

## Wootton Park School - Admissions Policy 2022-2023

Wootton Park School is an all through school for learners aged 4-18, with a total of 360 primary places, 600 secondary places and 240 post-16 places. **Please see separate admissions arrangements for post-16 places.**

Wootton Park School has three core principles:

- Attainment for all
- Public service
- Stronger society

Three values underpin the school's planned approach to admissions:

- Community cohesion - to ensure the school fosters a sense of community providing opportunities for bringing diverse groups together
- Family cohesion - it makes good family sense for children from one family to attend the same school
- Continuity of learning - Children's learning is enhanced and they make better progress in schools where there is a well co-ordinated curriculum and transition from primary to secondary phases of education. Our all through school will provide children with the ideal environment within which to prosper.

The Admissions Policy for Wootton Park School reflects the Admissions Policy of the Local Education Authority (Northamptonshire County Council) and meet all requirements of the national Schools' Admissions Code, Appeals Code and admissions legislation.

Published admission numbers:

- Reception - 60 places
- Year 7 - 120 places.

The school will accordingly admit up to these figures in the relevant age group if sufficient eligible applications are received. All eligible applicants will be admitted if a smaller number than the agreed admissions number applies to Reception or Year 7 applications.

The school will not select by ability and welcomes applications from parents of all children. If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan or Statement of Special Educational Needs where the school is named in the Education Health and Care Plan or Statement, priority for admission will be given to those children that meet the criteria set out below, in the priority order shown:

1. Looked after children or children who were previously looked after but immediately after being looked after became the subject to adoption, a child arrangements order, or a special guardianship order. A looked after child is a child who is a) in the care of the local authority or b) being provided with accommodation by the local authority in the exercise of their social services functions (Section 22(1) of the Children Act 1989).

2. Primary Intake: Pupils with an older sibling continuing at the primary section of the school at the time of the admission of the younger child.

Secondary Intake: Pupils with an older sibling attending the secondary section of the school at the time of the admission of the younger child.

Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

3. Children of Wootton Park School staff

- 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

4. Children by distance from the school: Reserved percentage.

To fulfil the school's role as a community school, after places have been filled under the first three criteria, up to 60% of any remaining places will be offered to those children who live nearest to the school. Distances are measured from the address point of the home address to the address point of the school on a straight line basis.

5. After places have been allocated under the first four criteria, remaining places will be offered to other children. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.

### **Twins, triplets or other multiple births**

In the case of twins/multiple births from the same household, places will be offered above the published admission number to the other twin or multiple birth children whose twin or multiple birth sibling was offered a place within the admission number. If the qualifying sibling withdraws, then the second place (or other places) is forfeit.

### **Tie Break**

If the admission number is exceeded within criteria 1-4, priority will be given to those children who live closest to the school. Distances are measured from the address point of the home address to the address point of the school on a straight line basis. Should two distances be the same, a process of random allocation will be used.

Home address means the permanent residence of the child at the 31<sup>st</sup> October (Secondary) or the 15<sup>th</sup> January (Primary) in the year prior to admission.

Where time is spent between two addresses the home address is the address the child normally lives, sleeps and goes to school from on the majority of school nights (Sunday – Thursday.) Proof of residence can be requested at any time.

Where a child lives on a boat, distance will be measured from the authorised mooring point.

### **Waiting lists**

Where the school receives more applications for places than there are places available at any of the admission ages (R, Y7) a waiting list will operate. This will be maintained by Northamptonshire County Council until December 2021. It will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application. A child's position on the waiting list will be determined in accordance with the oversubscription criteria and not the date order of receipt. This will mean that a child's position may change e.g. if a later application is received from someone with a higher priority according to the Oversubscription Criteria. As places become vacant they will be allocated to children on the waiting list in accordance with the waiting list being maintained using the oversubscription criteria.

### **Late Applications**

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date. Late applicants will not receive an offer of a school place by the local authority on National Offer Day. Late applications will be processed in the subsequent rounds of allocations (for more details, refer to the local authority's composite prospectus on the NCC website).

### **In Year Admissions**

Parents must make an application using the in-year application form available at Northamptonshire County Council's [website](#) if they move into Northamptonshire and require either of the following:

- a school place in any school after the school year has started
- a school place at the start of the school year for any age group other than the normal year of entry for the particular school they are applying for.

Further details are available on the Wootton Park School's [website](#)

### **Requests for deferred entry**

Northamptonshire County Council provides for the admission of all children in the September following their fourth birthday. Some parents / carers may feel their child is not ready to start school at this point. The School Admissions Code (Dec 2014) allows parents to request deferred entry in terms of 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. Children can also attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age. Parents or carers seeking deferred entry should contact the school (01604 931139 or [info@woottonparkschool.org.uk](mailto:info@woottonparkschool.org.uk)) in the first instance.

### **Requests for admission outside the normal age group (Summer Born)**

Parents/carers who wish to apply for a place in Reception out of the normal age group, should make their request to delay their application in writing to [info@woottonparkschool.org.uk](mailto:info@woottonparkschool.org.uk) in the first instance. The request should be accompanied by reasons for such a request and should be made by **1 December** of the year prior to the year the child should enter Reception if they had not requested to delay applying. This will ensure that if the school, as the admission authority, does not agree to the request, there is still time for parents/carers to submit an application for the normal year of entry by the statutory deadline (15<sup>th</sup> January). The school will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;

- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- The Principal's views.

### **What happens next?**

The school will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

- If the school agrees to the parent's/carer's request to delay the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.

**Please note** – in this following normal admissions round, if the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like;

- If the school does not agree to the application being deferred, there is no right of appeal against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January or make an in-year application for a Year 1 place at the appropriate time.

For further information, parents and carers are advised to visit Northamptonshire County Council's [website](#)

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. Such requests may be made for a variety of reasons, for example where a child has moved to the area from abroad, or has missed schooling due to illness, or has a marked talent or ability.

In these and other cases, differentiation of the curriculum and/or additional support within their age group may be able to address the particular issue and this can be discussed with the school by telephone on 01604 931139 or by making an appointment to see the Principal using the same number.

Where this is not the case, a parent or carer must contact the school in writing, setting out their reasons for requesting admissions outside the normal year group.

When such a request is made, we will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parents or carers. The process for requesting such an admission is as follows. Parents and carers should contact the school by telephone, in writing at the school address or by e-mail to [info@woottonparkschool.org.uk](mailto:info@woottonparkschool.org.uk) to explain the circumstances of the request. The information provided for the school to consider must include:

- The formal nature of the request
- Clear reasons for the request

- Details of the child's educational history
- An indication of the child/young person's wishes

The information provided may also include:

- School or other educational reports (from the previous school or Early Years Setting where this is available)
- Existing professional reports and assessments e.g. educational psychology reports
- Relevant health information
- Exam courses currently being followed

On receipt of a formal request to admit a child outside their normal year group the school will constitute an Admissions Panel consisting of 3 governors which will include the Principal. Parents / carers will be informed of the date on which the Admissions Panel will meet within 15 school days of receipt of the formal written request. The panel will consider evidence supplied relating to all aspects of the child's development and needs in coming to a decision. The decision arising from the Admissions Panel hearing will be communicated to parents and carers within 5 school days of the Admissions Panel meeting.

Meanwhile if the child is already attending a school then they should continue to attend the current school.

There is no right of appeal in these circumstances if a parent or carer has been offered a place in the school but it is not in the year group they would like. If a parent or carer is unhappy with the manner in which this process was conducted they can make a complaint through the school's Complaints Procedure, details of which can be found on the school's website or by post on request (01604 931139). For details of other Appeals see below.

### **Right of Appeal**

All applicants refused a place, regardless of the reason, have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Code. Parents should lodge their appeal with Northamptonshire County Council. Details of this process is contained on the school's [website](#) together with the deadline dates.

For 2022, appeals for:

- Reception places should be lodged with the Local Authority by a determined date to be published.
- Year 7 place should be lodged with the Local Authority by a determined date to be published.

For further information or if you have any queries please contact the school on telephone number 01604 931139 or by e mail to the school [info@woottonparkschool.org.uk](mailto:info@woottonparkschool.org.uk)

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Review date: Annual Wootton Park School

Checked for equalities: Checked in relation to ethos and principles:

First Review Date: