

# Bishop Wilson C of E Primary School

## Admissions Policy 2018 - 2019

Our admissions process is part of the Local Authority co-ordinated scheme. Application forms are available from the Local Authority in the autumn before admission.

The school's admission number is 60. The admission Number for Nursery is 60. Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available then all applications will be considered, together and at one time by a committee of the Governing Body.

### Oversubscription Criteria

If the number of applications for a particular year group exceeds the number of places available the following criteria will be used: -

1. Children looked after by a Local Authority (in line with section 22 of the Children Act) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Brothers or sisters of children already attending Bishop Wilson School at the time of application.
3. Children whose families are involved in the worship and work of St. Andrew's Church, Chelmsley Wood (see note 2).
4. Children whose families live within the parish of St. Andrew's.
5. Children whose families are involved in the worship and work of other C of E Churches or mainstream (members of churches together in England or the Evangelical Alliance) Christian churches outside the Parish of St. Andrew's (see note 2).
6. Children moving into Reception who went to the school Nursery setting.
7. Other children based on closest geographical proximity.

### Notes:

1. Children with a statement of special educational needs or EHC plan that names Bishop Wilson C of E Primary School will be offered a place first. This will reduce the number of places available.
2. If you would like your application considered under priorities 3 or 5 you will need a supportive letter from your Church Minister stating that you have attended Church at least 12 times over the last 12 months.

3. Under priority 2 a brother or sister must live at the same address and could be:
  - A brother or sister sharing the same parents;
  - a half-brother or half-sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
  - the separate children of a couple who live together; or
  - an adopted or fostered brother or sister.
4. There is no guarantee of transfer from Nursery to Reception class; an application must be made for admission to the Reception class.
5. If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. Distances are measured by the Local Authority's computerised admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property.
6. Waiting lists are produced in strict order of priority, against the over-subscription criteria and are managed by the Local Authority. Waiting lists are kept until the end of the autumn term. After this a Local Authority change of school application form will need to be completed.
7. If applications, or changes to your application, received after the closing date and before the Governors' admissions meeting are late, they will be considered if possible. Applications received after the Governors' decision meeting which are late, will be considered after applications with the same priority that were received on time (unless there are particular circumstances which prevented you from applying earlier).
8. The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, parents can choose which address will be used.
9. Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to the Admissions Team of the Local Authority in which you live. The application will be processed by the Local Authority. If there is a vacancy in the relevant year group a place will be offered. If the year group is full the governing body will apply the admission criteria to the application so that your child can be placed appropriately on the waiting list.
10. The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.
11. Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of Governors. Appeals will be heard by an independent panel. There is no right of appeal for Nursery admission because attendance is non-statutory.