. This includes the allocation of a place in advance, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address for considering the application against any oversubscription criteria.

We treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals. (Non-statutory guidance on this is available on the website of the Department for Education.)

## **APPEALS**

There are established arrangements for appeals against non-admission, which are currently organised between the school and the Local Authority. Details of how to appeal will be sent out with any refusal letter or are available from the school. It should be noted that, in the event of an unsuccessful appeal against a non-admission to the school, the Governors do not consider any further application in the same school year, unless there is a major change in circumstances eg. change of address.

## **WAITING LIST**

Parents / carers wishing to add their child to the waiting list **MUST REQUEST this in writing**: it is not done automatically. A waiting list will remain in place until the end of the academic year. A child's position on the waiting list could go up or down over time if other children with different criteria for consideration join or leave the list. A new application must be submitted to the Local Authority for the following academic year in the event that a place is not offered.

Late applicants should complete the admissions form available from the LA or the school and then return this information to the LA.

## **In-Year Applications and applications for children in Years 1 – 6**

For admissions during the year (i.e. not starting in September), an 'In Year Admission Form' can be obtained from the school or the LA website: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk). It is also recommended that you discuss the move with the LA Admissions Department on: **(01225) 713000**. Applications are normally restricted to September, January or April.

Deadlines are in place for accepting places which have been offered. If a place is accepted the place must be taken up 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 appeal that place must also be taken up within 28 days of the required admission date stated on the original application form.

**FAIR ACCESS PROTOCOL** The school participates in the Wiltshire's LA's Fair Access Protocol, details of which can be found by visiting the website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

***Parents wishing to appeal against a decision not to admit their child should make their appeal in writing to the Clerk to the Governors within 14 days.***  
**Email: [admin@aloeric.wilts.sch.uk](mailto:admin@aloeric.wilts.sch.uk)**