



# NORTHWOOD PRIMARY SCHOOL

## ADMISSIONS POLICY Arrangements 2019-20

Signed	<i>V. Garrett</i>	
Role	Chair of Governors	
Date	22 February 2018	

Determined by (Committee)	FGB
Date approved	22 February 2018
Review frequency	Annual
Date of next review	Spring Term 2019

# Northwood Primary School

## Admissions Arrangements – 2019-20 school year

These arrangements are established in accordance with Annex B of the academy's funding agreement.

The school is Northwood Primary School and the academy trust is Northwood Primary School Academy Trust. Northwood Primary School Academy Trust is the admissions authority. Admissions are centrally co-ordinated by the Isle of Wight Council.

## The Admissions Process

The timetable and procedures for admissions are set out in both the School Admissions Code and the School Admissions Regulations 2012 (as amended). The admissions timeline applies to all state funded schools including Academies and Free Schools (through their funding agreement).

Local Authorities have a key role in providing information to parents on admission arrangements and schools in their area and in co-ordinating school admissions for parents for all state funded schools. Local authorities will also be notified and have oversight of the outcome of all in-year applications.

The Isle of Wight Council operates a timetabled co-ordinated admissions procedure for all primary schools in line with the above legislation and will manage this process according to the scheme which they will publish annually in their admissions booklet.

The closing date for common application forms (admission forms) to be received by the Isle of Wight Council will be as published in their admissions booklet for that year. Also contained in the booklet will be information on how to complete the form online, dates for notification to parents of admissions decisions and closing dates for accepting places or lodging appeals.

It is Northwood Primary School Academy Trust, as the admissions authority for the school, who will allocate the available places at Northwood Primary School in line with their own admissions policy.

## Admission Number

The school has an agreed admission number of 30 pupils for entry in Reception Class (this is the Published Admission Number or PAN). The school will accordingly admit up to 30 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply.

## Oversubscription Criteria

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Children who are in the care of a local authority or children who have previously been in care but immediately after being in care became subject to an adoption, residence or special guardianship order<sup>1</sup>;
2. Pupils with a specific medical condition, confirmed by a consultant paediatrician or similar health professional, which makes Northwood Primary School the most appropriate school for them. (Any application for a place at Northwood Primary School for medical reasons must be supported by independent evidence supplied at the time of application confirming the reasons why attendance at Northwood Primary School is essential or that Northwood Primary School is most suitable and the difficulties that would be caused if the child had to attend another school);
3. Children who have an elder sibling:
  - a) who is on roll at Northwood Primary School at the time of application, and
  - b) who will still be on roll at Northwood Primary School at the start of the following academic year.
4. Children of Northwood Primary School staff 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 a demonstrable skill shortage.
5. Children for whom the school is the closest primary school to their home address at the time of application.
6. Children for whom the school is not the closest primary school to their home address at the time of application.

<sup>1</sup> An adoption order is an order under section 46 of the Adoption and Children Act 2001. A residence order is an order settling the arrangements to be made as 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 guardians).

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. Home to school distance will be measured in a straight line using a 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 tie-breaker and where there are not enough places to offer all those children a place at the school a random allocation will be carried out. This will be in the form of a “lucky dip” which will be overseen by an independent person. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

### **Waiting List**

Subject to any provisions in the Isle of Wight Council’s coordinated admission scheme, Northwood Primary School will operate a waiting list. Where in any year there are more applications for places than there are places available, a waiting list will operate until the end of the first term of the academic year.

Northwood Primary School will maintain the waiting list and any parent/carer may request that their child’s name is added to the waiting list, following an unsuccessful application for a place at the school. Each child added to the list will require the list to be ranked again in line with the published oversubscription criteria.

Priority will not be given to children based on the date their application was received or their name was added to the waiting list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on the waiting list.

**If you require any further information about applying for a place at Northwood Primary School, please contact:**

**Mandy Airey, School Business Manager, Northwood Primary School, Wyatts Lane, Northwood, Cowes, Isle of Wight PO31 8PU**

**01983 293392**

**[sbm@northwoodpri.co.uk](mailto:sbm@northwoodpri.co.uk)**

## **Glossary**

### **Academic Year**

A period commencing with 1 August and ending with the next 31 July, as defined by the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 (as amended).

### **Admission Authority**

The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.

### **Admission Arrangements**

The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

### **Admission Number (or Published Admission Number – (PAN))**

The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

### **Common Application Form**

The form parents complete, listing their preferred choices of schools (including academies), and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.

### **Co-ordination / Co-ordinated Scheme**

The process by which local authorities co-ordinate the distribution of offers of places for schools in their area. All local authorities are required to co-ordinate the normal admissions round for primary and secondary schools (including academies) in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome.

### **Home Address**

The address on the Island where you and your child usually live. The address of children who have parents with shared responsibility should be agreed by the parents. If no agreement can be reached then the address of the parent who is eligible for receipt of child benefit for the child will be used to establish the child's home address for school admission purposes.

### **Looked After Children (see also Previously Looked After Children)**

Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

### **National Offer Day**

The day each year on which local authorities are required to send the offer of a school place to all parents of secondary age pupils in their area. For secondary pupils, offers are sent out by the home local authority on the 1 March 2019, for primary pupils, offers are sent out by the home local authority on the 16 April 2019.

### **Normal Admissions Round**

The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications of midnight on the 31 October 2018 (for secondary places) and midnight on the 15 January 2019 (for primary places), and subsequent offers made to parents on National Offer Day as defined above.

### **Oversubscription**

Where a school has a higher number of applicants than the school's published admission number.

### **Oversubscription Criteria**

This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

### **Parent**

A parent is any person who has parental responsibility for a child which is defined in the Children Act 1989 as all the rights, duties, powers, responsibilities and authority, which by law a parent of a child has in relation to the child and his property. Where responsibility for a child is 'shared', the person eligible to receive Child Benefit is deemed to be the parent responsible for completing the application form, and whose address will be used for admissions purposes.

### **Previously Looked After Children**

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

### **Reception Class**

Defined by Section 142 of the SSFA 1998. An entry class to primary schools providing education suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.

### **Relevant Age Group**

The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.

**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/carer's partner, and in every case, the child should be living in the same family unit at the same address.

**Statement of Special Educational Need (SEN)**

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child

**Waiting Lists**

A list of children held and maintained by the admission authority when the school has allocated all of its places, on which children are ranked in priority order against the school's published oversubscription criteria



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