



Windmill
Primary School

Windmill Primary School

Person responsible:	Bev Homer
Date of writing:	July 2013
Approved by:	
Date of next review:	July 2015

Admissions arrangements for September 2014

Windmill Primary School has adopted Wokingham Borough Council's determined admission arrangements for Community and Voluntary Controlled schools for September 2014.

These are given below, and further information is available on the Council website at www.wokinghamboroughcouncil.gov.uk/schools/admissions

1. The published Admission numbers for Windmill Primary School in 2014 is 30
2. Applications for admission at the normal intake will be managed in accordance with Wokingham's co-ordinated scheme on primary admissions. Please see Wokingham's co-ordinated scheme on the Borough's website for further details regarding applications, processing of offers, late applications, postal offers and acceptance procedures, deferment of school places, part-time entry, changes of preference and for information relating to requests from parents for school places outside the normal age group.
3. Applications for Reception places must be made by 15th January 2014
4. Places at Wokingham Primary Schools will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to four preferences and these will be considered under an equal preference system
5. Children with a Statement of Special Educational Needs that names Windmill Primary School will be allocated a place before other applicants are considered. In this way the numbers of places available will be reduced by the number of children with a statement that has named the school.

6. When Windmill Primary School is oversubscribed for any year group, applications for entry in 2014-2015 will be ranked in the following order.

First priority: Looked after and previously looked after children

Within the admission arrangements for all Windmill Primary School looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

Children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and children who have left care through adoption, a residence order or special guardianship order.

Places will be allocated under this criterion when places are first offered at a school and the Local Authority may also ask schools to admit over their Published Admission Number at other times under this criterion.

Second priority: Exceptional social/medical need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

Third Priority – Designated area and sibling

Children whose permanent home address is in the school's designated area and who have a sibling - brother or sister, half brother or sister, adopted brother or sister, step brother or step sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and who will be at the school when the child will enter the school.

Fourth Priority – Designated Area

Children whose permanent home address is in the schools' designated area.

The designated area for each community and voluntary controlled school is held electronically and can be viewed through the Council's website. These electronic maps have been adopted as the definitive descriptions of primary school designated areas for the purposes of admission arrangements and oversubscription criteria.

Living in the designated area does not guarantee a school place, as there may be more applications from parents living in the designated area than places available

Fifth priority – Siblings living outside designated area

Children who have a sibling - brother or sister, half brother or sister, adopted brother or sister, step brother or step sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and who will be at the school when the child will enter the school. *

Sixth priority: any other children

*Occasionally a parent with more than one child can express a preference for their designated area school for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the most accessible school with places. If this is Windmill Primary School; the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, Windmill Primary School may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident within designated area). Parents must notify at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

Important Information

Addresses

Within the admission arrangements for Windmill Primary School the child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody it is the address of the parent who claims Child Benefit for the child. In other cases it is where the child spends most of the time.

The address to be used for the initial allocation of places to Year R will be the child's address at the closing date for applications. Changes of address may be considered in accordance with Wokingham's Co-ordinated Scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Wokingham Borough Council of any change of address.

Multiple births or children with birth dates in the same academic year

Where the application of oversubscription criteria results in splitting twins or other siblings from a multiple birth; places will be offered even if this will result in the school going above admission number.

Where the application of oversubscription criteria results in children with dates of birth in the same school year in the same family, places will not be offered as this will result in the school going above the admission number and to do so will result in the school breaching infant class size legislation at Key Stage 1 (e.g. class size must not break 30 children to 1

qualified teacher). In this instance, the places will be allocated by the drawing of lots carried out by at least two Children's Services staff members. In such instances, parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an alternative school after allocation.

Tie Breakers

Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. Where this is the case, the relevant tiebreaker, as explained above, will be applied to decide which of the applicants can be offered places, and waiting list order.

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the unlikely event that two or more children live at the same distance or additional distance (measured as stated above) from school (including, for example, flats within the same building), and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff.

Waiting lists

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school until year 6. Positions on the list will be determined by applying the oversubscription criteria outlined above. Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on a waiting list.

Waiting lists will be retained by the school to fill places that may become available during the school year. Parents will be asked to inform the school if they wish to remain on waiting lists and will receive periodic requests to see if they wish to remain on the list. The waiting list will transfer to the school on 31 December 2013, unless the governing body indicates that they want Wokingham Borough Council to hold their lists as a contracted service, in which case the above functions will be carried out by Children's Services.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list

Appeals

All applicants who were not allocated a preferred school will be informed of their right of appeal. Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place. The Appeals process for the school will be managed by Wokingham Borough Council as an contracted service. Further details of the appeals process would be sent to the applicant if they are not offered a place, this will also be available from Wokingham Borough Council's Admissions team.

Applicants will be informed where the admission of additional children would breach the infant class size limit