

# Admission to community and controlled primary schools at other times

## How are places at a school allocated?

Pupils with special educational needs who have a particular school named in their Education Health Care Plan 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 Educational, Health Care Plan (EHCP) where the school is named in the EHCP, 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 order<sup>1</sup>. 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 staff<sup>2</sup> 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 who live closest to the preferred school from their home address.
6. Controlled schools only: - Children who do not live closest 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 minister by the closing date of midnight on 15 January 2018, confirming that your family attends church at least once a month and has done so for six months or more before you made the application.)

<sup>1</sup>An 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).

<sup>2</sup>A 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 closer being offered places first.

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

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 both.

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

## **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, and although they may be your preferred choice the local authority may only be able to offer a place on a waiting list.

## **How do I apply?**

You can apply on line using the website [www.iwight.com/schooladmissions](http://www.iwight.com/schooladmissions) or you download an application form. Alternatively if you do not have access to the internet you can request an application form from School Admissions at County Hall on 823455. You can obtain an application form from School Admissions at County Hall, Newport. 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, 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.

**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 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](http://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](http://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:

- Your child will 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 will be put on the waiting list even if you are not resident on the Island but as soon as you have an Island address please update us 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 stated on the reply form your child will be removed from the waiting list.