



Wigginton Primary School

Admissions Policy

The School follows the City of York Council policy for admissions (<https://www.york.gov.uk/SchoolAdmissionPolicies>).

Pupils will normally be admitted into the year group relevant to their age. Pupils will start full time in the school year they turn five. All pupils will be offered the opportunity of a full time place from September in the year of entry.

The School offers the option of 'deferred entry'. This means that parents may secure a place at the school under the normal admissions arrangements but choose to postpone their child's admission to the school until as late as the term after the child turns five. It is a legal requirement that all children must enter formal full time education the term after their fifth birthday.

The School is part of the Wigginton Early Years Partnership and parents may choose to keep their child within the preschool provision until the term after the child turns five.

Parent/carers will also be able to request a part-time place until the term after the child turns five. A part-time place consists of mornings only.

Under the primary school admission arrangements the allocation of places is based on where the child/parent lives and the preference of parents.

Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. To support this, the school has an admissions limit, which the Governors set in consultation with the Local Authority. The admissions limit is currently set at 40.

The admissions number is the maximum number of pupils that will normally be admitted to the school at the beginning of each school year. The school is required by law to admit pupils up to that number. If the number of applications is greater than the admission number, over subscription criteria are used in order to determine the allocation of places.

First priority: Children who are either currently or have previously been 'looked after'. This applies to all children who are currently in the care of a local authority and all children who have been adopted from local authority care

Second priority: Children who live within the catchment area normally served by the preferred school. Catchment areas are designated by the Local Authority and are made available to parent/carers in the Guide to School Catchment Areas, online at www.york.gov.uk, and upon request from the School Services team;

Third priority: Children considered by the admissions authority to have exceptional social or medical needs which relate to the preferred school. The admissions

authority may consult with other medical or educational professionals for a further opinion as to whether the child should be allocated a place at the preferred school due to a particular medical condition or social need

Fourth priority: Children with siblings at the school at the time of admission – siblings are defined as brothers or sisters living in the same house, as their primary place of residence, including half- and step-brothers or sisters;

Fifth priority: Children who live closest to the school using the nearest available safe walking route. Distances are measured by a GIS mapping system from the child's home address to the entrance of the school.

Important note: The admission of children with an education and health care plan or a statement of special educational needs is covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these children before considering other applications

Where there are fewer places than pupils in an oversubscription priority as above, places will be allocated to the pupil(s) who also fulfils the next highest priority.

Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel and their decisions are legally binding. Applicants will only be able to appeal once for a place at a given school in any one school year, unless any significant new information is available which was not available at the original hearing.

To apply for admission to the reception year at school, there is an LA set timetable and standard form known as the common application form.

In Year Admissions.

Parents wanting a place for children in any year group other than reception, or wanting a place at any time other than the start of the school year, apply to the Local authority Admissions team.

Applications can be made at any time online at www.york.gov.uk/schooladmissions. The availability of school places in the relevant class or year group will be the primary factor in determining whether or not the application is successful.

Should there be more applications than places available, the LA will use the following selection criteria:

1. Children who are either currently or have previously been 'looked after'. This applies to all children who are currently in the care of a local authority and all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order);
2. Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.
3. Children who live within the catchment area normally served by the preferred school.
4. Children considered by the admissions authority to have exceptional social or medical needs which relate to the preferred school

5. Children with a sibling at the preferred school at the time of admission.
6. Children who live closest to the preferred school using the nearest available safe walking route.

The Local Authority may allocate places under its Fair Access Protocol where the pupil is 'hard to place' due to their behaviour and/or attendance.

The Head Teacher is always very willing to show parents and children around the school at any time.

Policy ratified 17.1.23

Chair of Governors

Head Teacher