



School Admissions Policy 2018/19

Morgan's
Vale of Church of England
Woodfalls
Primary School

Introduction

This document sets out the Policy of MVW Academy (which trades as Morgan's Vale and Woodfalls CE Primary School) with respect to Admissions. For the purposes of this policy, the Governing Body of Morgan's Vale and Woodfalls Church of England Primary School (also known as MVW Academy) is the admission authority. 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. Every year the governing body will review and publish information concerning the School Admission Policy. This will confirm the maximum number of children to be admitted to the school as a whole - the Pupil Admissions Number (PAN).

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 churches at parish and diocesan level.

Our School's Aims

Our school's mission statement is:

Faith in Learning, Achievement for All

The school recognises its role in equipping children to be life-long learners and, in doing so, enable them to become fulfilled and productive members of society. As a Church school our core values are based on the teachings of the Christian faith and we believe that every child is special and unique. We encourage, expect and celebrate achievement in all our pupils regardless of their ability, race, background or religious beliefs. Parents do have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Providing there are sufficient places available in class and teaching capacity / support, the aim of Morgan's Vale and Woodfalls Church of England Primary School is to provide a place for all children whose home address is within the designated area, 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, DFE, and Wiltshire Council (the Local Authority), or where admission would be incompatible with arrangements intended to preserve the school's religious character.

1. Definitions Used In This Admissions Policy

The Designated Area or Catchment Area

The school's designated area (the geographical zone which it serves) is defined as being the area within the ecclesiastical boundaries of the parishes of St Birinus, Morgans Vale and St Mary, Redlynch. A map defining the designated area is available to view in the School Office.

Home Address

The home 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 whose name is on the child benefit booklet. This may be a different address to that printed on the book itself. The home address given for the child should be the address where the child will be living at the time of the admissions deadline.

Planned Admissions Number (PAN)

The Planned Admissions Number (PAN) takes into account the physical size of the teaching areas and the number of year groups in the school. The PAN is the number of children which, if admitted to every year group, would bring the school up to the capacity of its buildings. In normal circumstances the school will not admit children, especially those from out of their designated area, if we have already reached our PAN. The current PAN is 17.

Maximum Class Sizes

In Key Stage 1 classes, (classes containing Reception, Year 1 or Year 2 children) the maximum class size is set at 30 children. For Key Stage 2 classes (classes containing Years 3, 4, 5 or 6), the governors have set a maximum class size of 34 pupils. The governors, however, reserve the right to reduce these numbers if it is felt that circumstances are such that the classroom space is not large enough to accommodate this number of pupils.

2. Starting School Into Reception September 2018

A full-time school place in the Reception class is available for children from the September following their 4th birthday i.e. children who are 4 years on or by 31st August 2018 (i.e. children born between 1st Sept 2013 and 31st August 2014). Until a child reaches compulsory school age they can attend part-time or full time, at the discretion of parents in discussion with the teaching staff. A child must be in full-time education in the term following their fifth birthday.

Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for that child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission is sought.

Statement of Educational Needs

If your child has a statement of educational needs you should contact your case worker as the admission for him or her will be handled by the Central SEN Team at County Hall and not by School Admissions however if this school is named in a Statement of Special Educational Needs the governing body recognises a duty to admit the child to the school.

How To Apply

You must apply for a school place; one will not be allocated automatically. There is a Common Application Form which should be used for an application to any primary school in Wiltshire for entry into reception. You can make either an online or written application.

Online applications can be made at www.wiltshire.gov.uk. The online facility will be available at least from 1 September 2017 up until the deadline of **midnight on 15 January 2018**. If an online application has been submitted, a written application is not necessary.

Written application forms can be obtained from the school, pre-schools, libraries and directly from Wiltshire Council's Customer Care Unit, who can be contacted on 01225 713010.

Once you have completed your child's application form, this should be returned to:

The School Admissions Team
Wiltshire Council
County Hall
Trowbridge
Wiltshire
BA14 8JN

The application should also be registered at the school office by the deadline date.

Deadline for Application

All application forms must be received at the address above before **midnight on 15 January 2018**.

The receipt of your application at County Hall will be acknowledged. If you have not received an acknowledgement within ten days of returning your application form, please contact the Customer Care Team at County Hall on 01225 713010.

Any application form received after the deadline will be treated as late. Late applications are considered in line with the Admissions Criteria and not on date order.

Notification of School Place

Details of the school place offered to your child will be sent out first class from Wiltshire Council on the National Offer Date; **18th April 2018**, to the address given on the application form. If you have moved house since completing the application form, please ensure that you contact the Customer Care Unit on 01225 713010 with your new address details. **You must accept the offer by the date set out in the Local Authority Co-ordinated Primary School Admission Scheme for this year it is 2nd May 2018.**

3. In-Year Applications

Application for entry into Morgan's Vale and Woodfalls CE Primary School in any age group other than Reception starting September 2018, may be made by applying direct to the school. Transfer application forms can be obtained from the school or from the Wiltshire Council Customer Care Unit on 01225 713010. Once this form is completed it should be returned to the school admissions team who will aim to provide written confirmation if a place can be offered within 20 school days.

All applications will be considered in order of receipt. If two or more applications are received on the same day these will be prioritised using the admissions criteria below.

4. Admissions Criteria

Providing there are sufficient places available in class and teaching capacity / support, the aim of Morgan's Vale and Woodfalls CE Primary School is to provide a place for all children whose address is within the designated area, irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

Admissions Priorities

This is the priority order given to applications when there are more applications than available places / resources:

- **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 an adoption, residence, 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).
- **Other Vulnerable Children**
This includes:
 - a.- children of families with confirmed refugee status
 - b - children with a medical condition or disability 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 the school rather than any other. Details of this must accompany the initial application.
 - c. - children where either parent has a disability which would make travel to a different school difficult. Evidence from a registered 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 ABOVE:

1. Siblings
Children who live within the designated area and have brothers or sisters already attending the school at the deadline date, **and will still be attending at the time of admission**. 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.
2. Christian Worshippers
Those children from within the designated area who are regular practising (at least monthly attendance for a period of 12 months prior to application) Christians, of whatever denomination, at a recognised church. A recognised "Church" refers to a Church of England Church, or to another Church, which is a member of Churches Together in Britain and Ireland or the Evangelical Alliance. Confirmation of status will be requested from the relevant priest or pastor.
3. Other Children
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 ABOVE:

1. Siblings
Children who live outside the designated area and have brothers or sisters already attending the school at the deadline date, **and will continue to do so when the sibling is admitted**. 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.
2. Christian Worshippers
Those children from outside the designated area who are regular practising (at least monthly attendance for a period of 12 months prior to application) Christians, of whatever denomination, at a recognised church. A recognised "Church" refers to a Church of England Church, or to another Church, which is a member of Churches Together in Britain and Ireland or the Evangelical Alliance. Confirmation of status will be requested from the relevant priest or pastor.
3. Other Children
Other children from outside the designated area, where there are places available in the appropriate age group under the Government guidelines for class sizes.

If the school is oversubscribed in criterion 3 then criterion 4 will be used as the determining factor. In all other oversubscribed criteria the straight-line distance from the front gate of the school to the front door of the child's home address 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.

If two or more children with the same priority for admission, live an indistinguishable distance from the school, but cannot all be admitted, then the available places will be decided by the casting of lots by someone independent of the school or the Local Authority

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.

5. Waiting Lists

During the normal admissions round 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 "waiting list"

before the admissions round guarantees neither a place nor priority within the oversubscription Criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the Academy is oversubscribed for children due to start in 2018-2019 a waiting list will be maintained. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will close on 31st December 2018. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list which will remain open until 15th July 2019. Looked after children and previously looked after children as defined within this policy, children who are the subject of a direction by a Local Authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

6. Appeals Procedure

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters. If a parent wishes to make an appeal they should contact the school directly.

7. Enquiries About This Policy

Enquiries about this policy should be addressed to: Mrs Sheila Youings, Chair of Governors, and sent via the school office and can be made in writing, by email admin@mvwacademy.co.uk or by telephone: 01725 510740

Agreed by the Governing Body

Signed



(Chair of Governors)

Date 31/1/2017

Policy History/Review Log

Effective Date	Reason for change or revision	Authored/Reviewed by	Next review date
January 2017	Annual review	S Youings	January 2018