

# Wilby CE VA Primary School



*Together we are inspired to learn within the family of God's love.*

*We encourage one another to reach our full potential within a Christian atmosphere*

*John 13:34*

*"A new commandment I give to you, to love one another as I have loved you."*



## 2021—2022 Prospectus



**Wilby CE VA Primary School**  
**Church Lane**  
**Wilby**  
**NN8 2UG**



**Tel: (01933) 276491**

**E-mail: [head@wilby-ce.northants-ecl.gov.uk](mailto:head@wilby-ce.northants-ecl.gov.uk)**

**Website: [www.wilbyprimarynorthants.org](http://www.wilbyprimarynorthants.org)**

It is with a great deal of pleasure that I welcome your interest in our school. Whether you are a prospective or an existing parent or carer, I believe that this will provide you with all of the information you need and a snapshot of what happens at Wilby CE VA Primary enabling you to make informed decisions about the education of your child.

Wilby is a small Church of England village primary school located in the village of Wilby. The school building was built in 1854 and was funded by the Church. Many extensions have been added to the original Victorian building. At our last OFSTED inspection (November 2016) we continued to be a good school where it was highlighted that there is a positive and friendly atmosphere and children make good progress in reading, writing and mathematics.

As we are a Church of England Voluntary Aided school, we have very close links with St Mary's Church which is situated next door. Our last SIAMS Church inspection (June 2019) reported that "Love and care for others are at the heart of the school's work and ethos."

The staff and governors are committed to ensuring that the curriculum and extra-curricular opportunities we offer, stimulate the children and ensure that they enjoy every day here and develop a love of learning. As we are a small school, the atmosphere is very much one of a big family; from the children to the parents, staff and governors. Every child is known by their name by every member of staff.

To fully appreciate our ethos and surroundings please pay us a visit. Until then I trust this prospectus provides you with an insight into our school. I look forward to welcoming you to our school.

Kind Regards

Miss Lisa Pearce  
Head



## **Our Vision**

*Together we are inspired to learn within the family of God's love.*

*We encourage one another to reach our full potential within a Christian atmosphere*

*John 13:34*

*"A new commandment I give to you, to love one another as I have loved you."*

## **Our Values**

Compassion

Forgiveness

Friendship

Hope

Serving Others

Thankfulness

**Our Staff**  
**September 2020**



**Head**

Miss Lisa Pearce

**Assistant Head**

Mrs Katie Warwick

**Teaching Staff**

Miss Zehra Dergin

Miss Leah Hillson

Mrs Debbie Palmer-Dix

**Inclusion Lead**

Miss Zehra Dergin

**Learning Support Assistants**

Ms Samantha Green

Mrs Kerry Groom

Mrs Hannah Holland

Mrs Sarah Lee

Mrs Jeanette Palmer

Mrs Felicity Rokni

Mrs Kellie Tai

**HLTA**

Mrs Kerry Groom

Mrs Kellie Tai

**PLW**

Mrs Kellie Tai

**Bursar**

Mrs Di Mecklenburgh

**School Administrator**

Mrs Carys Dowling

**Lunchtime Supervisors**

Mrs Hannah Holland

Mrs Jeanette Palmer

Mrs Lorraine Williams

**Site Supervisor**

Mr Bradley Hales

**Designated Safeguarding Leads**

Miss Lisa Pearce

Miss Zehra Dergin

Mrs Kellie Tai

Mrs Katie Warwick



## Governing Body September 2021

Our Governing Body exists to support and contribute to the strategic development plan of our school. Whilst the Headteacher is responsible for the day-to-day management and leadership of the school, the Governing Body are involved with overseeing the curriculum, pupil welfare, premises, personnel and school finances at a strategic level. We are fortunate to have a dedicated team of governors who are actively involved in the life of the school.

The Governing Body is composed of the Headteacher, Foundation Governors who are representatives from the Church, a representative from the Local Authority, parents and staff.

### **Chair of Governors**

Mrs Lynette Dudley (Foundation)

### **Head**

Miss Lisa Pearce

### **Foundation Governors**

Rev Jackie Buck

Mrs Adele Rowland

Mr George Thompson

Mr Simon Vilette

Vacancy

### **Vice Chairs of Governors**

Mrs Gillian Whall (Foundation)

### **Parent Governors**

Mrs Claire Marsh

Mr Sam Gill

### **Staff Governor**

Mrs Katie Warwick

### **Local Authority Governor**

Mr Anthony Foreman

If you wish to bring any matters to the attention of the Governing Body, you should address your correspondence to: Chair of Governors, c/o Wilby CE VA Primary School, Church Lane, Wilby, NN8 2UG.





## School Organisation



### School Day

<b>8.45am / 8.55am</b>	School Gate opens
<b>8.50am / 9am</b>	Morning Session Begins
<b>11.45am</b>	Morning Session Ends (R/KS1)
<b>12.15pm</b>	Morning Sessions Ends (KS2)
<b>12.45pm</b>	Afternoon Session Begins (R/KS1)
<b>1.15pm</b>	Afternoon Session Begins (KS2)
<b>3.15pm / 3.25pm</b>	Afternoon Session Ends

### Wide Awake Club

Wilby CE VA Primary School runs a drop off club every morning. The doors open at 8am and children can be dropped off anytime after this for the cost of £3 per day.

It offers a calm and relaxed start to the school day where the children can enjoy a variety of activities including arts and crafts, board games and puzzles, construction toys, books or using outdoor play equipment.

### Morning Break times

Children in KS1 and Reception are offered fruit via the government initiative 'Fruit for Schools'. Children in Reception (up until they are 5) receive milk via the "Cool Milk for Schools" scheme. Parents across the school can purchase milk via this scheme for their child via <https://www.coolmilk.com/> Children can bring in their own healthy snack to eat at break time as long as it is:

- Fresh or dried fruit
- Vegetables
- Cheese (unprocessed)
- Bread, Bread sticks or Rice Crackers





## Lunchtimes

Hot school meals are provided by Kingswood Catering and can be ordered at <https://www.kingswoodcatering.co.uk/>. All school lunches for children in **Reception, Year 1 and Year 2** are **free**. For all other children, meals cost £2.30 per day and this includes a main meal, bread, pudding and fresh drinking water.



Facilities are available for all pupils to eat packed lunches during the mid-day break. Each pupil's lunch should be packed in a container clearly marked with their name. Drinks should be in plastic receptacles provided with a cup or a straw and contained within their lunchbox. We encourage the children to bring a healthy packed lunch. Research shows that a good balanced diet leads to better performance and concentration.

Please note:

- Fizzy drinks are not permitted
- No glass bottles or vacuum flasks are allowed for safety reasons
- No sweets or chocolate are allowed (Lunchbox biscuit bars are allowed)

Please note that our lunchtime supervisors cannot force children to eat all of their lunch! However in the 30 minutes the children have, they will encourage your child to eat as much as they can.

We encourage children to bring water bottles into school. These are kept in the classroom, thus allowing pupils to drink throughout the day. These bottles must only contain water or squash. Wilby School water bottles can be purchased from the school office for £2.25.



## Free School Meals and Pupil Premium

If you are in receipt of income support, your child may be entitled to receive free school meals. Please contact the school office for further details where staff will be happy to assist you with the necessary arrangements.



## Extra Curricular Clubs

At Wilby CE VA Primary School, we have clubs which take place at before school, lunchtime or after school by outside agencies or members of staff. These clubs have a charge attached to them which parents will have to pay a term in advance. Our clubs include:



Hotshots (Lunchtime)

Pacesetters Sports Clubs (After School)



## End of day procedures

In order to keep your children safe at the end of the school day, at the start of the academic year, parents will be asked to complete and return a form called “Usual End of Day Procedures” which states the name of the person who will usually collect your child if it will not be a parent. This information will be passed to the class teacher and it is this person who your child will be handed over to at the end of the day. Any changes to the list, should be provided to the school office in writing. Year 5/6 children who live in the village of Wilby or who are going to a residential dwelling in the village of Wilby will be allowed to walk home on their own, if their parent has completed and returned to school a “Walk Home Form”. Please be aware that once a child has been handed over to the person who is collecting them, that person becomes responsible for the child’s behaviour and safety, even if they are still on school premises.

## School Closures—due to weather / unforeseen circumstances

Should the school be forced to close due to abnormal conditions; e.g. severe weather, health & safety reasons etc., news of the closure will be announced on Class Dojo, the school website and Twitter.



## School Uniform

Uniform can be ordered directly from our uniform provider at <https://www.uniformshopwellingborough.co.uk/collections/wilby-primary-school> with payment being made either online or via the school office. Much of the school uniform can be purchased from most department / chain stores. Children also require a book bag.

Please ensure children have the correct school uniform at all times. All parents will be asked to sign a form agreeing to their children wearing the uniform as described in the school dress code below:

All pupils are encouraged to wear the school uniform.

The colours are red, white and grey.

- School Sweatshirt / Cardigan - Red
- Skirt, Tunic, Trousers—Grey
- Polo Shirt—White
- School Fleece Jacket—Red
- Summer Dress—Red check or stripes

Shoes should be sensible and suitable for school and easily fastened by the child. No trainers should be worn without permission from the Head.

For PE the children are required to wear shorts, a House t-shirt and lightweight plimsolls/trainers. (For indoor P.E the children work in bare feet.) A black tracksuit (jumper and trousers) can be worn for outdoor games in cold weather (no hoodies or zips).



## Jewellery

Children are permitted to wear one stud earring in each ear. If children are unable to remove their own earrings, please ensure that they do not wear them on days when they will be involved in PE. If your child is having their ears pierced, please arrange for this to happen at the beginning of the summer holidays. They are also allowed to wear a wrist watch.



## Hair

We would ask that hair is checked on a regular basis and treated as necessary as headlice can be a problem at school. We would ask that long hair is tied back and that patterns or logos are not cut into the hair. We would also ask that colour is not applied to the hair.

## Personal Belongings

All items of clothing and equipment (i.e. lunchboxes, uniform etc) should be marked clearly with your child's name. Lost property, which has no visible personal identification, will be held in school for a short time only before being passed on for recycling. Children should not bring toys or games into school unless requested by the class teacher as part of a lesson. Mobile phones or electronic devices e.g. MP3 players, should not be brought to school.



## Health and Welfare

In the event of your child being taken ill whilst at school, parents will be contacted. It is essential therefore that your contact details are kept up to date at all times.

The school will administer medication to children if it has to be administered during the school day. If this is necessary, parents will need to meet with the first aider in charge of medication and complete a form. Medication will be stored in the fridge or the school office.

As immediate access to an inhaler is essential, asthma medication must be kept in the classroom for the child to administer as necessary. The inhaler should be named and it is the parent's responsibility to ensure that the inhaler is in date.



## **Dealing with injuries**

Following an injury (accidental or otherwise), we have several qualified first aiders who will assess the situation. If your child needs to be seen by a doctor, you will be contacted. If we are unable to contact you and your child needs immediate medical attention, a member of staff will accompany them in your absence.

## **Notifiable Minor Injuries**

Parents will be informed if your child sustains a 'bump to the head' during the school day, via an email from our system "Medical Tracker".

## **Child Protection**

It may be helpful for parents to know that the Local Authority requires headteachers to report any obvious or suspected cases of child abuse – which includes non accidental injury, severe physical neglect, emotional abuse and / or sexual abuse. This procedure is intended to protect children at risk and schools are encouraged to take the attitude that where there are grounds for suspicion, it is better to be safe than sorry. This does mean that headteachers risk upsetting some parents by reporting a case which, on investigation, proves unfounded. In such circumstances, it is hoped that parents, appreciating how difficult it is for headteachers to carry out this delicate responsibility, would accept that the headteacher was acting in what were believed to be the child's best interests. All staff, governors and volunteer helpers have been trained in the area of child protection. The Designated Safeguarding Leads are Miss Lisa Pearce, Miss Zehra Dergin, Mrs Kellie Tai and Mrs Katie Warwick.

## **Attendance**

If your child is absent from school for any reason, please ring the school office on the first day of absence before 9.30am or e-mail [bursar@wilby-ce.northants-ecl.gov.uk](mailto:bursar@wilby-ce.northants-ecl.gov.uk) If by 9.30am, the school has not been notified of the reason why a child is absent, a phone call home will be made. If contact cannot be established by lunchtime, a home visit will be made. If no contact is made by the second day, further steps will be taken.

## **Holidays**

The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave. This application must be made in writing to the Headteacher. Any periods of more than 5 days unauthorised leave will be reported to the Local Authority and parents face the risk of a fine. (£60 per child per parent.)

## **Curriculum**

Your child's education at Wilby CE VA Primary School spans seven years and is divided into three phases: Foundation Stage (Reception class), Key Stage One (Years 1 & 2) and Key Stage Two (Years 3, 4, 5 & 6).



The school curriculum encompasses the sum total of learning opportunities that your child will experience whilst at school. It is planned with clear progression and cohesion to make learning experiences relevant and meaningful.

At Wilby CE VA Primary School our curriculum is designed to enable our children to be effective communicators who have a voice, to reach their full potential through high aspirations and to become confident, happy, well-rounded citizens who can take on any challenge.

With our children in mind, our beliefs about high quality education and our Christian ethos, we shape our curriculum with well-being and values at the heart. We believe that children need to feel safe, both physically and emotionally, and be able to demonstrate our values of compassion, forgiveness, friendship, hope, serving others and thankfulness.

At the end of their time at Wilby CE VA Primary School, we want our children to know that they can achieve anything. We want them to have the confidence and skills to be able to communicate effectively as a member of society and stand up for what they believe in in a respectful manner. Our children should leave us with the resilience to deal with the challenges and barriers they will face in their lives.

### **Our key drivers are**

- ♦ To be effective communicators
- ♦ To have high ambition
- ♦ To be resilient

### **Communication**

Having the ability to express themselves clearly and effectively, orally and in writing, listen to others, offer their opinions and reason articulately, whilst being able to debate a topic or viewpoint and disagree respectfully. We want us all to have the skills necessary to have a voice.

### **Ambition**

Having the drive to be the best we can be, challenging ourselves as learners to produce work of high quality and take pride in all that we do.





## **Resilience**

Having the skills and resources needed to deal with challenges and barriers. We will develop the emotional and physical security needed to become resilient individuals who are able to take risks.

Our aim is to offer your child a broad balanced curriculum which has continuity and progression, providing the opportunity for the child to reach his or her full potential. Your child gains by learning a wide range of subjects and developing personal and social skills, preparing them to meet the responsibilities and experiences of adult life.

The framework of the National Curriculum is the basis on which learning is organised. We consistently aim to build on your child's previous learning experiences and engage them in a level of work that is appropriate to their needs.

The National Curriculum for Key Stages 1 & 2 comprises:

### **Core Subjects**

English  
Mathematics  
Science

### **Foundations Subjects**

Art and design  
Computing  
Design and technology  
Languages \* Key Stage 2 only  
Geography  
History  
Music  
Physical education

The school also makes provision for Relationships and Sex Education (RSE) and Health Education.

Teaching content is delivered through a mixture of individual, group and whole class arrangements. The class teacher is constantly assessing the ability of each child and matching the work according to the child's ability. The curriculum does, however, go much further than this and we believe that the total experiences that the children meet throughout the day contribute to their learning. This has been enhanced by interactive learning environments. Where possible, all subjects are taught through the topic although some remain as stand alone.

## **Religious Education**

Religious Education encompasses the whole life of our church school. It is more than particular lessons or activities. It has close links with Worship and the whole area of the 'Hidden Curriculum'. It is not only learnt but 'lived' in the day to day life of the school.



Perhaps most importantly, it will be reflected in the norms of behaviour expected both in school hours and out. The curriculum seeks to allow children to explore other faiths whilst learning mutual respect and tolerance for each other and all members of the society in which we live. The school follows the Diocese's agreed syllabus for Religious Education

Religious Education is seen as an introduction to the individual's religious journey. Wilby is a Church of England Aided School and Religious Education takes place within the traditions of the Church of England. There is a daily Act of Christian Worship in the school.



In keeping with the law, parents and carers may withdraw their children from RE provided they give written notification to the school. The school will ensure that suitable supervision is provided. RE does not seek to urge religious beliefs on children, or to compromise the integrity of their own beliefs by promoting one religion over another. We hope that all parents and carers will feel comfortable with the open RE being taught at our school and we encourage the participation of all.

## **Children with Special Educational Needs**

All children deserve to achieve their full potential and a variety of styles and strategies ensure that the curriculum is differentiated according to their needs. We are constantly assessing all the children and, during these assessments, it is sometimes apparent that a child might need help in a specific curriculum area, generally, in the first instance, language and / or maths.

If a teacher is concerned they will initially consult the Inclusion Lead. Our school policy ensures that individual needs are identified as early as possible, so that appropriate learning programmes are devised, implemented and reviewed regularly. For children with more serious needs, external advice and support will be sought after full consultation with the parents.



## Behaviour

The school has a number of school rules but the primary aim of the behaviour policy is not a system to enforce rules. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. The school expects every member of the school community to behave in a considerate way towards others. We treat all children fairly and apply this behaviour policy in a consistent way. The school rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation.

We praise and reward children for good behaviour in a variety of ways:

- Staff congratulate children
- Staff make positive comments on children's work
- Staff give stickers
- Staff award House points through Class Dojo
- For exceptional work or behaviour, adults in school award merit points through Class Dojo. When 10, 30, 60, 100, 150 or 210 merit points are received, the children receive a merit badge
- At the end of each half term, the House which has the most house points will be allowed to wear MUFTI for one day
- At the end of each half term, each class teacher will choose a pupil who has consistently applied the school rules for that term and they will receive a certificate in a reflection worship.



## Partnership with Parents

At Wilby CE VA Primary School we value a strong partnership with parents and carers. We encourage our parents and carers to come into school and talk to staff if they have any concerns or worries at the earliest opportunity by making an appointment via the school office. Mrs Tai, is our Parent Link Worker, and is available to meet with parents at a mutually convenient time.



We also hold a number of events across the school year which we invite parents and carers to so we can show how parents can offer support at home or to see what work their child has been doing. These include parent workshops, the Christmas service in church, Sports Day and end of year service to name just a few.

Newsletters are published monthly informing you of various activities going on in the school. The newsletter can be sent to you in email format to avoid unnecessary wastage of paper.

At Wilby CE VA Primary School, we feel a parent and carer's role is to support the school, actively sharing the development of the child, becoming involved with the life of the school and supporting school policy on behaviour, dress, attendance and homework.

## Home: School Learning

Home learning is learning outside of the school day, in response to guidance from the school. There are activities given by the school staff in addition to regular reading to an adult at home.

Reading at home to an adult is a vital part of your child's reading development. The ability to read well is a fundamental skill which is vital to your child's learning. In order for each child to develop their reading skills, daily practice is necessary. Each child is sent home with reading books and a reading journal in which children and adults can record the reading progress at home. Reading aloud to an adult remains important even for older children as without the assistance of an adult, children may mis-read or mis-pronounce words without being corrected.







We have a Home-School Agreement that sets out the expectations and responsibilities placed on children, parents and the school. Parents receive a copy of this agreement at the start of each academic year. We invite parents to share and discuss this agreement with their child, and sign before the end of the first week back in September. Essentially, this agreement seeks to ensure that there is good cooperation and mutual support between home and school.

## Fundraising

We are very fortunate to have the support of our parents. A full programme of social and fundraising events is organised during the academic year. Across the year, we organise child events such as disco's and film nights and family events such as the Christmas Fair. New parents are always encouraged to join in. We all benefit greatly from all of the help offered ranging from enrichment activities and resources to major purchases such as interactive whiteboards, library system, playground markings, resources for our new topics and music equipment.

As a Church School (Voluntary Aided) we have to pay 10% of any capital purchases and consequently have to raise money to pay for building works which take place within the school.



**Christmas Fair**



## Admissions

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

Where there are more applications than places available, children will be admitted according to the following criteria, which are listed in order of priority:

1. Looked after children and children who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order, or special guardianship order. (See definition below)

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 the Virgin, Wilby who are resident in the ecclesiastical Parish of Wilby. **(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/A which is available from the School. The completed SIF/A will then be sent to the minister with the SIF/B to verify church allegiance.

4 Children living with their parent(s)/carer(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 application. **(See sibling definition below)**

6 Children of worshipping members of St Mary The Virgin, Wilby who live outside the Ecclesiastical Parish of Wilby. **(See worshipping members and residence 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/A which is available from the school. The completed SIF/A will then be sent to the minister with the SIF/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 ([https://www.cte.org.uk/Groups/234690/Home/About/Membership\\_of\\_CTE/Member\\_Churches\\_of\\_Member\\_Churches\\_of.aspx](https://www.cte.org.uk/Groups/234690/Home/About/Membership_of_CTE/Member_Churches_of_Member_Churches_of.aspx)) . (See worshipping members definition below) These applications must be accompanied by the SIF/A which is available from the School. The completed SIF/A will then be sent to the minister with the SIF/B to verify church allegiance.

8 Children of parent(s)/carer(s) of other faiths, or none, who wish their child to be educated in a church school and Christian environment.

### **Tie Breaker**

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the School. (As to how this distance is measured – see Distance Measurements below).

### **Notes**

#### **Children in Care i.e. Looked After Children (LAC) and Previously Looked After Children**

Looked after children are children who are (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) at the time of application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

### **Distance Measurements**

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.

In the case where there are multiple applications from the same shared dwelling (e.g. Flats) or where there are two homes where the distance from the address point of the home to the address point of the School (using the system referred to above) is identical, random allocation, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

### **Definition of child's home address/residence**

The child's home address means the permanent residence of the child at the time of application. Parents/carers may be asked to provide proof of a claim of residence at any time during the admission process.



The address must be the child's only or main residence that is either:

- Owned by the child's parent(s) or carer(s);
- Leased to or rented by the child's parent(s) or carer(s) under a lease or written rental agreement of not less than 6 months duration. The property leased must be where the family lives.

Please note – if false or misleading information is used to try and gain a place, this may lead the Governing Body to reject the application or to withdraw the offer of a place.

### **Children of “worshipping members”**

For parents/carers to be worshipping members, at least one of the parents/carers of the child needs to be regarded by the priest/minister/worship leader as being part of the worshipping community at the church/worship centre. This would not necessarily mean that the parent/carer is a “Member” in the 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.

### **SIF A/B**

If parents/carers wish their application to be considered in criterion 3, 6 and 7, they must complete form SIF/A which is available from the School and return it to the School (not the local authority). This must be done by the deadline of 5pm on 15 January. The School will submit the completed form SIF/A to the relevant minister with form SIF/B to verify the information. As SIF/B needs to be returned to the School in time for the School to rank admissions, it is very important to submit form SIF/A to the School as soon as possible.

### **Definition of Sibling**

A brother or sister living at the same address as the applicant (i.e. within a family unit) including:

- a brother or sister sharing the same parents;
- a half brother or half sister where two children share one common parent;
- a step brother or step sister, where two children are related by a parents' marriage/civil partnership;
- a child who has been adopted or is fostered by parents/carers who have other children.

### **Separated parents**

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive). If the child spends an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application. Please note – if false or misleading information is used to try and gain a school place, this may lead the Governing Body to reject the application or to withdraw the offer of a place.



### **Late applications**

Late applications are any application forms (known as Common Application Forms (CAFs)/Preference Forms) received by the local authority after its deadline of 5pm on 15 January. Late applicants will not receive an offer of a school place by the local authority on offer day (16 April) but their application will be processed in the next round of allocations (for details of when these are – refer to the local authority's composite prospectus).

### **Waiting lists**

All parents/carers who are unsuccessful at gaining a place for their child at the School may wish to place their child's name on the waiting list. To do so, parents/carers must contact the School and request that their child's name is placed on the waiting list. This should be done by email/in writing to the bursar at Wilby CE VA Primary School [bursar@wilby-ce.northants-ecl.gov.uk](mailto:bursar@wilby-ce.northants-ecl.gov.uk).

If a place becomes available at the School, it will be allocated according to the oversubscription criteria (see above), not on a first come, first served basis.

A child's name will remain on the waiting list until the end of the School term in which the application was made. If parents/carers wish their child's name to stay on the waiting list for the remainder of the academic year, they must email/write to the School at the beginning of each term to renew their interest i.e. in January and /or following the Easter break (April/May). Please note a new application form will have to be completed if parents/carers want their child's name to remain on the waiting list in the following academic year.

Please note – placing a child's name on the waiting list does not affect parents'/carers' right to appeal.

### **Admission of children below compulsory school age and deferred entry to school**

Children are required to start their compulsory education from the beginning of the term following their 5th birthday (based on a 3 term year with terms starting in September, January and April). In Wilby CE VA Primary School, children are entitled to a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5th birthday.

### **Deferred entry**

Parents/carers can request that entry to the School is deferred until later in the same school year (i.e. a child born in the Autumn term could defer starting school until January and a child born in the Spring or Summer term could defer their start until after Easter). If such a request is made the School is required to hold the place for the child; the place cannot be offered to another child but it cannot be kept open beyond the beginning of the Summer term.

Any parents/carers considering deferring their child's admission to school are recommended to discuss this with the Headteacher.

## **Admission of children out of their normal age group**

Parents/carers may seek a place for their child out of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health. Additionally;

Parents/carers of a summer born child (i.e. a child born in the period from 1 April to 31 August) may not want to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than to Year 1 – please refer to the section on Summer Born children below.



### **Process for requesting a place out of normal age group (not Summer Born)**

Parents/carers may seek a place for their child out of their normal age group as stated in 2.1 above. If parents/carers wish to do so, they must contact the Head Teacher at the School.

The Admissions Committee will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

the parent's/carer's views;

information about the child's academic, social and emotional development;

where relevant, the child's medical history and the views of a medical professional;

whether the child has previously been educated out of their normal age group;

whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;

the Headteacher's views.

Please note – if the Admissions Committee does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

### **Requests for admission out of normal age group (Summer Born children)**

Parents/carers who wish to apply for a place in Reception out of the normal age group should make a request to the Governing Body, as it is the admissions authority. The request needs to be accompanied by reasons for such a request and should be made by 1 December of the year prior to the year the child should enter Reception if they had not requested to defer applying.

The Admissions Committee will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:





- the parent's/carers' views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Headteacher's views.

### **What happens next?**

The Admissions Committee will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision. (For details of when a child has to start school - see paragraph 1 above - "Admission of children below compulsory school age and deferred entry to school").

If the Admissions Committee agrees to the parent's/carers' request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.

Please note – in this following normal admissions round, if the School is oversubscribed, all applications (including deferred applications) for the School will be ranked in accordance with the School's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like;

If the Admissions Committee does not agree to the application being deferred, there is no right of appeal against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 16 January or make an in-year application for a Year 1 place at the appropriate time.

### **Right of Appeal**

If a parent/carers is refused a place at the School, they have the right to appeal against the decision to an independent Admission Appeals Panel. Those wishing to appeal should write to or email as follows:

The Clerk to the Appeals Panel , Bouverie Court, 6 The Lakes, Bedford Road, Northampton, NN4 7YD

Email – [education@peterborough-diocese.org.uk](mailto:education@peterborough-diocese.org.uk)



### **General Site Information**

There are no parking facilities available at the school. Parents have to park on the roads outside and near to the school. The local playing field has offered their parking facilities to the school at drop off times at the beginning and the end of the school day. We ask all parents and visitors to park considerately with the local residents in mind.

The school site is small and secure. If you want access to the school during the day, you will need to buzz at the school gate and wait to be let in by a member of staff. All visitors need to report straight to the school office.

We operate a non-smoking policy in line with all Local Authority sites. Smoking is not permitted anywhere in or around the schools grounds and buildings. We also ask that dogs are not brought onto the school site during the school day.

### **Complaints**

From time to time parents, and others connected with the school, will become aware of matters which cause them concern. To encourage resolution of such situations the Governing Body has adopted a "School Complaints Procedure". The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly through the correct procedure
- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur.

Full details of the procedure may be obtained from the School Office or from the Clerk to the Governing Body.

**We hope the information contained within this Prospectus has been valuable. If there are any other questions or information you would like to find out about our school, please do telephone (01933) 276491 or email Miss Lisa Pearce at [head@wilby-ce.northants-ecl.gov.uk](mailto:head@wilby-ce.northants-ecl.gov.uk) .**



