



## **WOOTTON WAWEN CE PRIMARY SCHOOL** **ADMISSIONS POLICY 2017 – 2018**

Responsibility for admission of children to the school rests with the Governing Body, which has set the admission arrangements.

### **Pupil Numbers**

Our maximum number of registered pupils is 168. The school provides an education for children between the ages of 4+ and 11, from Reception to Year 6.

The published admission number for the primary school is 24 and up to 24 children will be offered places for admission to reception classes in any one academic year.

### **Application Dates**

Children whose fifth birthday falls between 1st September 2018 and 31st

August 2019 can be admitted in September 2018 (or January 2018, if parents so wish). Applications will be invited from 1st September 2017 and the closing date for applications for 2017/2018 will be 15th January 2018.

Applications made after the closing date will be considered after all applications received on time have been processed.

### **How to Apply**

Applications will be made on the [Warwickshire](#)

### **Over-subscription Criteria**

If the school is over-subscribed the following criteria will be applied in this order of priority:

**1. Children with a formal statement of special educational needs which indicates that the school would be particularly suitable in meeting their special needs.**

A copy of the child's statement naming the school is required to support the application.

**2. Children in public care** (Looked After Children).

**3. Children with a brother or sister in the main primary school at the**

**time of admission;** this includes natural siblings, stepsiblings and those living in the same household as siblings.

**4. Children resident in the parish of Wootton Wawen.**

**5. Children whose parents are regular practising members of Wootton Wawen**

**Church and whose regular attendance can be confirmed by the clergy of that church in a letter of declaration.** 'Regular attendance' is defined as at least once a month over a period of the twelve months prior to the date of application. 'Membership' is defined as having been on the electoral roll of the church for at least six months. Where an applicant has recently moved then evidence must be provided of regular attendance at the previous church. It is the responsibility of the parents/guardians to obtain the reference and submit it at the time of application.

6. Children whose parents are regular practising members of another Anglican church, whose regular attendance can be confirmed by a clerical reference as in point 5.
7. Children whose parents worship at any other Christian place of worship, who accept and support the ethos of a Church of England school and whose regular attendance is confirmed by the priest/minister/religious leader of that place of worship by written reference.
8. Children of other Christian denominations whose parents state that they accept and support the ethos of a Church of England school.
9. Children of other faiths whose parents state that they accept and support the ethos of a Church of England school.
10. Children of no faith whose parents state that they accept and support the ethos of a Church of England school.
11. Other children who do not fall into any of the above criteria.

Where a choice has to be made within any of the above categories then the following criteria will be used to determine priority within each category:

- (a) **Children, or one or both parents, with a medical condition or disability, which would cause significant hardship if the child could not attend this school.** This would need to be supported by a consultant doctor's letter or certificate, or by evidence of a registered disability.
- (b) **Reference will be made to the distance the child lives from the school gates measured in a straight line (not by the shortest walking route).** Children living nearer to the school will be given priority over those living further away.

#### **Casual Admissions**

Casual admissions of children moving into the area or transferring from another school will be considered by the school having regard to the admissions criteria stated above and according to whether places are available in the appropriate classes.

#### **KS1 Class Size**

The need to comply with the legal requirement that no infant class may have more than 30 pupils means that it is unlikely that more than 24 pupils will be admitted in any one year.

#### **Register of Interest**

A Register of Interest will be kept with the details of the applicants who are refused admission due to over-subscription. This will be kept in the sequence of the criteria described above. As places become available they will be offered to applicants on the register. Names will be kept on the register until the end of the academic year for which the application for admission was made.

#### **Right of Appeal**

In the event of an application being unsuccessful, parents have the right to appeal against the Governing Body's decision not to offer a place. Appeals should be made in writing to the Clerk of the Appeals Committee c/o Clerk to the Governing Body at the school address. Details of the appeals procedure will be set out in the letter of refusal. Refusal letters will be sent out at the same time as those offering places to parents. An independent appeals panel will consider each case on its merits. Details for the arrangements for admissions and appeals will be reviewed and published every year.

***Governing Body of Wootton Wawen CE Primary School  
Updated September 2017***