



TOVE LEARNING TRUST



Wootton Primary School	
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Owner:	Headteacher
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## Aims

This policy aims to:

- Explain how to apply for a place at Wootton Primary School.
- Set out the school's arrangements for allocating places to the pupils who apply to Wootton Primary School (WPS)
- Explain how to appeal against a decision not to offer your child a place.

## Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order.

### **How to apply**

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

### **Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria below. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

All requests must be submitted in writing to the school, including in full your grounds for the request. A decision will be based on the individual circumstances of each case and in the best interests of the child concerned. This will need to be done alongside an application to your home local authority.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

### **Allocation of places**

#### **Admission number**

The school has an agreed Published Admission Number (PAN) of 60 children for entry in Reception.

## Oversubscription criteria

In the event that the school receives more applications than the number of places it has available, places will be allocated to those children who meet any of the criteria set out below, in order until all places are filled.

Places will be allocated to pupils who have an EHC Plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Pupils in public care or previously in public care but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order.
2. Pupils with an older brother or sister continuing at the school at the time of admission of the younger child and living within the linked area of Wootton, Wootton Fields, Courteenhall, Quinton, Grange Park and St George's Fields associated with the school.
3. Pupils who live in the linked area of Wootton, Wootton Fields, Courteenhall and Quinton.\*
4. Pupils who live in the linked area of Grange Park\*\* and the development known as St George's Fields.\*\*\*
5. Pupils with an older brother or sister continuing at the school at the time of admission of the younger child.
6. Other pupils.

### *Please note*

\* Wootton and Wootton Fields are defined by the A45 to the West of Wootton, the B526 Newport Pagnell Road to the North, Wooldale Road to the South and the extent of the Wootton Fields development accessed from Lady Hollow drive as well as the village of Quinton and hamlet of Courteenhall.

\*\* Grange Park is defined by the development east of Saxon Avenue bounded by the M1 to the South, Quinton Road to the East and Bridge Meadow Way/Little Field and Lark Lane to the North.

\*\*\* St George's Fields is defined as the housing development accessed directly from Poppyfield Road and bordered by the B526 Newport Pagnell Road.

### *Tiebreaker*

If the admission number is exceeded within any criterion priority will be given to those who live closest to the school. Distances are measured on a straight line basis from the address point of the child's home to the address point of the school, using a Geographical Information System. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week. Where the distance between 2 children's homes and the school site is the same, random allocation will be used to decide between them. This process will be independently verified.

### *Definitions*

Definition of brother or sister (sibling) is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

### **In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be submitted to the school utilising the in-year transfer form on our website.

### **Appeals**

If you have not been successful in gaining a place at WPS, you may appeal the decision. WPS appeals are handled by Northamptonshire County Council. Please follow the link below:

<https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/school-appeals/Pages/default.aspx>

### **Monitoring Arrangements**

This policy will be reviewed and approved by the board of governors every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the school will publicly consult on these changes.