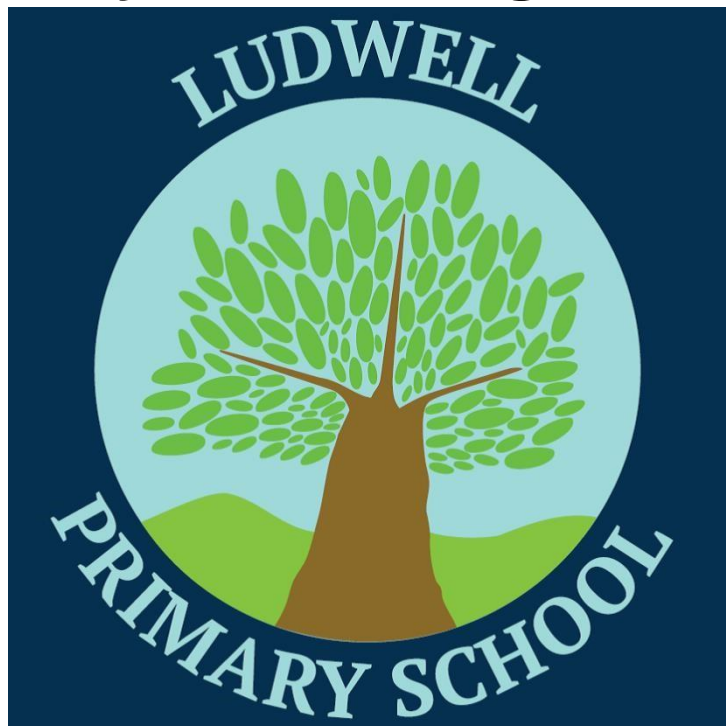


# Ludwell Primary School Admissions Policy and Arrangements



## September 2024-25

### RESPONSIBILITY

As an Academy, we are the responsible authority for admissions and are required to act in accordance with the Schools' Admissions code. The Local Authority (LA) is responsible for coordinating admissions (known as the co-ordinated scheme) across all Wiltshire schools and we also commission them to act for us in relation to any appeals. Details to assist you can be found in the Council brochure "finding a primary school place" or at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

### HOW AND WHEN TO APPLY

Applications for entry to our school for the academic year, September 2024 to August 2025, must be made through the LA on the Common Application Form (CAF). Applications can be made online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or on a paper form which can be obtained from nurseries, pre-schools, primary schools or by telephoning the Local Authority on 01225 713010. The dates and process of application will conform to the co-ordinated scheme published by the LA.

The closing date for primary admissions is **midnight on 15 January 2024**, with offers posted out on 17<sup>th</sup> April 2024. Each child will be offered a place at their highest possible preference. The offer letter will provide a deadline date in which the parent (see note 1) must respond to accept or decline an offer. Applications received after

the deadline will only be considered after all those received by the deadline. The number of admissions for each academic year is 15 places. Places for the academic year 2024/25 are open to all children born between 1 September 2019 and 31 August 2020.

## **RECEPTION ENTRY**

The Admissions Code states that all reception children must be offered a full time place in the September following their fourth birthday. Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made.

If you wish to defer entry, this must be discussed with the Headteacher when accepting the offer of a place. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Part-time is determined as five mornings a week or five afternoons a week. Again, this will need to be discussed with the Headteacher.

All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Council's Co-ordinated Admissions Scheme, which has been drafted in line with the School Admissions Code. All reception places will be allocated using our normal over subscription criteria. The governors may ask for proof of residence (see note 2).

## **OUR OVERSUBSCRIPTION CRITERIA (IF WE DON'T HAVE ENOUGH PLACES)**

The Governors will apply the following over subscription criteria when deciding to offer places. All applications will be considered equally irrespective of ability or need. Places will be awarded in the following priority order.

### **1. Looked After Children and Previously Looked After Children**

The definition of Looked After Children - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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). [Section 22 of the Children's Act 1989](#)

### **2. Vulnerable children**

Children from families registered with the National Asylum Support Service; Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to be admitted to the preferred school. For the purpose of the above criteria the word 'families' is determined as living at

the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline.

**3. Designated area siblings and shared area siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infants school) as at the deadline date and will continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. Step, half and foster siblings are included in this category.

**4. Other children from the designated area or shared area**

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

**5. Other siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infant's school) at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category.

**6. Children of staff at the school**

A child is considered to fall under this criterion:  
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

the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

**7. Other children**

Children to whom none of the above criteria apply.

8.

**TIE BREAK** - Children to whom none of the above criteria apply.

If there are more applications than places available within any of the criteria above, then the straight-line distance from the child's home address to the school will be used as a tie-break. Distances supplied by the LA will be used and these will measure the straight line distance using the Ordnance Survey eastings and northings for the child's home address and the school. Those with the least distance will be given priority. In the event of there being equal distances the priority will be decided by casting lots (random allocation).

The address that determines a child's designated or shared area is the place where he or she is ordinarily resident at the deadline for applications.

There is no guarantee that a younger sibling will obtain a future place in the same school as his or her Brother or Sister. Places will be offered with due regard to the admission number of 15 but with the following exceptions.

**EXCEPTED PUPILS** now include multiple births or armed forces children who would otherwise have been excluded previously by the admission number. This applies to the designated school only and only where a reasonable alternative is unable to be offered. There are separate arrangements for children of families of service personnel with a confirmed posting to the area and children from overseas as follows:

Applications for children of service personnel with a confirmed posting to the county, or crown servants returning from overseas to live in the county, will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round. An official letter, such as a posting note or letter of support from the commanding officer, should be sent to the school and local authority as soon as possible. This should include the relocation date and Unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area'). Until a fixed address is available, the Unit postal address or quartering area address will be used and a school place allocated accordingly. The school will not refuse a service child a place because the family does not currently live in the area, and will not reserve blocks of places for these children. Children will be considered to be siblings if any Brother or Sister is going to be attending a school. Their position on any waiting list will be set accordingly. All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012. This includes the allocation of a place in advance, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address for considering the application against any oversubscription criteria. This also includes accepting a Unit postal address or quartering area address for a service child.

Ludwell Primary School ensures that its arrangements support the Government's commitment to removing disadvantage for service children as appropriate to the arrangements for the area and as described in the local authority's composite prospectus.

Multiple births- In the case of multiple births, these are excepted pupils, alongside children of service personnel i.e. admitted to an infant class under specified circumstances (including for children of service personnel late arrival into the area where no other school within the statutory walking distance is available) and if resulting in taking class sizes above 30 then will remain in that category as long as they are in an infant class.

SEN (Special Educational Needs) - Where the school is named in a child's statement the governing body has an obligation to admit that child.

Children from overseas - We treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals. (Non-statutory guidance on this is available on the website of the Department for Education.)

## **APPEALS**

There are established arrangements for appeals against non-admission which are currently organised by the Local Authority. Details of how to appeal will be sent out with any refusal letter or are available from the school. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the Trustees/Governors do not consider any further application in the same school year, unless there is a major change in circumstances e.g. change of address.

## **WAITING LIST**

Waiting lists will not be fixed following the offer of places; they are subject to change. This means that a child's waiting list position during the year could go up or down. Any applicants to whom it is not possible to offer a place **MUST REQUEST** to be added to the school's waiting list as this is not automatic. A waiting list will remain in place until the end of the academic year. A new application must be submitted to the Local Authority for the following academic year in the event that a place is not offered. Late applicants should complete the admissions form available from the LA or the school and then return this information to the LA.

## **FAIR ACCESS PROTOCOL**

The school participates in the Wiltshire's LA's Fair Access Protocol, details of which can be found by visiting the website at [www.wiltshire.gov.uk/admissions](http://www.wiltshire.gov.uk/admissions).

## **IN- YEAR TRANSFERS**

Applications for other year groups (including children already in a Wiltshire school or from children moving into the school area) are normally restricted to September, January or April. Any applicant wishing to apply to Corsham Primary School should apply to Wiltshire Council (LA). We work to ensure that our policy complies with all the relevant legislation concerning class sizes and equal opportunities.

## **NOTES**

### ***Note 1***

*A parent is any person who has parental responsibility for or is the legal guardian of the child.*

**Note 2**

*A child's home address is where the child will normally be resident and spend the majority of their school week at the deadline date. We may ask for evidence in the form of a utility bill or bank statement. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it is found that an application has been made fraudulently, a school place which has been offered as a result of this application may be withdrawn.*

**CONTACT**

See below for further contact:

Ludwell Primary School, Coronation Drive, Ludwell. SP7 9NA.

Tel No: 01747 828519

Admission Policy Reviewed January 2023, Next Review September 2023

**Equal Opportunities**

When writing and reviewing this policy, staff have completed an Equality and Diversity Impact Assessment in order to ensure it complies with equality obligations outlined in anti-discrimination legislation. We believe the policy positively reflects the aims and ambitions identified in Ludwell Primary School's Single Equality Scheme.