

|  |
| --- |
| Key notes – ADMISSION ARRANGEMENTS 2017/18 |
| School name | Widewell Primary Academy |
| Admission authority | The governing body of Widewell Primary Academy |
| School status | Academy |
| Catchment area | No |
| Supplementary Information Form | Yes – parents who are members of staff only |
| Application forms available online | [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions)  |
|  | Normal point of entry | In-Year admission |
| Age range for application | 1 September 2012 - 31 August 2013 | Any admission other than the normal point of entry in years Reception/Foundation – year 6 |
| Application period | 5 September 2016 – 15 January 2017 | From 1 September 2017  |
| Offer date | 18 April 2017 | Within 20 school days of application receipt |
| Published admission number | 30 | Unless otherwise agreed, the published admission number at the normal point of entry applies to each year group as it moves through the school |

**Index**

section 1

1. Application process for Reception/Foundation admissions (normal point of entry)
2. Application process for in-year admissions

section 2

1. Oversubscription criteria for normal point of entry and in-year admissions

**Widewell Primary Academy**

**ADMISSION ARRANGEMENTS 2017/18**

Our admissions policy endeavours to fulfil aims and ethos of Widewell Primary Academy. We believe that siblings are entitled to be educated in the same environment in order that a productive partnership is built up with parents. We believe that we have a valuable and integral role to play in serving the local community.

# The Governing body of Widewell Primary Academy is the admission authority for Widewell Primary Academy. Widewell Primary Academy will comply with provisions within the School Admissions Code and the School Appeals Code available at [www.gov.uk/government/collections/statutory-guidance-schools](http://www.gov.uk/government/collections/statutory-guidance-schools).

# The admission arrangements outlined within this document apply to Widewell Primary Academy in the 2017/18 academic year. This policy should be read in conjunction with the Primary and In-Year Co-ordinated schemes of admission available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions).

**SECTION 1**

1. **Reception/Foundation admissions (normal point of entry)**

The admission arrangements outlined in this section apply to children starting in the Reception/Foundation Year for the first time in 2017/18. The published admission number (PAN) for this year group is 30. The close date for application is 15 January 2017. Allocation results will be notified on 18 April 2017. The school follows Plymouth City Council’s co-ordinated primary admissions scheme available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions).

The school has one intake of reception aged children in September.

All applicants must complete the Common Application Form available from, and returnable to their home local authority.

 **(ii) In-Year admissions (admissions outside the normal point of entry)**

The admission arrangements outlined within this section apply to in-year admissions for Widewell Primary Academy in the 2017/18 academic year.

1. An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason. Requests for admission to Reception made after the normal round of admissions – after 31 August 2017 – and requests for places in other Year Groups should be made direct to Plymouth City Council1.
2. With the exception of a child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), all applications will be considered under Plymouth City Council’s Fair Access Protocol.
3. Application should be made via Plymouth City Council1 at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions). Widewell Primary Academy follows Plymouth City Council’s local co-ordinated in-year admissions scheme available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions).

All applicants must complete the Common Application Form available from and returnable to Plymouth City Council1;

1. Unless otherwise agreed, the published admission number applies to each year group as it moves through the school. The close date for application is the end of each working day. Offers should be made within twenty school days of the application submission date.

**SECTION 2**

**Oversubscription criteria for Widewell Primary Academy for normal point of entry and in-year admissions**

A child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the school will be admitted.

Where there are fewer applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. In the event that the School is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

**1. Looked After Children and all previously looked after children.**

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) 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).

An application for admission to school must be made by the person with parental responsibility and / or the child’s social worker.

**2. Where the child will have a brother or sister attending the school at the time of entry.**

Step or half brother or sister (but not **cousins**) residing at the same address or adopted children of parents who have a natural child attending Widewell Primary Academy will establish the sibling connection.

3. Other children.

As measured by a straight line on the map using Plymouth City Council’s electronic mapping system1 – the shorter the distance, the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location.

**NOTES:**

**Admission out of the normal age group:** Places will normally be offered in the Year Group according to the child’s date of birth but a parent/carer may submit an application for a Year Group other than the child’s chronological Year Group. We will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s/carer’s views; information about the child’s academic, social and emotional development; where relevant, their 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. We will also take into account the views of the head teacher of the school(s) concerned. Parents/carers must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different Year Group but a place is offered in the school, there will be no right of appeal.

**Appeals:** In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Plymouth City Council’s School Admissions Team1.

**Home address:** Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Schools have been advised by Plymouth City Council to ask parents/carers to provide proof of residence (for example utility bills) before admitting a child. Plymouth local authority (LA) will also carry out checks as appropriate1. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

**Mode of study and start date:** There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday, this is referred to as compulsory school age. Places are offered to children for admission at the beginning of the September term after the fourth birthday. That is before they reach compulsory school age.

Parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. The place that was offered would be held open for them at the school. Places cannot be deferred and held open beyond the beginning of the final term of the school year for which the offer was made. If you decide that admission will be deferred, you must tell the allocated school so that the place can be held open. Where a parent doesn’t inform the school that admission is to be deferred and doesn’t admit the child in September, it is likely that the place will be withdrawn and offered to another child.

**Response:** Parents/carers must respond to an allocation of a school place within two weeks of the date of notification of availability of a school place. Response must be made to Plymouth City Council1. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

Split residence: Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child’s residence is split equally between both parents, then parents will be asked to determine the residential address for the purpose of admission to school. If the residence is not split equally between both parents then the address used will be the address where the child spends the major part of the school week.

**Tie-breaker:** Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council’s electronic mapping system1 - the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location.

**Definitive tie-breaker:** In the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of Plymouth City Council1.

**Twins, Triplet and other children of multiple births:** In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Admissions Committee will, in the first instance, randomly select the child to offer the place to. The school will also have the right to inform the parents that it may prefer the other, or another child, have the place instead of the child initially randomly selected.

**Visits to School:** Visits to school are welcomed please contact the school office to make an appointment.

**Waiting lists:** If a place cannot be offered at the preferred school, the child’s name will automatically be added to the waiting list for any school ranked higher than the school allocated.Those on a waiting list and late applicants will be treated equally and placed on the same list.

Waiting lists will be held in the order of the published admission criteriaand will be maintained until the end of the summer holidays 2017 in respect of the normal point of entry. Any vacancies that arise will be allocated to the child at the top of the waiting list.

From the commencement of the September term in 2017, the in-year admissions scheme applies and the waiting list procedure will change in that parents will be asked to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

Places, when they become available, will be offered following the admission criteria. When a child has been offered a place and a start date given they will be introduced to their class teacher before they start at the school.

**CONTACTS AND FURTHER INFORMATION**

**Widewell Primary Academy**

Lulworth Drive

Roborough

Plymouth

PL6 7ER

Telephone: 01752 778796

Email:  widewell.primary.school@plymouth.gov.uk

Website: www.widewell.eschools.co.uk

**Plymouth School Admissions Team**

Year Reception/Foundation intake at the normal point of entry: 01752 307166

In-Year admissions: Telephone Primary 01752 307170

The website at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions) has information about applying for an in-year place at the school, school appeals, and the Local In-Year Admissions scheme.

**School Appeals**

Telephone 01752 307166

Telephone 01752 258933

**Inclusion, Attendance and Welfare Service**

Telephone 01752 307405

Website: [www.plymouth.gov.uk](http://www.plymouth.gov.uk)

**The Department for Education Schools (DFE)**

Telephone: 0370 000 2288

Website: [www.gov.uk](http://www.education.gov.uk/schools/adminandfinance/schooladmissions)

**Office of the Schools Adjudicator**

Telephone 01325 735303

Website: [www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)

**Plymouth Information, Advice and Support for SEND**

Telephone 01752 258933

Website: [www.plymouthias.org.uk](http://www.plymouthias.org.uk)