

# CORSHAM PRIMARY SCHOOL

Admissions Policy for September 2023  
(Broadwood Site)



Reviewed: October 2021

Policy Ratified by the LGC: November 2021

Next Review Date: October 2022

# Corsham Primary School Admissions Policy and Arrangements Broadwood Site

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 coordinating admissions (known as the co-ordinated scheme) across all Wiltshire schools. 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)

**HOW AND WHEN TO APPLY** - Applications for entry to our school for the academic year September 2023 to August 2024 must be made through the LA on the Primary Common Application Form (PCAF). Applications can be made online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk). The dates and process of application will conform to the coordinated scheme published by the LA. The closing date for primary admissions is, **midnight on 15 January 2023** with offers made on **17 April 2023**. Each child will be offered a place at their highest possible preference. The offer will provide a deadline date (3 May 2023) in which the parent (see note 1) 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 or next working day. Applications received after the deadline will only be considered, after all those received by the deadline.

The number of admissions for each academic year is **45** places. Places for the academic year 2023/24 are open to all children born between 1 September 2018 and 31 August 2019.

**RECEPTION ENTRY** - The School Admissions Code states that all Reception Children must be offered a full time place in the September following their fourth birthday. 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.

All Reception places will be allocated using our normal over subscription criteria. The Governors may ask for proof of residence (see note 2).

## **Deferred admission until later in the academic year**

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September of the academic year following their fourth birthday. In such circumstances, parents also have the option to start their child on a part-time basis or defer their child's entry until later in that academic year. Part-time is determined as five mornings a week or five afternoons a week.

If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that a child reaches compulsory school age on the prescribed day following his or her fifth birthday [or on his or her fifth birthday if it falls on a prescribed day]. The prescribed days are 31 December, 31 March and 31 August). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.

Please note also that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The offer of a place will then be withdrawn

and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year. The application can be submitted from April 2023 but will not be considered until at least June 2023.

Any request to defer or attend part-time should be made to the school as soon as an offer is received.

### **Delayed Admission**

All applications will be dealt with in accordance with the School Admissions Code 2.18, 2.19, 2.20, which came into force on September 2021:

*Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.*

All requests should be made from the September following the child's third birthday, in order to give sufficient time for the case to be considered by the school prior to the deadline for applications of 15 January 2023.

*All requests must be submitted to Wiltshire by 15 January 2023 for entry in to 2024.*

Parents of a summer born child may choose not to send their child to a school until the September following their fifth birthday and they may request that they are admitted outside their normal age group – to reception rather than year 1.

The decision to admit outside of their normal age group is made on the basis of the circumstances of each case and in the best interests of the child concerned. The following factors will be considered when an application for admission is outside the normal age group:

- the parent'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;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the following September. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and a place is not offered, Wiltshire will make an alternative offer. However, please note that delayed admission in to reception in the alternative school may not be possible.

If the parental request for delayed admission into reception is refused, the formal application which has already been submitted will be processed, unless a request is received from the parent to withdraw the application. If no request to withdraw the application is received, after the offer of a school place has been made the parent can then inform Wiltshire and the school that they want to defer entry until later in the academic year as outlined above.

**OUR OVERSUBSCRIPTION CRITERIA (IF WE DON'T HAVE ENOUGH PLACES)** - The Governors will apply the following over subscription criteria when deciding to offer places. All applications will be considered equally irrespective of ability or need. Places will be awarded in the following priority order.

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 an 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 a 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).

2. Vulnerable children

- Children from families registered with the National Asylum Support Service.
- Children or families with a severe medical condition (where written evidence is available from a Senior Medical Officer or the family's General Practitioner or Specialist showing it would be detrimental to the child or family's health not to admit him or her to the school).

3. Children of Corsham Primary staff

Children of staff who have (i) been employed at the school for two or more years at the time at which the application for admission to the school is made or (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. In-area siblings (a sibling refers to 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).

A child is considered under this criterion if:

- a sibling is on the roll of the preferred school as at the deadline date (providing that the sibling is not in their final year at the school); and
- the child lives within the designated area or shared area of the school at the same address as the sibling.

5. Out of area siblings (see 4 above for definition of sibling).

A sibling is on the roll of the preferred school as at the date of admission (providing that the sibling is not in their final year at the school).

6. Designated area and shared area multiple births

Children who are twins (or other children of multiple births) applying for places at the same time and who are living at the same address which is within the designated area or shared area of the school.

7. Other in-area children

A child is considered in this category if they live within the designated (or discrete geographical area) or a shared area served by the school.

8. Other children

**TIE BREAK** - Children to whom none of the above criteria apply.

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 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 of there being equal distances the priority will be decided by casting lots (random allocation). This will be carried out by the Head of School and supervised by someone independent of the school.

- The address that determines a child's designated or shared area is the place where he or she is ordinarily resident at the deadline for applications.
- There is no guarantee that a younger sibling will obtain a future place in the same school as his or her brother or sister.

Places will be offered with due regard to the admission number of 45 but with the following exceptions.

**EXCEPTED PUPILS** - Infant class sizes must not contain more than 30 pupils. Additional children may be admitted under limited exceptional circumstances. Excepted pupils now include multiple births or armed forces children, who otherwise would have been excluded previously by the admission number. This applies to the designated school only and only where a reasonable alternative is unable to be offered.

There are separate arrangements for children of families of service personnel with a confirmed posting to the area and children from overseas 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. This also includes accepting a Unit postal address or quartering area address for a service child.

Corsham 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.

**MULTIPLE BIRTHS** - In the case of multiple births. These are excepted pupils. Alongside children of service personnel i.e. admitted to an infant class under specified circumstances, (including for children of service personnel late arrival into the area where no other school within the statutory walking distance is available) and if resulting in taking class sizes above 30 then will remain in that category as long as they are in an infant class.

**SEN** - (Special Educational Needs) - Where the school is named in a child's statement the governing body has an obligation to admit that child.

**CHILDREN FROM OVERSEAS** - 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.)

## OVER SUBSCRIPTION SEPTEMBER 2021

Actual children who got places and started on or after 03/09/21		Children offered a place on National Offer Day	
SEN	1	SEN	0
CIC	0	CIC	0
VULN	0	VULN	0
COS	0	COS	0
IAM	0	IAM	0
IAS	11	IAS	11
IAO	22	IAO	20
OAM	0	OAM	0
OAS	5	OAS	5
OAO	2	OAO	0
<b>TOTAL</b>	<b>41</b>	<b>TOTAL</b>	<b>36</b>

Over subscription criteria:

SEN children with a statement of Special Educational Needs

CIC children in Local Authority care

VULN children in vulnerable category

COS children of Staff

IAM In area multiple births

IAS In area siblings

IAO In area other children

OAMS Out of area multiple births

OAS Out of area siblings

OAO Out of area other children

**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 non-admission to the school, the Trustees/Governors do not consider any further application in the same school year, unless there is a major change in circumstances e.g. change of address.

**WAITING LIST** - Waiting lists will not be fixed following the offer of places; they are subject to change.

This means that a child's waiting list position during the year could go up or down. Any applicants to whom it is not possible to offer a place **MUST REQUEST** to be added to the school's waiting list as this is not automatic. A waiting list will remain in place until the end of the academic year. 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.

**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/admissions](http://www.wiltshire.gov.uk/admissions).

**IN YEAR TRANSFERS** - Applications for other year groups (including children already in a Wiltshire school or from children moving into the school area) are normally restricted to September, January or April.

Any applicant wishing to apply to Corsham Primary School should apply to Wiltshire Council (LA).

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.

We work to ensure that our policy complies with all the relevant legislation concerning class sizes and equal opportunities.

## **NOTES**

Note 1 A parent is any person who has parental responsibility for or is the Legal Guardian of the child.

Note 2 A child's home address is where the child will normally be resident and spend the majority of their school week at the deadline date. We may ask for evidence in the form of a utility bill or bank statement. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. 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.

**CONTACT** See below for further contact:

**Corsham Primary School, Broadwood Avenue, Corsham. Wiltshire. SN13 0LX**

**Tel No: 01225 811997 Email: [broadwood@corsham-pri.wilts.sch.uk](mailto:broadwood@corsham-pri.wilts.sch.uk)**

## **Equal Opportunities**

When writing and reviewing this policy staff have completed an Equality and Diversity Impact Assessment in order to ensure it complies with equality obligations outlined in anti-discrimination legislation. We believe the policy positively reflects the aims and ambitions identified in Corsham Primary's Single Equality Scheme.