

EDUCATING YOUR CHILD

A parents guide to
applying for a school
place on the Isle of Wight



2018 - 2019
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Educating your child

A parents' guide to applying for a school place on the Isle of Wight

How to contact us

Our address: School Admissions, Isle of Wight Council, County Hall, Newport, Isle of Wight, PO30 1UD

Phone: (01983) 823455

Email: school.admissions@iow.gov.uk

Website: www.iwight.com/schooladmissions

Opening hours: 8.30am to 5.00pm Monday to Thursday, 8.30am to 4.30pm Friday

You can get information/advice on the following from the school admissions office:

- School admissions.
- School transport eligibility.
- Free school meals.
- 2 year old funding eligibility.
- Early years premium eligibility.
- Other general information about education on the Isle of Wight.

Our customer service charter

We aim to deliver an excellent and efficient service to you.

This charter is our promise to you that:

- we will be courteous and respectful and do all we can to respond appropriately to requests for service;
- we will help you to use our services, explaining what we can do and what we cannot do;
- we will give you straightforward information and use plain language;
- we will consult with you regularly and take account of your comments;
- we will treat everyone fairly;
- we will continuously aim to improve our services;
- we will learn from our mistakes, work hard to avoid making them again and aim to put things right should they go wrong.

Your commitment to us:

- To behave in a considerate and polite way so that we can give you and other customers the standard of service you would expect.
- Not to abuse staff, either physically or verbally.
- To attend an appointment on time, or let us know if you cannot do so.

Isle of Wight schools

The Island has fifty schools which compose of, community, controlled, voluntary aided, foundation trust, academy, free and studio schools.

There are:

- forty primary schools;
- seven secondary schools all of which are mixed-sex all-ability day schools;
- two mixed-sex special day schools;
- one secondary studio school (from year 10)

Schools are grouped in local clusters which enable them to work closely together for the benefit of all children.

Primary schools (for pupils aged 4 to 11)

There are forty primary schools which are composed of community, voluntary aided, foundation trust and academies. Most primary schools have a pre school on site or located nearby, attendance at a pre-school does not have any bearing on admission in to any primary school on the Isle of Wight.

You will be required to complete a separate Supplementary Information Form if you are intending to apply for a voluntary aided primary school.

Secondary schools (for pupils aged 11 to 19)

Of the seven secondary schools:

- two are foundation schools;
- three are academies;
- one, Christ the King College, is a Church of England and Catholic aided school - you will **also** be required to complete a separate Supplementary Information Form which must be returned direct to the school by the closing date;
- one free school - you will **also** be required to complete a separate Supplementary Information Form which must be returned direct to the school by the closing date;

There is also one studio school, which admits students from Year 10 onwards. Parents/guardians of students in Year 9 can apply direct to the Isle of Wight Studio School for a place at the school ready for when their child commences Year 10.

Currently all of the secondary schools, the Isle of Wight Studio School, St George's School, the Isle of Wight College and other training providers work together to provide appropriate courses for all Island students aged 16+. Further information is available directly from any secondary school, the studio school, the college and St George's School.

Special schools

We have two special schools both of which are in Newport:

- Medina House for children aged up to 11 (Reception to Year 6) with severe and complex learning difficulties.
- St George's for children aged 11 upwards (Years 7 to 13) with severe and complex learning difficulties.

School term dates 2018-19

The school year lasts 195 days, but 5 of these days are used for staff training so pupils attend school for 190 days. Your child's school will let you know when the 5 development days are due to take place.

Autumn term 2018

Schools open 4 September to 21 December
Half term 22 October to 26 October

Spring term 2019

Schools open 7 January to 5 April
Half term 18 February to 22 February

Summer term 2019

Schools open 23 April to 23 July
Half term 27 May to 31 May

Which school should I send my child to?

Deciding which school you would like your child to go to is sometimes difficult. You will probably have an idea of some of the things about a school which are important to you and your child and you may have talked with parents who already have children there. However, any decision as important as deciding your child's school should always be based on your own judgement. We strongly recommend that you attend school open days (dates are available from schools).

All the schools will give you a prospectus which will contain information about:

- the school's aims;
- the subject areas taught at the school;
- results of the national curriculum assessments;
- attendance figures;
- out of school activities;
- the school's policies on issues such as behaviour and discipline, special educational needs and equal opportunities.

Below we have listed some things you may want to consider when deciding which school you would like your child to go to:

- Does the school have a welcoming atmosphere?
- Does the school emphasise the importance of working with parents?
- Do staff have high expectations of the children and is there an emphasis on each child's achievements?
- Does the school actively plan to include all its pupils and their parents in the life of the school, and provide good support to meet special needs?
- Is a wide range of out-of-school activities available for pupils of all ages and abilities?

- Is the school well led by the head teacher and governors?
- Is there a plan showing how the school hopes to develop over the next few years?
- Is children's work displayed with care?
- Are governors fully involved in the life of the school and do parents have easy access to them?

This is not a full list and you will be able to judge a great deal from the atmosphere of the school during your visit.

Remember, all children and all schools are different. You will probably find it helpful to visit a number of schools before deciding which one is best for you and your child, however, places are limited in all schools and it is not always possible for us to agree to a place for your child at your preferred school.

A map of Island schools can be found on our website www.iwight.com/schooladmissions.

School Inspections

The Office for Standards in Education (Ofsted) inspects schools. You can get a copy of a school's last inspection report from the head teacher. Ofsted's website at www.ofsted.gov.uk also includes copies of all school inspection reports.

Performance Tables

The Department for Education (DfE) publishes performance tables. You can see copies of these on the DfE website at <https://www.gov.uk/government/collections/statistics-performance-tables>. You can also view individual schools performance data on this website.

Year groups and key stages for school children

School	Age	Year group	Key Stage
Primary	4+	Reception	Foundation Stage
	5+	1	Key Stage 1
	6+	2	Key Stage 1
	7+	3	Key Stage 2
	8+	4	Key Stage 2
	9+	5	Key Stage 2
	10+	6	Key Stage 2
Secondary	11+	7	Key Stage 3
	12+	8	Key Stage 3
	13+	9	Key Stage 3
	14+	10	Key Stage 4
	15+	11	Key Stage 4
Sixth Form	16+	12	
	17+	13	

Online admissions

Parents of children who are due to start primary school or transfer to secondary school in September 2018 can apply online for a school place at www.iwight.com/schooladmissions up until midnight on 31 October 2017 for a secondary school place and midnight on 15 January 2018 for a primary school place.

Parents will;

- be able to use the online system 24 hours a day, 7 days a week;
- receive confirmation by email that the application has been received;
- be able to change their preferences up to the closing date;
- receive the result of the application by email on National Offer Days.

These being 1 March 2017 for the secondary school place and 16 April 2018 for the primary school place. **Please Note: If you tick the box to opt out of receiving information from the Isle of Wight Council you will not receive an email on National Offer Day**

If you apply for a school place online do not apply on a paper application form.

How many pupils can a school give places to?

Each school has a published admissions number (PAN). This is the maximum number of places available for the new intake each year.

Published admissions numbers for primary schools are shown on a separate document at www.iwight.com/schooladmissions.

The published admissions number is the most important factor when the local authority, church-aided, foundation, or academy schools consider applications for places. However, if there are more applications than places available, the local authority (or church-aided school) will use oversubscription criteria to work out which children will receive places. The parents of any child who is refused a place can appeal. Also, your child's name will be placed on a waiting list in a community or controlled school. Church-aided primary schools, Academies, Foundation, Christ the King College and The Island Free School request that you write to the school to ensure your child's name is added to their waiting list. In addition, we will always offer them a place at another school. Oversubscription criteria for community and controlled primary schools can be found on page 24/25. Admissions policies for church-aided, foundation and academy primary schools can be found on the Admissions Policies tab on our website at www.iwight.com/schooladmissions.

The following primary schools reached their published admissions number (PAN) on National Offer Day with applications received by the closing day for the September 2017 admissions round:

- Binstead Primary School
- Carisbrooke CE Primary School
- Chillerton and Rookley Primary School

- Dover Park Primary School
- Gatten and Lake Primary School
- Newchurch Primary School
- Niton Primary School
- Northwood Primary School
- Shalfleet CE Primary Academy
- St Marys Catholic Primary School
- St Saviours Catholic Primary School
- Summerfields Primary School
- The Bay CE Primary School
- Yarmouth CE Primary School

The following secondary schools reached their published admissions number (PAN) on National Offer Day with applications received by the closing day for the September 2017 admissions round:

- Carisbrooke College
- Christ the King College
- The Island Free School

Primary and Secondary school places were allocated to pupils whose parents applied by the closing date and who had the highest priority within the published oversubscription criteria in the first instance. Any remaining places were filled by applicants whose forms were received between the closing date and the offer date. The parents who had not made an application for a secondary school were allocated a place at their nearest school by direct distance with spaces. This ensured that as many children as possible were allocated places at their preferred schools.

Can I choose the school I want my child to attend?

Under the law, you cannot choose a school. Instead, you can state a preference to tell us the schools **(you can select up to three)** that you would most like your child to go to.

Equal preference scheme

For admissions in September 2018 local authorities have to operate an equal preference scheme. The Equal Preference system was created to prevent admission authorities giving higher priority to parents who make a particular school their first preference. It means that every school preference you express is treated as if it is a unique application meaning each one is treated as equal. The equal preference system does not mean that you stand a better chance of gaining a place at a school simply by naming it as a preference nor does it mean that all of your preferred schools ranked on your application form will stand an equal chance of success.

This means that all applications received will be considered equally against the school's admission criteria with no regard to the ranking the school was

given on the application form. Therefore, the priority your child is placed in under the school's admission criteria is the most important factor when deciding whether a place is available at a school when applications are considered.

Community, Voluntary Aided, Foundation, Free and Academies have different admission criteria that must be applied to each application to determine the priority for admission and decide if they can offer your child a place at the school.

Sometimes there are not enough places at one school to offer every parent that applies for a place, this is what is meant when a school is "oversubscribed". We cannot guarantee that you will gain a place for your child at any of your preferred schools as this will depend on the admission criteria for the school and how it applies to your application and the number of applications that are received for each school.

What is stating a preference?

Stating a preference means you can name up to three schools you would prefer your child to attend. Your preferences must be listed in priority order, e.g., you should put the school you would most like your child to attend as your first preference.

Last year, on the Island, around 95.70% of parents obtained a place for their child at their first preferred primary school and 89.80% at their first preferred secondary school. We do not wish to discourage parents from applying for a place at the school that they most want their child to attend.

If you wish to change any of your preferred schools you can do so but, if you tell us after the closing date your application will be become 'Late' and this could affect your chances of obtaining a place at the school you most want your child to attend.

Before you state a preference we recommend that you read our home to school transport policy available at www.iwight.com/schooladmissions then click on the 'Admissions Policies' Tab.

Making an application Based on Medical Grounds

If your child or a member of your family living at the same address has a serious medical, physical or psychological need that means the child must attend the preferred school, then when applying online you must tick the medical box or the 'Are you applying for a place at any of your preferred schools on medical grounds?' box on the paper application form.

By the closing date please ensure that the school admissions office receive the supporting evidence from a registered health professional setting out the

reasons why attendance at the preferred school is essential. **The preferred school must be named in the supporting evidence from the health professional.** Your application will not be considered under this criterion if you do not provide the supporting evidence.

Data Protection

The information you supply on your application for a school place will be held on computer or other filing system and may be checked against other information held by the Isle of Wight Council or any other related agency. Your child's information is covered by the Data Protection Act 1998 which gives you the right to see it if you want to. This includes the school your child has been allocated on National Offer Day.

To request this information please write to School Admissions and Transport, Isle of Wight Council, County Hall, Newport, Isle of Wight, PO30 1UD, enclosing a copy of the evidence to prove your parental responsibility for the child you are requesting the information for.

The Equality Act 2010

The Equality Act 2010 replaced most of the Disability Discrimination Act (DDA). However, the Disability Equality Duty in the DDA continues to apply.

Admissions authorities such as the Isle of Wight Council and aided schools are under a duty not to discriminate against any pupils in their access to education.

Admission authorities must not discriminate:

- in the arrangements they make when considering any pupil's admission to a school;
- in the terms on which they offer to admit a disabled child to a school;
- by deliberately omitting to accept an application for admission.

All schools have a duty of care under the Equality Act 2010 as well as the Equality Duty 2011 to ensure that all aspects of admissions to schools, and the educational services they provide are inclusive and accessible at all times.

Further guidance on this is given in the Equality Act Code of Practice (www.equalityhumanrights.com)

Equality standards for local government

The Isle of Wight Council has signed up to the equality standards for local government which highlights our commitment to ensuring that all services are both inclusive and accessible. The equality standards for local government is supported by the law.

Local Offer

The Isle of Wight Council is committed to ensuring that all children and young people aged 0 to 25 have the best start in life.

All families need extra help from time to time. For children and young people who have special educational needs and disabilities (SEND), their differing needs mean varied levels of support are required at different times. Children and young people with the most complex needs and their parents and carers may need access to ongoing support and advice. We aim to provide a range of support so that children and young people with SEND can be educated and enjoy social opportunities alongside their peers, in their local community.

The Local Offer tells you what you can expect to be available for children and young people who have SEND on the Isle of Wight across education, health and social care services. There is a lot of help available and we aim to enable you to get the right support and advice when you need it most.

It is important to remember and acknowledge from the beginning that it is not just the professionals and specialist services that can help you and your family. For many people, it is the help of their family and friends, and the support of their community, that is most useful.

Within the Local Offer website there are services that everybody can use, such as the Family Centres, schools, leisure centres and your doctor's surgery. There are also a range of services that can provide very specialist support at times when it is most needed. e.g. drug and alcohol services, mental health etc.

It is a combination of informal and formal support that can provide your family with the help you need most and your child with the best opportunity to realise their potential.

To visit our Local Offer please go to www.iwight.com/localoffer.

Special education for statutory school age children

Special education for primary school

Many children have difficulties with learning at some point in their school life. If you think your child has a learning difficulty, you should first talk to his or her class teacher. This may result in a special programme being set up within school or, in some cases, may lead to your child being referred to one of the specialist support services. Each school has a written policy for meeting special educational needs. This policy must be in line with the Special Educational Needs Code of Practice (2015) issued by the Department for Education and should include details of the ways in which special needs are assessed and the resources that will be used to help pupils with learning

difficulties. More information on the provision available at a particular school can also be found through the Isle of Wight Council's Local Offer webpage – www.iwight.com/localoffer.

If the school's own resources and any help given by outside agencies and support services are not enough to meet your child's needs, your child may need to be considered for an assessment of their education, health and care needs. This assessment will always involve you and your child's teacher, as well as one of our educational psychologists. Others with information about the pupil's difficulties (for example, special support teachers, paediatricians or social workers) will also be involved in the process. This process may then result in an Education, Health and Care Plan (EHCP) being issued. This will describe your child's special educational needs and how they will be met. Help can be provided in different ways and may include specific resources, support from a learning support assistant or going to special facilities.

Most children with an Education, Health and Care Plan go to mainstream primary schools in the normal way. It is our policy to support children in those schools as far as possible.

Some primary school children have such complicated needs that they are best met in a special school or a resource unit. These are:

Medina House School

(for children aged 2 to 11 with severe and complex learning difficulties)

School Lane, Newport, PO30 2HS

Headteacher: Ms Julie Stewart

Phone: 01983 522917

Email: admin@medinahouse.iow.sch.uk

Website: www.medinahouseschool.co.uk

Two additional specialist units are based at:

Greenmount Primary School

Autistic Spectrum Resource Centre

St Vincent's Road, Ryde, PO33 3PT

Broadlea Primary School

Autistic Spectrum Resource Centre

Newport Road, Lake, PO36 9PE

To be considered for the special school or a full time placement at one of the resourced centres, a child must already have an Education, Health and Care Plan. Children are offered a place at the special school or centres if it is named on their Plan and where their needs cannot be met in their local school.

If your child has an Education, Health and Care Plan and speech, language and communication needs or an Autism Spectrum Disorder but does not attend one of the specialist units, they can be supported by outreach services from one of the units in the school they attend.

If your child is already attending a primary school and you ask for a place in a special school or resource centre, we will consider this following an annual review of your child's progress and discussions with us.

You can get information from our special educational needs section by telephoning 01983 821000 or by email to SEN@iow.gov.uk.

Special education for secondary school

Many children have difficulties with learning at some point in their school life. If you think your child has a learning difficulty, you should first talk to his or her class teacher. This may result in a special programme being set up within school or, in some cases, may lead to your child being referred to one of the specialist support services. Each school has a written policy for meeting special educational needs. This policy must be in line with the Special Educational Needs Code of Practice (2015) issued by the Department for Education and should include details of the ways in which special needs are assessed and the resources that will be used to help pupils with learning difficulties. More information on the provision available at a particular school can also be found through the Isle of Wight Council's Local Offer webpage – www.iwight.com/localoffer.

If the school's own resources and any help given by outside agencies and support services are not enough to meet your child's needs, your child may need to be considered for an education, health and care needs assessment. This assessment will always involve you and your child's teacher, as well as one of our educational psychologists. Others with information about the pupil's difficulties (for example, special support teachers, pediatricians or social workers) will also be involved in the process.

This process may then result in an Education, Health and Care Plan (EHCP) being issued. This will describe your child's special educational needs and how they will be met. Help can be provided in different ways and may include specific resources, support from a learning support assistant or going to special facilities.

Most children with an Education, Health and Care Plan go to mainstream secondary schools in the normal way. It is our policy to support children in those schools as far as possible.

Some secondary school children have such complicated needs that they are best met in a special school or a resource unit. These are:

St George's School

(for children aged 11 years and upwards (Year 7 to Year 14) with severe and complex learning difficulties)

Watergate Road, Newport, PO30 1XW

Headteacher: Mrs S Holman

Phone: 01983 524634

Email: office@stgeorges.iow.sch.uk

Carisbrooke College

Autistic Spectrum Resource Centre
Mountbatten Drive, Newport, PO30 5QU

Sandown Bay Academy

Autistic Spectrum Resource Centre
The Fairway, Lake, PO36 9JH

To be considered for the special school or a full time placement at the resourced centres, a child must already have an Education, Health and Care Plan. Children are offered a place at the special school or centres if it is named on their Plan and where their needs cannot be met in their local school.

If your child has an Education, Health and Care Plan and a diagnosed Autism Spectrum Disorder but does not attend one of the specialist units, they can be supported by outreach services from one of the units in the school they attend.

If your child is already attending a secondary school and you ask for a place in a special school or resource centre, we will consider this following an annual review of your child's progress and discussions with us.

You can get information from our special educational needs section by telephoning 01983 821000 or by email to SEN@iow.gov.uk.

Home to school transport

During the summer term 2015 the Local Authority carried out its annual review of the Home to Education Transport Policy. The policy has not been changed for September 2018 school admissions.

The policy encompasses all aspects of Home to Education transport, including:

- Primary School Pupils (4-11 year olds)
- Secondary school pupils (11-16 year olds)
- Post 16 students in Sixth Forms and Further Education (16-19 year olds)
- Children (4-16 year olds) with Special Educational Needs and Disabilities
- Transitional Arrangements
- Exceptional Circumstances.

The Home to School Transport Policy and Post 16 Transport Statement is available to be viewed on our website at www.iwight.com/schooladmissions.

Alternatively, paper copies of the policy can be obtained from the School Admissions and Transport Team at County Hall.

How do I apply for free transport?

You can get an application form from your child's proposed school, the school admissions and transport office, County Hall, Newport or apply online at www.iwight.com/schooladmissions. After you have completed the form you should send it to us at County Hall, Newport. If your child qualifies for free transport, he or she should travel in school uniform on the first morning of term in September. They will not be charged a fare. A bus pass will then be given to your child at school during the day. You must pay a replacement fee of £10 if your child's bus pass is lost or damaged.

My application for free transport has been refused – can I appeal?

If you have applied for free transport and been refused you can appeal to the transport appeal panel. Further information on how to do this will be provided with your refusal letter.

What if my child needs special transport arrangements?

If your child goes to a school for special educational or medical reasons, we may agree to provide free transport even though you may live less than two miles from the school. If your child has a Statement of Special Educational Needs/Education, Health and Care Plan you will need to apply to the SEN Team for transport.

What about safety on buses to school?

The safety of pupils travelling to and from school is very important and we expect all pupils to behave in a responsible way. If your child does misbehave, we could withdraw their bus pass which means that you will have to make, and pay for, their transport arrangements. It is very important, therefore, that you make sure your child behaves responsibly when travelling to and from school.

School meals

We encourage all children to have a mid-day meal at school. The vast majority of Island schools offer a choice of menu each day. All meals provided follow nationally agreed nutritional standards.

Free school meals (Reception, Years 1 and 2)

From September 2014 all pupils in reception, year 1 and year 2 in state-funded schools in England are eligible for free school meals. This includes academies, free schools, pupil referral units and alternative provision as well as maintained schools.

Free school meals (Year 3 upwards)

Your children will be entitled to free school meals if you receive:

- income support;
- 'income based' jobseeker's allowance;
- income related employment and support allowance

- support under part VI of the Immigration and Asylum Act 1999;
- universal credit
- child tax credit (provided you do not receive working tax credit and have an annual income, as assessed by Her Majesty's Revenue and Customs, that does not currently exceed £16,190)
- the guaranteed element of state pension credit

You can request an application form from;

- your child's school;
- by phoning us on 01983 823455;
- or apply on line at www.iwight.com/schooladmissions.

Free school milk is available if your child is under 5.

Paid Meals

If your child is not entitled to free school meals you can pay for them to have a school dinner.

All schools provide facilities for children to eat a packed lunch brought from home.

School uniform

Each School has its own uniform policy. This is set out in the School Prospectus which the school you wish your child to attend will give to you. The Isle of Wight Council does not provide uniform grants.

School Governors

A school's governing board is responsible for the strategic leadership and accountability of the school. It is made up of representatives from the local community who are elected or appointed on the basis of the skills and abilities they have, to make a positive contribution to the effectiveness of the school. If you are interested in becoming a school governor, please phone the governor support section on 01983 817280 or visit our website by following the link at: www.iwight.com/council/OtherServices/School-Governors/General-Information.

Early years free early education and childcare funding

Overview of the free Early Years Education (EYE) funding initiative

Early year's education takes place in pre-schools, day nurseries and with EYE funded child minders. All children are entitled to receive free education from the term after their 3rd birthday up until compulsory school age. The scheme is a Government funded initiative to support development and learning for young children.

The funding offers a 'free place' with childcare provider's allowing all children between the age of 3 and 4 to access good quality early year's care and education. All 3 and 4 year olds are currently entitled to 15 hours of free-funded early years' education per week, over 38 weeks of the year. The funding is available the term after the child's 3rd birthday and will continue until the child is statutory school age. Children must attend an early year's education service on the Isle of Wight that is registered with the Office for Standards in Education, Children's Services and Skills (Ofsted), and approved by Services for Young Children.

Funding is also available for 40% of the Island's two year old population who meet the Governments eligibility criteria. **Please note:** Families must meet strict criteria to be eligible. The Department for Education (DfE) stipulates that the funding is for children whose families are on a low income and meet the criteria for free school meals. Two Year Old Funding is not available for all two year old children.

Parents who are in receipt of one of the following will qualify:

- Income Support - for more information please [click here](#).
- Income based Job Seekers' Allowance - for more information please [click here](#).
- Income-related Employment and Support Allowance (ESA) - for more information please [click here](#).
- Support under Part V1 of the Immigration and Asylum Act 1999 - for more information please [click here](#).
- Guaranteed Element of the State Pension Credit - for more information please [click here](#).
- Child Tax Credit, provided you have an annual gross income of no more than £16,190, assessed by Her Majesty's Revenue and Customs. For more information please [click here](#).
- Working Tax Credits, provided you have an annual gross income of no more than £16,190, assessed by Her Majesty's Revenue and Customs. For more information please [click here](#).

Or if the two year old has a current statement of Special Educational Needs (SEN) or an Education, Health and Care plan:

- A form counter-signed by the relevant professional involved with the child is required for children who meet the following criteria.
- Has left local authority care through a Special Guardianship Order, adoption or a Residence Order.
- Is currently a Looked after Child, for example in foster care.
- Is in receipt of Disability Living Allowance (DLA.)

The Government has produced a [statutory guidance](#) for Local Authorities to deliver the free early years education for two, three and four year olds.

How to apply for a funded place

If your child is three or four years of age your chosen childcare provider will claim on your behalf. If your child is two years old and you believe you may be eligible to claim for funding please go to www.iwight.com/eysparentsinfo

Some early years education providers cannot offer the full entitlement so it is important for parents to check with their chosen service what they offer. It might be that a parent can use more than one provider so that their child can access their full entitlement; and these hours might be 'stretched' to fit in better with parent's working patterns or other commitments.

Early Years Pupil Premium

From April 2015 if your child is three or four years old and attending an early years education provider, then they could claim additional funding for each eligible child to spend on supporting the development, learning and care of children by accessing the **Early Years Pupil Premium (EYPP)** funding. Like the Pupil Premium available in Isle of Wight schools for children in Reception up to Year 11, the Early Years Pupil Premium will provide nurseries, pre-schools and childminders with extra funding to support children in achieving the best early years outcomes and start they can.

How can the Early Years Pupil Premium help your child and others that attend your child's early year's education setting?

The funding can help by providing:

- Extra training for staff
- Support for developing children's speech and language and learning
- Greater links between the early education setting and families
- Further opportunities and experiences to prepare children with starting school.

The funding that the provider receives for individual children may be 'pooled' together across other providers and schools in their locality, enabling access to other opportunities such as a specialist practitioner or specific resources that can be effectively shared.

Early years education providers will have to effectively demonstrate to (Ofsted) how funds have been used to improve children's education.

Free Early Years Flexible Entitlement (FFE) funding

Please check our FAQ's for information about the 'Early years Education' funding (EYE) Entitlement which is provided by the Isle of Wight Council. These are available to view at <https://www.iwight.com/Residents/Schools-and-Learning/Early-Years-Service/Early-Years-Service-Information-for-Parents/About-Early-Years>.

Early Years Education (EYE) Additional Entitlement (30 Hours)

From September 1st 2017, the government are proceeding with delivering its election manifesto commitment to give families where the parents are working, an entitlement to 30 hours for their 3 and 4 year old children.

The intention is to give additional free childcare in order to help families reduce the cost of childcare and also support parents into work or work more hours, should they wish to do so. This will be an additional entitlement to the existing 15 universal hours of free childcare.

To be eligible to the new entitlement, both parents or the sole parent in a one parent family will need to be working and earning on average the weekly

minimum equivalent of 16 hours at National Minimum wage or National Living Wage. This does not mean that they need to work 16 hours per week, but your earnings must reflect that you are earning at least 16 hours. Where at least one parent in a household earns £100,000 or more then that family will not be eligible to take up the extra free hours. Families will be eligible where only one parent is working and the other is in receipt of benefits relating to caring responsibilities or disability.

There will be grace periods covering temporary absences from the workplace, which will help families maintain childcare arrangements, avoiding disruption for children and providing parents with the opportunity to regain employment. This will also give providers certainty knowing that if they offer a place under the new entitlement they will not need to fill that place immediately if a parent's circumstances change. Eligibility will be confirmed through the Childcare Choices website, <https://www.childcarechoices.gov.uk/> this is an application system provided by HMRC. This link also allows parents to apply for the new Tax Free Childcare scheme at the same time.

Additional Information:

- The child's parents has a current determination of eligibility from HMRC
- No session longer than 10 hours
- No minimum session length (subject to the requirements on the Ofsted Early Years Register)
- Not before 6.00 am or after 8.00 pm
- A maximum of two sites in a single day Over 38 weeks (3 x school terms) or pro-rata over a maximum of 51 weeks a year (stretched entitlement).

In order to be eligible to the new entitlement to 30 hours free EYE childcare parents/carers of three and four year olds will need to meet the following criteria:

- The child has attained the age of three; and
- The child's parents/carers has a positive determination of eligibility from HMRC.
- HMRC criteria includes:
- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.

- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.

Who will not qualify?

A parent will not meet the criteria when:

- Either parent has an income of more than £100,000
- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

Charges and Refunds for School Activities

School governing bodies have policies on charges for their own schools. These are available at each school. In general, the education provided in Island schools is free. However, there may be charges for school visits and extra music activities. You may also be expected to provide clothing for some activities, particularly PE, art and crafts. You will find more details in a school's policy documents.

Comments and complaints about our services

We want you to be totally satisfied with the service you receive from us. We very much hope that you will be. Whether you are or not, we would like you to tell us. This can help us improve our services for everyone as well as help you.

If you want to make comments about the service you have received you can write to us at School Admissions and Transport, Isle of Wight Council, County Hall, Newport, Isle of Wight, PO30 1UD or alternatively you can telephone us on 01983 823455.

Complaints about a school

If you have a complaint about your child's school, you should talk to a member of staff or the head teacher in the first instance. All schools have complaints procedures.

ADMISSION INFORMATION FOR APPLYING FOR A PRIMARY SCHOOL PLACE

Timetable for Primary September 2018 admissions

Applying for a Primary School Place September 2017 to January 2018

Apply for a school place online via the local authority's website www.iwight.com/schooladmissions and click on the 'Starting School – Primary 2018' tab. If you are applying for a place at a church-aided primary school you should also contact the school direct to request a supplementary information form and prospectus.

If you are unable to access the online application process, please contact School Admissions on 01983 823455 and a paper application form can be posted to you.

Make sure that the online application or paper application form is received by the School Admissions office at County Hall, Newport by midnight on 15 January 2018. The aided school supplementary information form must also be returned direct to the school by the time stated in their policy on 15 January 2018.

Midnight on 15 January 2018

This is the latest time by which the school admissions office at County Hall, Newport, needs to receive your application form or online application.

Please Note: It is also the latest date by which the aided school needs to receive your supplementary information form by the time stated in their policy.

Is a place available at one of your preferred schools?

Yes

16 April 2018 (National offer day)

The date we will post a letter and if you applied online, you will also receive an email, confirming the school at which we have reserved a place for your child.

No

16 April 2018

The date we will post a letter and if you applied online, you will also receive an email, stating that your application has been refused. We will also tell you the name of the school where a place has been reserved.

You will be able to:

- appeal against our decision – your child's name will be put on a waiting list for your preferred school(s) and/or request to be placed on the waiting list for the foundation schools;

- ask for a place at a different school altogether.

May to July 2018

Appeal hearings take place.

Admission to Isle of Wight community and controlled primary schools for children starting school for the first time in September 2018

The Isle of Wight Council is responsible for admissions to the community and controlled primary schools on the Island. This section tells you about admissions arrangements to those schools – their names and addresses can be obtained from www.iwight.com/schooladmissions.

There are also foundation trust, church-aided and academy primary schools who consider their own applications for admission – their names, addresses, admission policy and aided school supplementary information forms can be found at www.iwight.com/schooladmissions.

Nearest School

If you are not sure which is your nearest school you can look online via the local authority's website www.iwight.com/schooladmissions and clicking on the 'Starting School – Primary 2018' tab, and clicking on the nearest school search link or by contacting School Admissions on 01983 823455 to find out.

At what age can my child start primary school?

Every child has to receive full-time education from the beginning of the term following his or her fifth birthday. However, your child can start primary school in the September after they have reached the age of four. For September 2018 your child must have been born between 1 September 2013 and 31 August 2014.

Can I defer my child's entry to primary school?

As stated in Section 2.16 of the School Admissions Code 2014, you can defer the date your child starts the primary school you have been allocated until later in the school year but not beyond the point at which they reach compulsory school age (their fifth birthday) and not beyond the beginning of the summer term of the school year for which the primary school place was allocated. However, you must still apply by midnight on 15 January 2018 so we can allocate a school place. It is important that you discuss deferred entry into primary school with the headteacher of your allocated school and the pre-school that your child attends, as you may wish them to remain at their current pre-school until they start primary school.

If you feel your child is not ready for full time education in the September, you can discuss opportunities for them attending school part time until your child

reaches compulsory school age with the headteacher of your allocated school.

My child is a summer born child, can I delay entry until September 2019 and apply for a reception year place?

Department for Education guidance and Section 2.17 of the School Admissions Code 2014 allows parents to delay entry of their children into the school system. School admission authorities are required to provide a place for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.

If your child is four during the period 1 April to 31 August 2018, but you do not wish them to start school until September 2019, a place will not be allocated at this time if you formally request delayed entry. If you want to delay your child's entry in to school it is important that you put in writing to School Admissions your reasons why you wish to delay starting school until September 2019. It is still advisable to apply for a school place in the correct admissions round, as your circumstances may change and you may wish your child to start sooner than September 2019. We strongly recommend that you discuss this situation fully with the headteacher of the school you are hoping your child will attend. Please be aware that although you will have had discussions with the Headteacher of a particular school, we cannot guarantee a place at that school in reception for September 2019. Please contact school admissions during the admissions round if you have decided to delay your child's entry and wish to apply for a school place for September 2019.

School admissions authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on circumstances of the case.

There is no statutory barrier to children being admitted outside of their normal year group.

If the child is educated outside of their normal age group whilst in primary school, when the child is due to transfer to secondary school it will be for the admission authority of the secondary school to decide whether to educate the child out of their normal age group e.g. they may require your child to transfer in their academic age group, which may mean a transfer at the end of year 5 or they will be able to transfer at the end of year 6 and will have to commence year 8.

Further information and an application form to download and complete requesting delayed entry into primary school is available on our website at www.iwight.com/schooladmissions then click on the 'Summer Born Children' tab.

What happens if my child does not reach the age of four until after

31 August 2018?

Children whose fourth birthday falls between 1 September 2018 and 31 August 2019 cannot be admitted to primary school until September 2019. However, they will be eligible for funding to attend pre-school for the school year 2018/19.

Is my child guaranteed a place at a primary school if they go to the local pre-school?

No, attending the pre-school on a primary school site **does not** guarantee a place at the primary school. If we receive too many applications for a particular primary school, we will allocate places using the oversubscription criteria of the school.

What about class sizes in primary schools?

There are special rules for admission into primary school reception classes and Years 1 and 2. **The law says that no class in these three year groups must contain more than 30 pupils.** If a primary school has too many applications for the number of places available, we will use the oversubscription criteria stated in the school admissions policy to allocate places.

How do I apply for a place at a primary school for September 2018?

If your child will be four by 31 August 2018 and you would like them to start school in the school year starting in September 2018 you should;

- Apply online at www.iwight.com/schooladmissions.
- If you have ticked that your child is applying for the school under medical grounds and/or is LAC, supporting evidence must also be received by School Admissions and Transport, County Hall by midnight on 15 January 2018.
- If you are applying for a place at a church aided primary school you must also complete their supplementary information form and return it direct to the school by the closing time stated in their policy on 15 January 2018.

Alternatively you can request a paper application form by telephoning 01983 823455. You should then:

- complete the paper application form and return to School Admissions and Transport, County Hall
- If you have ticked that your child is applying for the school under medical grounds and/or is LAC, supporting evidence must also be received by School Admissions and Transport, County by midnight on 15 January 2018.
- If you are applying for a place at a church aided primary school you must also complete their supplementary information form and return it direct to the school by the closing time stated in their policy on 15 January 2018.

Please note that we cannot accept responsibility for forms posted, or submitted online, that are not received by the closing date. If you are applying online, once the form has been fully submitted you will receive an email confirmation. If you are completing the paper common application form, we advise you to return your form in good time (with

the correct postage – please note that postage is based on the size and weight of the envelope and may need to be weighed at the Post Office) and enclose a stamped addressed envelope so we can confirm it has been received in the school admissions office.

Can I apply online for a school place for my child after the closing date?

No. Once our closing date of midnight on 15 January 2018 has passed all applications, or change of preference, updating home address, must be made to the local authority in writing. If it is a change of preference, a new application form does not need to be completed you can either send a letter with your changes to School Admissions and Transport, County Hall or an email to school.admissions@iow.gov.uk.

Any changes to your application after the closing date will make your application be classed as 'Late.'

What address is used for school admissions purposes?

The address you give on the application form must be the one on the Island where your child usually lives, e.g., in the case of admissions for September 2018 the relevant address will be where your child is living on **15 January 2018**.

If the child resides with each parent during the week, the address on the application form must be the address at which they spend most of their time.

If there is a dispute over the address of the child, then you must provide a residency order, issued by the court, if you wish us to consider that address.

NB – Any attempt to seek admission to a school on the basis of an address other than the normal family home (even if the other property is owned or rented by you) will be regarded as providing false information and will be treated accordingly (see below)

We cannot offer places based on a possible future address. If you have already submitted your application and you move home, please inform School Admissions in writing of your new address. If this change is received by midnight on the 15 January 2018 your application will still be 'on time', if the change is received after midnight on the 15 January 2018 it will be classed as 'late'.

If you are moving to the Island from the mainland, under Inter-Authority working you will need to apply for a place at an Island school via your current local authority. They will inform us of the application.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live within the area. The application will be considered if it is accompanied by an official letter i.e. MOD, FCO or GCHQ, that declares you will be posted to live within the area.

Parental Responsibility

All parents/guardians with parental responsibility for the child must agree on the preferred schools listed. The local authority will assume all parents/guardians agree on the application submitted unless informed otherwise. If there is a dispute this can not be resolved by the local authority. If the local authority is informed of a dispute they will process the application made by the parent with whom the child resides the majority of the time, unless an official court document states otherwise.

Please note: If the application is not made and agreed upon by the closing date it will be classed as 'late' and will not be processed until after all 'on-time' applications. This could mean that the preferred schools/s are full and your child will be placed in the nearest school with vacancies.

How many schools can I state a preference for?

You can state a preference for up to **three** primary schools including foundation, trust, church aided and academy primary schools. It is important to consider naming your nearest school as one of your three preferred schools. If you do not do so, you may be offered a place at a school some distance from your home address if your three preferred schools are over subscribed and we cannot offer you a place at any of these.

By law we have to consider applications we receive by the closing date first. If you apply later, even a day later, we will not consider your application until after we have considered those we received on time.

What happens if I give false information to get a place at a school?

We thoroughly check all applications. If we discover that you have used false information (such as an incorrect address or date of birth) after we have offered your child a place, we will withdraw that place.

How are places at a school allocated?

Pupils with special educational needs who have a particular school named in their Statement of Special Educational Needs / Education, Health and Care Plan (EHCP) must be admitted to the school. For further information please contact the special educational needs section on (01983) 821000 or email: SEN@iow.gov.uk. All children allocated a place will be included in the admissions number of the school.

Further preferences for community and controlled schools will then be considered by the local authority on the basis of the criteria listed below. Preferences for foundation, trust, aided and academy primary schools will be considered by the school's governing body on the basis of the school's admissions criteria. After all your preferences have been considered and if more than one place can potentially be offered the single offer is for the school ranked the highest on your application form.

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions) and after the admission of pupils with Statements of Special Educational Needs /

Education, Health and Care Plans (EHCP) where the school is named in the Statement / Plan, the following criteria will be applied, in the order set out below, to determine which children to admit:

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 order¹. 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. Pupils with a specific medical condition, confirmed and supported by a registered health professional, which makes a particular school the most appropriate. (Any application for a place at a particular school for medical reasons must be supported by independent medical evidence from the registered health professional and must be supplied by the closing date of midnight on 15 January 2018. The evidence must name the school and state the reasons why attendance at the school is essential and the difficulties that would be caused if the child had to attend another school.)
3. Children who at the time of application have an elder sibling who is already at the school and who will still be in attendance at the school in September 2018.
4. Children of staff² employed by the preferred school, in either or both of the following circumstances:
 - a) 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
 - b) the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
5. Children for whom the school is the nearest primary school to their home address at the time of application.
6. Church of England Voluntary Controlled schools only: - Children who do not live nearest to the preferred school from their home address but whose parents ask for a place for religious reasons. (Any application for a place at a particular school for religious reasons must be supported by a letter from your Church of England minister by the closing date of midnight on 15 January 2018, confirming that your family attends their Church of England at least once a month and has done so for six months or more before you made the application.)
7. Children for whom none of the previous oversubscription criteria apply.

¹An adoption order is an order under section 46 of the Adoption and Children Act 2002. A residence order is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

²A staff member is any person employed by the school.

If there are more applicants than remaining places within any of the above criteria the home-to-school distance will be used as a tiebreaker with those living nearest being offered places first.

Home-to-school distance will be measured in a straight line using the local authority's Geographical Information System (GIS) from the centre of the building of the home address to the centre of the school building.

In the event of a tie between two or more children when applying home-to-school distance as a tiebreaker and where there are not enough places available to offer all those children a place at the school, a random allocation will be carried out by the Local Authority. This will be in the form of a 'lucky dip' which will be overseen by an independent person from the Corporate Governance Team.

If only one place at a school is available within the admissions number and there are multiple birth in the family who have the next highest priority within the oversubscription criteria, we will offer places to all.

If the distances are equal (for example with a block of flats), lots will be drawn by an independent person to determine the allocation.

What happens if I return the form late?

If you complete the form after the closing date, even a day later, and the school/s applied for are full as a result of applications completed and received on time, your child will not be allocated a place there. If this happens you can appeal. Also, your child's name will be placed on a waiting list in a community or controlled school or you can request to be placed on the waiting list of a foundation, trust, aided or academy school.

What happens if I want to change my preference after the closing date?

We recognise that some parents may wish to change their preferred school(s) after the closing date due to, for example, moving house. If you wish to do this you should write to the school admissions office at County Hall immediately or email your updated preferences to school.admissions@iow.gov.uk. You cannot apply on-line for a change of preference after our closing date of midnight on 15 January 2018. Please remember, however, that your application will be treated as late and children of parents who have applied for a place at a school by the closing date will have priority for admission over those who change their preference after the closing date. This means that, even though you may have moved closer to another primary school, your child may not get a place there if it is already oversubscribed. If this happens you can appeal. Also, your child's name will be placed on a waiting list in a community or controlled school or you can request to be placed on the waiting list of a foundation, trust, aided or academy school.

When will I hear whether I have got the place I wanted?

We will post the letter, from our office, with the result of your application on 16 April 2018 (National offer day for England). If you applied online for a school place for your child the result will also be emailed to you on this date, as long as you did not opt out of receiving information from the Isle of Wight Council.

My application has been refused – can I appeal?

If we cannot offer your child a place at your preferred school/s, you can appeal to an appeals panel which is totally independent of us. A 'Notice to Appeal' form will be enclosed with the letter you receive. If you applied online and have requested a reply by email you will be able to download or complete an appeal form online at www.iwight.com/Residents/Schools-and-Learning/Education-Appeals/Tasks and the booklet which explains how to make an appeal from our website at www.iwight.com/Residents/Schools-and-Learning/Education-Appeals/Appeals-Timetable and click on the 'Appeal Guide for Parents' tab. As well as making your appeal in writing, we recommend that you go to the appeal hearing to present your case. You can bring a family member, professional or friend to support you. The decision of an appeals panel is binding on us.

In exceptional circumstances, a second appeal may take place if you are able to provide new evidence which could not have been introduced at the time of the original appeal hearing.

Can I put my child's name on a waiting list?

Children refused a place (or places) at their preferred community or controlled school will be automatically placed on a waiting list for that school unless you specifically request that this must not happen. If you have been refused a place at a foundation, trust, voluntary aided or academy school, you must write to the school to request your child is added to their waiting list. Your child will be removed from the list only on obtaining a place at the preferred school or at the end of the school year. If you subsequently accept a place at an alternative school, you will be asked if you wish to remove your child from the waiting list at your preferred school. In July a form will be sent to you to complete and indicate if you wish your child's name to remain on the waiting list. If you do not return this form by the date specified in the letter your child will be removed from the waiting list.

Where your child is placed on the school's waiting list depends upon the oversubscription in the school admissions policy. Priority is not given on a first-come first-served basis. If you apply late but live very close to the school, your child may go to the top of the waiting list or very near to it. Please remember that your child's position on the waiting list can change, moving up or down as others join the list or are removed from it.

Children who are the subject of a direction by a local authority or who are allocated a place in accordance with the fair access protocol will take precedence over those on a waiting list.

Waiting lists for September 2018 admissions will be established for the first time on 30 April 2018.

If you want to know where your child is on a waiting list you can contact the relevant admission authority (local authority or school). The Isle of Wight Council maintains waiting lists for its community and controlled primary schools.

What happens if I move house after I have received the offer of a school place?

If you have received a letter offering your child a place at your preferred school and you then move house, you can keep that school place. Please be aware that you may be responsible for travel arrangements (including bus fares) to that school. If you would like to state a preference for a different school, please contact the school admissions team in writing or by emailing school.admissions@iow.gov.uk.

Fair access protocol

The Isle of Wight Council has a 'fair access protocol' which gives priority to admissions for certain categories of school age children. This protocol relates to admissions throughout the year. The protocol will take priority above the school's admission policy for those on a school's waiting list and the local authority may require schools to admit above their published admissions number. The policy can be found at www.iwight.com/schooladmissions.

Admission to community and controlled primary schools at other times

Can my child change schools?

You can ask for your child to change schools at any stage during their education. This may be because you are moving house, you wish to seek different provision for your child or, because of your child's relationship with their school, you feel that a 'fresh start' could help their education. We believe that, before you make a final decision concerning any move, you should consider the implications and effects it might have on your child's education and/or progress.

You may also wish to enquire about the availability of places from the admissions team before making a final decision and returning your application form. Some schools may be full in certain year groups, and although they may be your preferred choice the admissions authority may only be able to offer a place on a waiting list.

You will need to contact Northwood Primary School direct, to request a copy of their application form for an in-year admission and return this direct to the school. They will inform the local authority of the application.

How do I apply?

You apply on line or download an application form from the local authority website at www.iwight.com/schooladmissions and clicking on the 'Do it Online' tab. Alternatively you can obtain an application form from school admissions at County Hall, Newport on 01983 823455. However, you should always check with the School Admissions team for availability in your preferred school as this data changes regularly.

It is very important that applications are completed correctly and returned with any relevant evidence, such as medical.

What happens if I am moving with my family to the Island from the mainland?

If you are moving to the Island from the mainland, you can apply for a school place direct to us. You can do this at www.iwight.com/schooladmissions then click on the Do It Online Tab and complete the In Year School Placement Application form.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live within the area. The application will be considered if it is accompanied by an official letter i.e. MOD, FCO or GCHQ, that declares you will be posted to live within the area.

Important Note: If your child has been attending an Island school and you move to the mainland their name will be removed from the roll of that school, once this is confirmed. Should you subsequently return to the Island and wish your child to be re-admitted to the same school this will only happen if there are vacancies. If the school is full your child will be offered admission to the nearest school to your home address where places are available.

Will my child obtain a place at my preferred school?

If a vacancy exists within the admissions number of the particular year group at your preferred school, your child will receive a place there. However, we will only confirm a school place a maximum of four weeks, excluding school holidays, in advance of your child starting at a school. Should the year group at the school be full you will receive a letter confirming this and advising you that you can:

- appeal to an appeals panel which is totally independent of us. A 'Notice to Appeal' form will be enclosed with the letter you receive. If you applied online and have requested a reply by email you will be able to download or complete an appeal form online at www.iwight.com/Residents/Schools-and-Learning/Education-Appeals/Tasks and the booklet which explains how to make an appeal from our website at www.iwight.com/Residents/Schools-and-Learning/Education-Appeals/Appeals-Timetable and click on the 'Appeal Guide for Parents' tab. As well as making your appeal in writing, we recommend that you go to the appeal hearing to present your case. You can bring a family member, professional or friend to support you. The decision of an appeals panel is binding on us.

In exceptional circumstances, a second appeal may take place if you are able to provide new evidence which could not have been introduced at the time of the original appeal hearing.

and, at the same time:

- automatically be placed on the waiting list/s of your preferred community or controlled school, unless you specifically request that this must not happen. If you have been refused a place at a foundation, trust, aided or academy school, you must write to the school to request your child is

added to their waiting list. Your child will be removed from the list only on obtaining a place at the preferred school or at the end of the school year. If you subsequently accept a place at an alternative school, you will be asked if you wish to remove your child from the waiting list at your preferred school.

Your child's name can be added to the waiting list even if you are not resident on the Island but as soon as you have an Island address please update us and the school as this will alter your place on the waiting list.

Your child will be expected to take up the place within four weeks should a vacancy occur.

In July a form will be sent to you to complete and indicate if you wish your child's name to remain on the waiting list. If you do not return this form by the date specified in the letter, your child will be removed from the waiting list.

Can I apply for a place outside of my normal age group?

As stated in Section 2.17, 2.17A and 2.17B of the School Admissions Code 2014, parents may seek a place for their child outside of their normal age group for example if the child is gifted and talented or due to problems such as ill health. Your application will be processed for your normal year group and the decision will be made by the admissions authority for the school where your child has been allocated a place, in consultation with the Headteacher to determine whether your request is approved. Your child will be allocated a place in their normal year group, even if the request has been approved.

You will be expected to apply for a place at secondary school in the admissions round for your normal year group. If you would like your child to remain in the year group in which they are being taught you will need to contact the admissions authority for the school/s you would like to apply for. If your request is approved, the admissions authority will need to write to the local authority to approve your request to enable your application to be cancelled for your normal transfer group.

If you would like your child to transfer to secondary school early in the year group with whom they are being taught, you will need to contact the admissions authority for the school/s you would like to apply for. If your request is approved, the admissions authority will need to write to the local authority to approve your request to enable you to make an application in the transfer group.

Parents have the statutory right to appeal against the refusal of a place at a school for which they have applied. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

ADMISSION INFORMATION FOR APPLYING FOR A SECONDARY SCHOOL PLACE

Timetable for Transfer to Secondary September 2018 admissions

September 2018 to October 2018

Apply for a school place online via the local authority's website www.iwight.com/schooladmissions then clicking on the 'Secondary School Sept. 2018' tab.

If you are applying for a place at a Christ the King College or The Island Free School you will also need to contact the school direct to request a supplementary information form.

If you are unable to access the online application process, please contact School Admissions on 01983 823455 and a paper application form can be posted to you.

Make sure that the online application or the paper application form is received by the school admissions office at County Hall, Newport by midnight on 31 October 2017.

The supplementary information form must also be received by Christ the King College or The Island Free School by the time stated in each of their policies on 31 October 2017.

Midnight on 31 October 2017

This is the latest time by which the school admissions office at County Hall, Newport, needs to receive your online application or paper application form.

Please Note: Christ the King College and The Island Free School need to receive your supplementary information form by the time stated in each of their policies on 31 October 2017.

Is a place available at one of your preferred schools?

Yes

1 March 2018 (National offer day)

The date we will post a letter and if you applied online, you will also receive an email, confirming the school at which we have reserved a place for your child.

No

1 March 2018

The date we will post a letter and if you applied online, you will also

receive an email, stating that your application has been refused. We will also tell you the name of the school where a place has been reserved.

You will be able to:

- appeal against our decision – your child's name will be put on a waiting list for your preferred school(s) and/or request to be placed on the waiting list for the foundation schools;
- ask for a place at a different school altogether.

May to July 2018

Appeal hearings take place.

Summer Term 2018

Schools contact parents about induction days.

September 2018

Autumn term starts.

Admission to Isle of Wight secondary schools for children due to transfer school in September 2018

In September 2018 seven secondary schools will have foundation, trust, academy, or free status and one will be a voluntary aided Church of England and Catholic secondary school. Although these schools will be their own admission authority the Isle of Wight Council will support the admissions processes of these schools.

There is also one studio school, which admits students from Year 10 onwards. Parents/guardians of students in Year 9 can apply direct to the Isle of Wight Studio School for a place at the school ready for when their child commences Year 10.

Nearest School

If you are not sure which is your nearest school you can look online via the local authority's website www.iwight.com/schooladmissions and clicking on the 'Secondary School - Sept 2018' tab, and clicking on the nearest school search link or by contacting School Admissions on 01983 823455 to find out.

At what age does my child transfer to secondary school?

Your child will start secondary school (Year 7) at the beginning of the school year following their 11th birthday (i.e., they must be 11 years old by 31 August 2018.)

How do I apply for a place at secondary school for September 2018?

If your child is in Year 6 in September 2017 you should:

- Apply online at www.iwight.com/schooladmissions by midnight on 31 October 2017.
- If you are applying for a place at Christ the King College or the Island Free School you **must also** complete their supplementary information form and return it direct to the school by the time stated in each of their policies on 31 October 2017. If you do not complete their supplementary information form the school will be unable to obtain the information in order to rank your application in line with their oversubscription criteria and your application will be considered after those who have completed both application forms.
- If you have ticked that your child is applying for the school under medical grounds and/or is LAC, supporting evidence must also be received by School Admissions and Transport, County Hall by midnight on 31 October 2017.

Alternatively you can request a paper application form by telephoning 01983 823455. You should then:

- Complete the paper application form and return to School Admissions and Transport, County Hall by midnight on 31 October 2017.
- If you are applying for a place at Christ the King College or the Island Free School you **must also** complete their supplementary information form and return it direct to the school by the time stated in each of their policies on 31 October 2017. If you do not complete their supplementary information form the school will be unable to obtain the information in order to rank your application in line with their oversubscription criteria and your application will be considered after those who have completed both application forms.
- If you have ticked that your child is applying for the school under medical grounds and/or is LAC, supporting evidence must also be received by School Admissions and Transport, County Hall by midnight on 31 October 2017.

Please note that we cannot accept responsibility for forms posted, or submitted online, that are not received by the closing date. If you are applying online, once the form has been fully submitted you will receive an email confirmation. If you are completing the paper common application form, we advise you to return your form in good time (with the correct postage – please note that postage is based on the size and weight of the envelope and may need to be weighed at the Post Office) and enclose a stamped addressed envelope so we can confirm it has been received in the school admissions office.

Can I apply on-line for a school place for my child after the closing date?

No. Once our closing date of midnight on 31 October 2017 has passed all applications or change of preference, change of address, must be notified to the local authority in writing. If it is a change of preference, a new application form does not need to be completed you can either send a letter with your changes to School Admissions and Transport, County Hall or an email to school.admissions@iow.gov.uk.

Any changes to your application after the closing date will make your application be classed as 'Late.'

What address is used for school admissions purposes?

The address you give on the application form must be the one on the Island where you and your child usually live, i.e. in the case of admissions for September 2018 the relevant address will be where you and your child are living on 31 October 2017.

If the child resides with each parent during the week, the address on the application form must be the address at which they spend most of their time.

If there is a dispute over the address of the child, then you must provide a residency order, issued by the court, if you wish us to consider that address.

Any attempt to seek admission to a school on the basis of an address other than the normal family home (even if the other property is owned or rented by you) will be regarded as providing false information and will be treated accordingly (see below).

We cannot offer places based on a possible future address. If you have already submitted your application and you move home, please inform school admissions in writing of your new address. If this change is received by midnight on the 31 October 2017 your application will still be 'on time', if the change is received after midnight on the 31 October 2017 it will be classed as 'Late'.

If you are moving to the Island from the mainland, under Inter-Authority working you will need to apply for a place at an Island school via your current local authority. They will inform us of the application.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live within the area. The application will be considered if it is accompanied by an official letter i.e. MOD, FCO or GCHQ, that declares you will be posted to live within the area.

Parental Responsibility

All parents/guardians with parental responsibility for the child must agree on the preferred schools listed. The local authority will assume all parents/guardians agree on the application submitted unless informed otherwise. If there is a dispute this cannot be resolved by the local authority. If the local authority is informed of a dispute they will process the application made by the parent with whom the child resides the majority of the time, unless an official court document states otherwise.

Please note: If the application is not made and agreed upon by the closing date it will be classed as 'Late' and will not be processed until after all 'on-time' applications. This could mean that the preferred schools/s are full and your child will be placed in the nearest school with vacancies.

How many schools can I state a preference for?

You can state a preference for up to three secondary schools. It is important to consider naming your nearest school as one of your three preferred schools. If you do not do so, you may be offered a place at a school some distance from your home address if your three preferred schools are over subscribed and we cannot offer you a place there. You should also make sure you put the schools you would most like your child to attend in priority order.

By law, we have to consider applications we receive by the closing date first. If you apply later, even a day later, we will not consider your application until after we have considered those we received on time.

What happens if I give false information to get a place at a school?

We thoroughly check all applications. If we discover that you have used false information (such as an incorrect address), after we have offered your child a place, we will withdraw that place.

How are places at a school allocated?

Pupils with special educational needs who have a particular school named in their Statement / Education, Health and Care Plan (EHCP) must be admitted to the school. For further information please contact the special educational needs section on (01983) 821000 or email: SEN@iow.gov.uk. All children allocated a place will be included in the admissions number of the school.

Each of our secondary schools have their own Admissions Policies which set out their oversubscription criteria. These can be found at:

www.iwight.com/schooladmissions.

After all your preferences have been considered and if more than one place can potentially be offered the single offer is for the school ranked the highest on your application form.

If there are more applicants than remaining places within any of the oversubscription criteria for the secondary schools, home-to-school distance will be used as a tiebreaker with those living closer being offered places first.

We will measure in a straight line using the local authority's Geographical Information System (GIS) from the centre of the building of the home address to the centre of the school building, with those living closer to the school receiving the higher priority.

If the distances are equal (for example with a block of flats), lots will drawn by an independent person to determine the allocation.

If only one place at a school is available within the admissions number and there are multiple birth in the family who have the next highest priority within the oversubscription criteria, we will offer places to both.

What happens if I return the form late?

If you complete the form after the closing date, even a day later, and the school/s applied for are full as a result of applications completed and received on time, your child will not be allocated a place there, even if it is your nearest school. If this happens you can appeal. Also, you can request to be placed on the waiting list of your preferred secondary school.

This also applies to the supplementary information form you will need to complete and return to either Christ the King College or The Island Free School. If you do not complete their supplementary information form the school will be unable to obtain the information in order to rank your application in line with their oversubscription criteria and your application will be considered after those who have completed both application forms.

What happens if I want to change my preference after the closing date?

We recognise that some parents may wish to change their preferred school(s) after the closing date due to, for example, moving house. If you wish to do this you should write to the school admissions office at County Hall or email school.admissions@iow.gov.uk immediately. You cannot apply online for a change of preference after our closing date of 31 October 2017. Please remember, however, that your application will then be classed as 'Late' and children of parents who have applied for a place at a school by the published closing date will have priority for admission over those who change their preferences after the closing date. This means that, even though you may have moved closer to another secondary school, your child may not get a place there if it is already oversubscribed. If this happens you can appeal and your child's name can be added to the waiting list.

When will I hear whether I have got the place I wanted?

We will post the letter, from our office, with the result of your application on 1 March 2018 (National offer day.) If you applied online for a school place for your child the result will also be emailed to you on this date, as long as you did not opt out of receiving information from the Isle of Wight Council.

My application has been refused – can I appeal?

If we cannot offer your child a place at your preferred schools, you can appeal to an appeals panel which is totally independent of us. A 'Notice to Appeal' form will be enclosed with the letter you receive. If you applied online and have requested a reply by email you will be able to download or complete an appeal form online at www.iwight.com/Residents/Schools-and-Learning/Education-Appeals/Tasks and the booklet which explains how to make an appeal from our website at www.iwight.com/Residents/Schools-and-Learning/Education-Appeals/Appeals-Timetable and click on the 'Appeal Guide for Parents' tab. As well as making your appeal in writing, we recommend that you go to the appeal hearing to present your case. You can bring a family member, professional or friend to support you. The decision of an appeals panel is binding on us.

In exceptional circumstances, a second appeal may take place if you are able to provide new evidence which could not have been introduced at the time of the original appeal hearing.

Can I put my child's name on a waiting list?

Children refused a place(s) at their preferred secondary school will need to request in writing to be placed on their waiting list.

Where your child is placed on the school's waiting list depends upon the oversubscription criteria set out in the school admissions policy. Priority is not given on a first-come first-served basis. If you apply late but live very close to the school, your child may go to the top of the waiting list or very near to it. Please remember that your child's position on the waiting list can change, moving up and down as others join the list or are removed from it.

Waiting lists for September 2018 admissions will be established for the first time on 16 March 2018.

If you want to know where your child is on a waiting list you can contact the relevant admission authority. All secondary schools are their own admissions authority and you will need to contact them direct.

What happens if I move house after I have received the offer of a school place?

If you have received a letter offering your child a place at your preferred school, and you then move house, you can keep that school place. Please remember, though, that you may be responsible for travel arrangements (including bus fares etc) to that school. If you would like to state a preference for a different school, please contact the school admissions team in writing or by emailing school.admissions@iow.gov.uk.

Fair access protocol

The Isle of Wight Council has a fair access protocol which gives priority to admissions for certain categories of school age children. This protocol relates to admissions throughout the year. The protocol will take priority above the school's admission policy for those on a school's waiting list and the local authority may require schools to admit above their published admissions number. The policy can be found by following the link on www.iwight.com/schooladmissions.

Admission to Isle of Wight secondary schools at other times

Can my child change schools?

You can ask for your child to change schools at any stage during their education. This may be because you are moving house, you wish to seek different provision for your child or, because of your child's relationship with their school, you feel that a fresh start could help their education. We believe

that, before you make a final decision concerning any move, you should consider the implications and effects it might have on your child's education and/or progress.

To enquire about spaces at secondary schools, you must contact the school direct. Some schools may be full in certain year groups, and although they may be your preferred choice after making an application the admissions authority may only be able to offer a place on a waiting list.

You will need to contact Christ the King College to obtain a copy of their supplementary information form, which needs to be completed and returned to the school direct as well as completing the local authority application form.

You will need to contact The Island Free School direct, to request a copy of their application form for an in-year admission and return this direct to the school. They will inform the local authority of the application.

How do I apply?

You apply on line or download an application form from the local authority website at www.iwight.com/schooladmissions and clicking on the 'Do It Online' tab. Alternatively you can obtain an application form from school admissions at County Hall, Newport on 01983 823455. However you should always check with the secondary school for availability in your preferred school as this data changes regularly.

It is very important that applications are completed correctly and returned with any relevant evidence, such as medical.

What happens if I am moving with my family to the Island from the mainland?

If you are moving to the Island from the mainland, you can apply for a school place direct to us. You can do this at www.iwight.com/schooladmissions then click on the Do It Online Tab and complete the In Year School Placement Application form.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live within the area. The application will be considered if it is accompanied by an official letter i.e. MOD, FCO or GCHQ, that declares you will be posted to live within the area.

Important Note: If your child has been attending an Island school and you move to the mainland their name will be removed from the roll of that school, once this is confirmed. Should you subsequently return to the Island and wish your child to be re-admitted to the same school this will only happen if there are vacancies. If the school is full your child will be offered admission to the nearest school to your home address where places are available.

Will my child obtain a place at my preferred school?

If a vacancy exists within the admissions number of the particular year group at your preferred school, your child will receive a place there. However, we

will only confirm a school place a maximum of four weeks, excluding school holidays in advance of your child starting at a school. Should the year group at the school be full you will receive a letter confirming this and advising you that you can:

- appeal to an appeals panel which is totally independent of us. A 'Notice to Appeal' form will be enclosed with the letter you receive. If you applied online and have requested a reply by email you will be able to download or complete an appeal form online at www.iwight.com/Residents/Schools-and-Learning/Education-Appeals/Tasks and the booklet which explains how to make an appeal from our website at www.iwight.com/Residents/Schools-and-Learning/Education-Appeals/Appeals-Timetable and click on the 'Appeal Guide for Parents' tab. As well as making your appeal in writing, we recommend that you go to the appeal hearing to present your case. You can bring a family member, professional or friend to support you. The decision of an appeals panel is binding on us.

In exceptional circumstances, a second appeal may take place if you are able to provide new evidence which could not have been introduced at the time of the original appeal hearing.

and, at the same time:

- request to be put on the waiting list by writing to the secondary school/s for which you have been refused a place. The waiting list will operate until your child gains a place or until the end of the school year. Your child will be removed from the list only on obtaining a place at the preferred school or at the end of the school year.

Your child's name can be added to the waiting list even if you are not resident on the Island but as soon as you have an Island address please update us and the school as this will alter your place on the waiting list.

Your child will be expected to take up the place within four weeks should a vacancy occur.

Can I apply for a place outside of my normal age group?

As stated in Section 2.17, 2.17A and 2.17B of the School Admissions Code 2014, parents may seek a place for their child outside of their normal age group for example if the child is gifted and talented or due to problems such as ill health. Your application will be processed for your normal year group and the decision will be made by the admissions authority for the school where your child has been allocated a place in consultation with the Headteacher to determine whether your request is approved. Your child will be allocated a place in their normal year group, even if the request has been approved.

Parents have the statutory right to appeal against the refusal of a place at a school for which they have applied. Parents do not have a right to appeal if

they are offered a place at the school but it is not in their preferred age group.

Admission to sixth form

Students are required to apply for admission direct to the school they wish to attend (not the local authority).

A range of A and AS level courses are available as well as a number of vocational courses. Further information can be obtained by contacting IW Education Participation Team or via the 14-19 on line prospectus at www.futures4me.com/iw.

The schools which currently have a sixth form are:

- Carisbrooke College
- Christ the King College
- Cowes Enterprise College
- Medina College
- Ryde Academy
- Sandown Academy
- Isle of Wight Studio School

Terms used in this booklet

Academy

An academy is a state-funded school managed by an independent sponsor. The funding agreement between an academy company and the Secretary of State requires the academy's admissions policy and arrangements to be in accordance with, or consistent with admissions law and the school admissions code.

Additional/supplementary forms

All parents who list their preferred school on the Isle of Wight Council's common application form are regarded as having made a valid application. An additional or supplementary form will also have to be completed for applicants who are applying for church aided schools, this also needed to be returned to the appropriate school by the advertised closing date to ensure your application remains on time.

Admissions number

The maximum number of children a school can give places to each year.

Aided school

A school owned by trustees and mostly maintained by the local authority. The school governing body controls admissions and religious education.

Common application form

The form which all parents must complete when applying for school places.

Collaboration

Providers on the Island work together to enhance education provision for 14 to 19 year old students

Community school

A school which the Isle of Wight Council owns, funds and maintains.

Co-ordinated admission scheme

Ensures that a letter or email (for online applications) is dispatched on 1 March 2018 and 16 April 2018 to every child living on the Isle of Wight, who is due to transfer to secondary school or commence primary school, with the offer of a place. The scheme gives clear communications on school admissions between the local authority, the aided schools, academies, foundation schools and free schools.

Distance

Distance for the allocation of school places will be measured in a straight line by the local authority's geographical information system (GIS) from the centre of the building of the home address to the centre of the school building with those living closer to the school receiving the higher priority. If distances are equal (for example with a block of flats) lots will be drawn by an independent person to determine the allocation.

Fair Access Protocol

This protocol prioritises admissions for certain categories of school age children. This protocol relates to admission applications throughout the year.

Free School

Free Schools are all-ability state-funded schools set up in response to what local people say they want and need in order to improve education for children in their community.

Foundation school

A school which has foundation status and the governing body controls admissions.

Independent school

A school which the Isle of Wight Council does not fund or maintain – a privately-owned school.

Multiple Birth

Children born to the same parents with the same date of birth.

Online admissions

Parents can apply for a place for September 2018 via the Local Authority's website www.iwight.com/schooladmissions and clicking on the appropriate tab.

Parents

A parent is any person who has parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', both parents must agree on the school/s listed on the application. If there is a dispute then legal documentation will be required stating who will be responsible for the child's education. If a dispute has been lodged and

parents come to an amicable agreement, written confirmation will be required from both parents with parental responsibility.

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner, and in every case, the child should be living in the same family unit at the same address.

Studio School

Studio schools offer academic and vocational qualifications, but teach them in a practical and project-based way. Study is combined with work placements at employers who are involved in the school.

Supplementary Information Form (SIF)

The form which parents complete when applying for a school place at an aided, free school. Please ensure this is returned to the appropriate school by the closing date to ensure your application for a school place is on time.

Unique Identification Number (UID) – Secondary Schools only

To apply for a school place online you will be able to log on to your child's record using the UID. This number will be in the letter sent to you in September, informing you of the transfer to secondary school.

We, us, our

The Isle of Wight Council as the local authority.