

## Wilberforce Primary Admission Arrangements for 2018/19

Beethoven Street, W10 4LB

Tel: 020 7641 5865

Headteacher: Claire Macfie

Applicants with a signed Statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHC) which names a school will be admitted in accordance with Section 43 of the Children and Families Act 2014.

If there are more applications to the school than there are places available, then places will be allocated in the following order of priority.

- 1) Children in Public Care <sup>1</sup>, also known as Looked After Children in care of the local authority and children who have been adopted or made subject to a child arrangement or special guardianship order immediately following having been looked after. The child's social worker must submit a letter to WCC confirming the legal status of the child and the local authority to which the child is/was in care, and quoting the child's full name and current address.
- 2) The Director of School's Services, as advised by senior officers, and on behalf of the Governing Body of Wilberforce Primary, may on an individual basis give priority to applicants who can demonstrate that admission to the school is necessary on the grounds of professionally supported medical or social need. Parent/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker which must be no more than six months old. All information submitted will be regarded as confidential.
- 3) To brothers and sisters of children already on the roll of the school who will still be on roll at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer provided that they live at the same address as the applicant. Please note sibling priority only applies to children with sibling(s) at the school in Years R-6 at the time of admission **not** nursery.

If in any of the categories 1, 2 or 3 there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in (4). If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary). If two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

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<sup>1</sup> Children in Public care has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of the local authority or provided with accommodation by them (e.g. children with foster carers).

4) Children living nearest to the school calculated as a straight line.

In category (4), nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the nearest entrance for pupils, as determined by WCC using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

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**Twins, triplets and multiple births** – twins, triplets and multiple birth children will be considered as individuals alongside all other applicants. Every effort will be made to accommodate twins or multiple birth children within the same school even if this means that the PAN will be exceeded.

**Children attending nursery class at a school** - Parents of children attending the nursery class at a school must reapply for a reception class place. There is no automatic transfer from the nursery class to the reception class at a school. The infant or primary school where a child attends a nursery class will not necessarily be able to offer a place in reception.

**Split residence** - Where a child lives with parents with shared responsibility, the address where the child spends the majority of the school week should be used for the school application. If there is a genuine 50/50 shared arrangement in place, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. In cases where an agreement cannot be agreed and Child Benefit is claimed, the address that is registered for this claim will be used.

**Date of admission/deferred entry** - Children will normally be admitted to the reception year for community primary schools in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the end of the Reception Year. In practice this means that parents could defer entry until January for children born between 1<sup>st</sup> September and 31st December, or until April for children born between 1st January and 31st August. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

**Requests to apply for Reception in the following year** - Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2,17 (Admissions Code). Such requests would normally apply to children that are Summer born (between April and August) and there are significant reasons that would benefit the child's academic, social and emotional development by starting reception in the following year as opposed to Year 1. The governing body must make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. The headteacher of each of the school(s) applied for will be informed of the request and their views taken into account. This right to request a later admission, does not apply if the child is offered a place in another year group at the school. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admissions outside of the chronological year group.

**Method of Application** - Parents/carers must apply on the Common Application Form of the local authority where they live. This can be completed online <https://www.westminster.gov.uk/starting-primary-school> or on a paper can be requested from the Home LA's Admissions Team.

**Closing Date and Initial Notification Date** - Under the WCC coordinated admission arrangements the closing date for reception class applications will be 15 January 2018. Notification emails will be sent out on 16 April 2018.

**Late applications** - Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

**Waiting List** - Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list and there can be no guarantee that a place will be offered.

**Appeals** - Unsuccessful applicants have a right of appeal to an Independent Appeal Panel. Further details will be included in the notification letter.

### **In-Year admissions**

Applications for a school for a year group already established (Year 1 to 6 and reception from the start of September) are made on the Council's online in-year common application form. If no waiting list is operation and a vacancy exists in the child's chronological year group, a place will be offered. Where a vacancy does not exist, the application will be considered in accordance with the oversubscription criteria and associated admission arrangements.

### **In-Year Fair Access**

The council has in place a Primary Fair Access Protocol that provides the mechanisms for the placement of children that require a school place in-year but present a high level of need but do not have a statement or EHC plan in place. All community schools participate in the protocol and further details can be obtained from the Admissions team at: [schooladmissions@westminster.gov.uk](mailto:schooladmissions@westminster.gov.uk).

