

**Wilby CE (VA) Primary School  
Admission Policy 2018**



The Governing Body are the Admission Authority in this Voluntary Aided school and are therefore responsible for all admissions.

The Governing Body will admit up to 13 pupils into each year group.

When there are more applications than there are places available, the Governors will admit pupils according to the following criteria which are listed in order of priority.

The governors will admit all pupils with a statement of special educational needs or an EHC (Education, Health and Care) plan which name the school.

**Oversubscription criteria**

Governors will admit pupils according to the following criteria which are listed in order of priority:

1. 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).
2. The governors will admit children on social or medical grounds, where professionals have clearly identified that the school will best meet the needs of the child.  
*These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social services.*
3. Children of worshipping members of St Mary's, Wilby who are resident in the ecclesiastical Parish (*See worshipping members and residence definition below. Please refer to [www.achurchnearyou.com](http://www.achurchnearyou.com) for details of the Ecclesiastical Parish boundary or contact the school for a map.*)  
*These applications must be accompanied by the SIF Part A which is available from the school. The completed SIF Part A will then be sent to the minister with the SIF Part B to verify church allegiance.*
4. Children living with their parent(s)/legal guardian(s) in the ecclesiastical Parish of St Mary The Virgin Wilby (*See residence definition below. Please refer to [www.achurchnearyou.com](http://www.achurchnearyou.com) for details of the Ecclesiastical Parish boundary or contact the school for a map.*)
5. Children who have a sibling attending the school at the time of admission. (*See sibling definition below.*)
6. Children of worshipping members of St Mary's Wilby who live outside the ecclesiastical parish (*See worshipping member's definition below. Please refer to [www.achurchnearyou.com](http://www.achurchnearyou.com) for details of the Ecclesiastical Parish boundaries or contact the school for a map.*)  
*These applications must be accompanied by the SIF Part A which is available from the school. The completed SIF Part A will then be sent to the minister with the SIF Part B to verify church allegiance.*
7. Children of worshipping members of any Church that is a member of Churches Together in England, this includes the Church of England.  
*(See worshipping member's definition below.)*  
*These applications must be accompanied by the SIF Part A which is available from the school. The completed SIF Part A will then be sent to the minister with the SIF Part B to verify church allegiance.*
8. Children of parent(s)/legal guardian(s) of other faiths, or none, who wish their child to be educated in a church school and Christian environment.

**Right of Appeal**

Governors will admit up to the published admission number. For any child subsequently refused a place, parent(s)/legal guardian(s) will have the right to appeal against the decision, to an independent Appeals Panel. Parent(s)/legal guardian(s) wishing to appeal should contact the Diocesan Board of Education:

Bouverie Court  
6 The Lakes  
Bedford Road  
Northampton  
NN4 7YD

(01604) 887006

### Late Applications

The Governing Body will deal with late applications after all the 'on time' applications have been processed. Those refused a place due to the school having admitted up to the number, will be advised of their right to appeal.

### Waiting lists

All parent(s)/legal guardian(s) who are refused a place at the school at any time may wish to place their child's name on a Waiting List. (This does not affect your right of appeal). Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to this criteria. Parent(s)/legal guardian(s) must contact the school and request that their child's name is placed on the Waiting List. This can be done by telephone (01933 276491) or e-mail [bursar@wilby-ce.northants-ecl.gov.uk](mailto:bursar@wilby-ce.northants-ecl.gov.uk). The Waiting List will be revised at the time of allocation of places, again in September, January and April. At the time of allocation of places, parent(s)/legal guardian(s) must contact the school within 7 days to request that their child is placed on the Waiting List. If parent(s)/legal guardian(s) wish their child to remain on the Waiting List they must contact the school in September, January and April. Parent(s)/legal guardian(s) should contact the school within 10 school days at the beginning of September, January and April. Any places which become available will be allocated after 10 school days at the beginning of September, January and April.

### Summer Born Children

Any parents of a summer born child (those born between 1<sup>st</sup> April and 31<sup>st</sup> August) can request for their child to be admitted to reception a year later, outside their chronological year group. There is no duty for the school to agree to such a request. In each case the admissions authority of the school (Governors Admissions Committee) will make the decision based on the circumstances of the case and what is in the best interests of the child after submission of the request and supporting information from the parent.

### **Notes**

#### Tie Breaker

Where there are more applications in any one category, applications will be prioritised on the distance from the child's home to the main entrance of the school. (This will be determined by the Local Authority using their standard method as described in the published information to parent(s)/legal guardian(s))

#### Boundaries

For ecclesiastical Parish boundaries, please consult the attached maps.

#### Residency Definition

The child's place of residence is the address of the parent or legal guardian with whom the child spends the majority of time during the school week. (Parent(s)/legal guardian(s) may be asked to produce evidence of residency/ home address at any time during the admissions process).

#### Definition of Siblings

The definition of a brother or sister (sometimes referred to as a sibling);

- a brother or sister sharing the same parents;
- a half brother or half sister where 2 children share one common parent;
- a step-brother or step-sister, where two children are related by a parent's marriage/partnership;
- adopted children

A brother or sister **must** be living at the same address when the application is made.

#### Worshipping Members Definition

Our guidance on the term "worshipping member" is as follows:

*At least one of the parents or guardians of the child is regarded by the priest / minister / worship leader as part of the worshipping community at the church / worship centre.*

*This would not necessarily mean that the parent is a "Member" in a technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than "occasional" and has been sustained for more than a short, very recent period of time.*