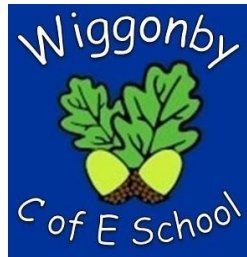


**WIGGONBY C of E PRIMARY SCHOOL**

**POLICY for ADMISSIONS  
2027-28**



**Wiggonby School Mission Statement**

*With Grace and Love we Dream and Achieve*

At Wiggonby School we aim to provide a high quality education that enables all children to realise their full potential.

We believe the quality of relationships between pupils, parents, staff, governors, the church and wider community enables the children to become responsible citizens in a happy, safe, caring, Christian environment.



# Wiggonby CofE Primary School

## Our Vision

and **Achieve**

### With **Grace** and **Love**

We work in full awareness of our human limitations; understanding our need for teamwork and mutual support.

We help children learn how to cope wisely when things go wrong; modelling a Christian desire for reconciliation when relationships are damaged.

We recognise the value and uniqueness of every person as one of God's children, and do our utmost to ensure that all people in our school are treated with dignity and love.

We are committed to rigorous safeguarding as we strive to protect our children's physical and emotional well-being so that they thrive.

### **WE**

We endeavour to live well together- as a caring school family and in harmony with our wider community.

We nurture qualities in our children that enable them to build strong, healthy friendships.

### **Dream**

We provide inspiring opportunities to help our children expand their horizons; enabling them to develop bold, courageous ideas for the world and see their future roles as part of it.

We maintain a creative educational environment where curiosity is nurtured and learning is natural and engaging.

We equip our children with strong academic habits and skills, deep emotional intelligence and happy, playful minds.

We strive to guide our pupils on their pursuit of wisdom- where learning facts and gaining values work hand in hand to mould responsible, intelligent and highly contributing citizens.

The Governors of Wiggonby C of E Primary School are the Admissions Authority. Following consultation with the Diocesan Board of Education the Governors have set the published admission number for access to the reception class as **nine**. However, additional children may be admitted under limited circumstances in line with SAC, para 2.15.

An application for admission to our School should be made on the Local Authority Common Application Form [form SA1] or online and returned to the school or the LA by the closing date of 15th January 2027 for entry in September 2027. The parental information pack contains additional information.

Parents are encouraged to name three schools in order of preference on the application form. Places will be allocated according to this admissions policy and the Local Authority's Coordinated Admissions Scheme. Parents will be advised of their allocated school place by the Local Authority on 16th April 2027. Parents of those children not offered a place at their preferred schools will be informed of the reason, offered the right of appeal against this decision and allocated an alternative school by the Local Authority.

In the event that there are more applicants than places the Governors will allocate places using the following criteria. These are listed in order of priority, and meet the requirements of reasonable, clear and objective nature of oversubscription criteria referred to in paragraph 1.8 of the Admissions Code.

The school PAN (Published Admissions Number) is 72 for the whole school.



**The Prioritised Criteria that School Governors use to inform Admission Decisions when over-subscription applies**

1. Children looked after, i.e. in public care, giving priority, if necessary, to the youngest child(ren); children who were previously looked after; and children who were previously looked after outside of England - see note 1.
  
2. Children living in the catchment area who have brothers or sisters in the school (or associated infant or junior school) at the time of admission - see notes 2, 3 and 4.
  
3. Children living outside the catchment area who, at the time of their admission, have brothers or sisters in the school (or associated infant or junior school) who were allocated a place at that school by the Local Authority either (a) in the absence of a place being available in the catchment area school due to oversubscription and the school was identified by the Local Authority as the next nearest with a place available or (b) the school is named in the sibling's Education, Health and Care Plan (EHCP) - see notes 2, 3 and 5.
  
4. Children living within the catchment area.
  
5. Children living outside the catchment area who have brothers or sisters in the school (or associated infant or junior school) at the time of their admission - see notes 2, 3 and 4.
  
6. Children living outside the catchment area.

Applications will be prioritised on the above basis. An exception will be made under the Local Authority's policy for the education of children with special educational needs where a child holds an Education, Health and Care Plan (EHCP), that names the school.



## Explanatory Notes

[These notes are part of the policy]

### Note 1

A child looked after is a child in public care, who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Child Arrangements Order or Special Guardianship Order (Children Act 1989).

Advice issued by the Department for Education (DfE) in July 2021 states that a child previously looked after outside of England is one that was looked after, outside England, by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. For a previously looked after child to be considered under criteria 1, the parent or carer must provide appropriate written evidence to support the application. Without this evidence it **will not** be possible to consider the application under category 1 of the LA General Admissions Policy.

### Note 2

In criteria 2, 3 and 5, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and includes step and foster children. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school (excluding a nursery class - see note 4) at the time of admission.

### Note 3

Where reference is made to 'associated' infant and junior schools this is to describe those situations where infant and junior schools share the same catchment area.

### Note 4

Brothers and sisters in the school at the time of admission does not include a brother or sister who will be attending a nursery class that is attached to the school.

### Note 5

If a parent or carer believes that they qualify for consideration under criterion 3, they should indicate this on their preference form in the place provided for this purpose.

### Note 6

Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measurement between the centre of the pupil's home address and a common point on the school site as determined by the Local Authority.

### Note 7

Random allocation will be used as a tie-break in categories 4 and 6 to decide who has the highest priority for admission if the distance between the children's home address and the school is the same. This process will be independently verified.



### **Tie Break**

In some categories, where there are more applicants than places available, age will act as a determining factor but unless specified it will be distance. The distance is measured from the child's home to the main entrance door of the School. The distance is determined by the shortest walking route by road. The Governors will use the Local Authority measuring system to ensure consistency of measurement. The closest addresses will have priority.

### **Address of Child**

The address on the application form must be the current one at the time of application. Where a child can live at more than one address the home address is to be the one where the child sleeps and thus wakes up for all or the majority of the school week. Where there is any doubt, the Governors reserve the right to verify the information provided by the parent(s), for example, through the G.P. or the child benefit address.

### **Late Applications**

Late applications will be considered after all other applications, and if necessary placed on the waiting list.

### **Waiting List**

Those children who are not offered a place may, if the parents so wish, be placed on a waiting list. The names will be placed on the list in the order of the admissions criteria. However, places will be offered in accordance with prioritised criteria and not on the basis of the length of time they may have been waiting on the list. Late applications will be slotted into the list according to the admissions criteria. It is thus possible for a child recently arrived in the area to have a higher priority than a child who has been on the waiting list for some time. Irrespective of whether an appeal has been submitted, if a place becomes available it will be offered to the child at the top of the list. The waiting list will remain open for the whole of the first term in the year to which it relates.

### **'In-Year Admissions' [formerly 'Non-Routine Admissions']**

Such admissions are those which occur outside the "normal" admission time. Parents who wish their child to attend Wiggonby C of E Primary School should visit our School. If the parents have an appropriate address they will be provided with



admission details. In the event of no vacancies and an appeal being made, the latter will not be heard until the appropriate address is confirmed.

### **Fraudulent Applications**

If the Governors of Wiggonby C of E Primary School discover that a child has been awarded a place as a result of an intentionally misleading application from a parent ~ for example, an incorrect address ~ and as a result of it effectively denies a place to a child with a stronger claim, then the Governors will withdraw the offer of a place. The Governors will reconsider the application and the right of appeal offered if a place is refused.

### **Deferred Admission**

If your child's fifth birthday is between September and December, then, if you wish, admission may be deferred until the beginning of the Spring Term. If it is between January and April, admission may be deferred until the beginning of the Summer term at the latest, though it is recommended in your child's interests that deferment is no later than the start of the Spring Term. Thus, parents can request that the date their child is admitted to School is deferred until later in the academic year or until the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

### **Appeals Procedure**

If the Governors are unable to offer your child a place because of over subscription, you as a parent have a right of appeal under the School Standards and Framework Act 2002. You should notify the clerk to the Governors at Wiggonby C of E Primary School within 20 school days of receiving the letter refusing a place. As a parent, you will have an opportunity to submit your case to an independent [of the Governors] appeals panel, both in writing and in person. You will normally receive 10 days notice of the time and venue for the appeal hearing. An independent appeal will be organised on behalf of the Governors by the Legal and Democratic Services Unit Carlisle.



## "Excepted Pupils" and Multiple Births

Where places are available for some but not all children from multiple births (including twins) the LA will exercise the discretion offered by the School Admissions Code 2021 to offer all of the children a place. Where this results in an infant class exceeding 30 pupils, additional children admitted under these arrangements will be treated as 'excepted pupils' for the duration of their infant education and will not constitute a breach of legislative requirements.