



Longford
C of E Primary School

Admissions Policy

Document Title	Admissions Policy 2024-2025
Lead Officer:	Head teacher
Approving Body:	Longford Board of Governors
Review Date:	Annually (and whenever change is required)
Edition and Date approved:	15 th January 2024
Indicate whether the document is for public access or internal access only	Public Access – PDF copy to be posted on School-website <i>A back-up copy of all Policies is retained by the Clerk to the Longford Board of Governors</i>
Indicate which legislation or statutory guidance document requires this Policy	
Summary/Description:	
This document defines the priority order given to applications when there are more applications than available places in accordance with the Schools' Admissions Code.	

Longford C of E Primary School Admissions Policy

INTRODUCTION

1. Introduction

a. As an Academy, we are the responsible authority for admissions and are required to act in accordance with the Schools' Admissions code. The Local Authority (LA) is responsible for coordinating admissions (known as the co-ordinated scheme) across all Wiltshire schools. We also commission them to act for us in relation to any appeals.

b. The published admission number (PAN) for entry into the School is 15. The School will admit up to the PAN in the normal year of entry which is the Reception year. Where there are more applications for admission than places available at the School, then places will be offered in accordance with the oversubscription criteria of this policy- see below.

c. Infant Class Size Regulations apply to the normal year of entry (and Year 1 and Year 2). These regulations require classes to be no bigger than 30 children although the PAN may be much lower than 30.

d. Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).

2. HOW AND WHEN TO APPLY

a. Applications for entry to our school for the academic year, September 2024 to August 2025, must be made through the Wiltshire Council Parent Portal <https://parentportal.wiltshire.gov.uk/web/portal/pages/home>

b. The dates and process of application will conform to the co-ordinated scheme published by the LA. The closing date for primary admissions is midnight on 15 January 2024, with offers posted out on 16 April 2024. Each child will be offered a place at their highest possible preference. The offer letter will provide a deadline date in which the parent (see note 1) must respond to accept or decline an offer. Applications received after the deadline will only be considered after all those received by the deadline.

c. Details to assist you can be found in the Council brochure "finding a primary school place" or at www.wiltshire.gov.uk

3. Over-subscription criteria

This is the priority order given to applications when there are more applications than available places:

Where a school is oversubscribed, places are allocated to children in order of the ranked criteria listed below:

a) Looked After Children/Previously Looked After Children

- i. The definition of Looked After Children - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

b) Vulnerable Children

- i. Children from families registered with the National Asylum Support Service; Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to be admitted to the preferred school.
- ii. For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

c) Designated area siblings and shared area siblings

- i. A child is considered under this criterion if a sibling is attending the school as at the deadline date and will

continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. Step, half and foster siblings are included in this category.

d) Other children from the designated area or shared area

- i. Children resident within the designated area or shared area who do not qualify under one of the criteria above.

e) Other Siblings

- i. A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infant's school) at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category.

f) Children of staff at the school

- i. A child is considered to fall under this criterion
 - ii. i. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - iii. ii. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- iv. If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

g) Other Children

- i. Children to whom none of the above criteria apply.

If the school is oversubscribed within any of the listed categories the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the

child's home address and the school. Those living closer to the school will be given priority.

Tie Break

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted then the available places will be decided by means of casting lots.

The random allocation will be conducted independently by Democratic Services, Wiltshire Council.

Children with Special Educational Needs (SEN)

Children who have a statement of SEN or an Education Health and Care Plan (EHCP) are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria.

All admissions to schools for students who have a statement or an EHCP are handled by Central SEND Services at Wiltshire Council. Their contact number is 01225 718095.

Children who may need additional learning help but do not have a formal statement of SEN, must follow the usual process when applying for a school place and the normal admission criteria will apply.