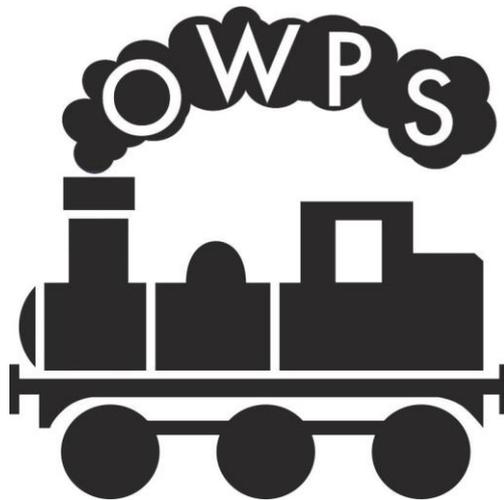




# Orton Wistow Primary School



## Admission Arrangements 2020/21

Status	Statutory
GB Monitor	Accounting For Resources
Staff Lead	Headteacher/Deputyhead
Senior Lead	Headteacher
Version	With Advice from LA
Publication Date	Spr 19
Next Review	Aut 19

Date Agreed:	
Headteacher:	
Chair of Governors:	





In accordance with the Education Act 2002 and the requirements of the School Admissions Code, the Governors of Orton Wistow Primary School are required to consult, determine and notify their admission arrangements for the school for September 2020.

## **DETERMINATION OF ADMISSION ARRANGEMENTS FOR SEPTEMBER 2020**

### **Orton Wistow Primary School Primary School – Admission Policy for admission in academic year 2020 - 21**

This policy was last determined by the Governing Body on 12<sup>th</sup> January 2019.

Please contact Mary Foreman, Chair of Governors or Simon Eardley, Headteacher with regards to this Policy.

Orton Wistow Primary School serves the villages of Orton Wistow, Alwalton, Chesterton, Cherryfields and all roads in Orton Northgate that lead on to the Oundle Road. A plan of the catchment area is available in the school.

The Governing Body is the admission authority for the School. This means that the Governing Body set and apply the admissions policy for the School. All decisions regarding the admission of children into the School are made by the Governing Body.

### **Applications for a place in Reception Year**

#### **The admission limit for September 2020 is 60 pupils.**

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice.

OWPS arrange a number of tours around the school throughout the application period, which are undertaken by the Headteacher or the Deputy. Parents are able to sign up to attend one of these tours by contacting the School Office on 01733 370646.

**Please note:** Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements. All parents are advised to read the LA booklet for parents on primary admissions before submitting an application.

The application process for admissions into Reception year is co-ordinated by Peterborough Local Authority (LA). Parents should apply online at [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions) or complete and submit a Peterborough Application Form, which is available on request from the LA Admissions Team, no later than the national closing date of 15<sup>th</sup> January. Offer letters will be issued by the LA on the national primary offer date, 16<sup>th</sup> April, (or next working day where this is a weekend or bank holiday). Late applications will be handled by the LA Admissions Team.<sup>1</sup> Full details of how a late application will be processed can be found at [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions)

<sup>1</sup> Late applications are all those received after the National Offer Date but before the 31<sup>st</sup> August in the offer year.





### Admissions Criteria for Reception Classes

When the number of applications received exceeds the Published Admission Number (PAN) of 60, places will be allocated according to the following oversubscription criteria:

Children with an Education, Health and Care Plan (EHCP) which names the school take priority over all other applicants and will be admitted irrespective of whether there are places available in the year group.

- 1 Children in care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a care arrangements order, or special guardianship order;
- 2 Children who are both living in the catchment area served by the school and have siblings of compulsory school age still attending the school at the time of their admission.
- 3 Other children living in the catchment area at the time of admission.
- 4 Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
- 5 Children who do not live in the catchment area served by the school, but who have siblings of compulsory school age attending the school (or are attending an infant or junior school on the same site) at the time of their admission.
- 6 Other children whose parents have requested a place who live outside the catchment area of the school.

In cases of equal merit, priority will be given to the child living nearest to the school as measured by a straight line distance. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from Ordnance Survey's (OS) AddressBase dataset. It is used to local individual residential and school addresses using grid references as seed points. These distances are produced by the LA Admissions team for the school.

It may be necessary to use other OS maps, or online resources for any home address outside of the Peterborough local authority area not covered by the local authority's computerised distance measuring system.

In the case of flats, the priority is that of floor level i.e. ground, first, second etc in that order.

In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place.





## Definitions

The Governing Body have adopted the definitions used by Peterborough City Council in the following circumstances: -

- Siblings
- Staff
- Address

For details of the full definitions please refer to the Guide for parents, published on the Peterborough City Council website, [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions)

## ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

### Accelerated, or Deferred Entry to Reception Year

Parents of summer born, gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group.

When a parent is seeking the accelerated or deferred admission of their child to Reception, their application should be received by 1 December in the academic year in which they will reach the age of 4 for review and decision by the LA's Accelerations and Deferrals Panel.

Full details of how to make an application and the information which is required to support the application can be found on the Council's website, [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions)

### Delayed Admission to Reception Year

The School Admission Code requires that all admission authorities **must** provide for the admission of all children in the September following their fourth birthday. This means that where a child is offered a Reception Year place at the school, as part of the normal admissions round:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the 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.

### Waiting Lists

When an application is refused, the child's details are automatically placed on a waiting list for the year group, ranked according to the oversubscription criteria. The LA Admissions Team holds a reserve list on behalf of the school until the end of the autumn term in the initial year of intake.





## **How to apply for a place after the start of the school year, or for other year groups at the school**

To apply for a place after the start of the school year, parents should visit the Peterborough City Council website for information about how to make an application, [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions)

Parents are welcome to contact the school in the first instance to arrange a visit, or to discuss availability of places in any particular year group on 01733 370646.

The LA Admissions Team will process the application in accordance with the published arrangements and process. They will contact the Governing Body to determine if a place is available. The Governing Body will determine if a place is available in the requested year group and notify the LA Admissions Team of their decision.

The LA Admissions Team will then write to confirm the details of the school at which a place is to be offered. Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next nearest alternative school with places available.

## **Admission to other year groups following in-year admission**

All in-year admission offers will be made according to the child's chronological age.

When a parent believes that their child should be educated in a higher, or lower, year group, this must be discussed in the first instance with the Headteacher of the school.

Where a child is already attending a school a decision will be made based on the individual circumstances of the case and determined by the school following a discussion between the Headteacher and the parent.

## **Waiting Lists**

When an in-year application is refused, the child's details are automatically placed on a waiting list for the year group, ranked according to the oversubscription criteria. Their name will remain on this list until the last day of the summer term in which the application was made.

Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on the list may change if an application is subsequently received that meets a higher criterion than their own.

## **Appeals against the decision to refuse admission**

If a place is not available and is refused, parents have the right of appeal. Such appeals will be heard by an Independent Appeals Panel formed in accordance with the School Admission Appeals Code. Unsuccessful applicants who wish to appeal should contact The Independent Appeals Administrator, Elizabeth Alsop.





Appeals Administrator.  
Sand Martin House  
Bittern Way  
Fletton Quays  
Peterborough  
PE2 8TY  
Tel: 01733 452589

### **The Appeals Process**

You inform Peterborough City Council via the Independent Appeals Administrator that you wish to appeal the decision and you will be informed of the process for your appeal.

- You need to complete a form and return it to the Appeals Administrator.
- Your appeal form or letter should be acknowledged within five working days.
- If you do not receive an acknowledgement, please contact the Appeals Administrator or the school.

A date for your appeal must be arranged within 30 school days or 40 days for a Reception appeal.

At least ten school days before the appeal you will be informed of the date, time and venue. You need to complete the tick box sheet sent with the appeal arrangements and return using the pre-paid envelope provided.

At least seven school days before the appeal you will receive the City Council Appeal Statement explaining why your child has not been offered a place at the school of your choice. You will also receive the names of the panel members and Clerk.

On the day of the appeal, please remember to bring everything relating to your appeal with you. You will be notified in writing within five working days of the Independent Appeal Panel's decision.

Mary Foreman  
Chair of Governors



Peterborough  
Eco Framework  
Flag Awarded Summer 2017