



Admission to Isle of Wight community and controlled schools for children starting school for the first time in September 2013

The Local Authority is responsible for admissions to the community and controlled primary schools on the Island. This section tells you about admissions arrangements to those schools – their names and addresses can be found in the booklet ‘Educating your child’.

There is also a foundation primary school, nine church-aided and one Academy primary schools who consider their own applications for admission – see ‘Educating your Child’ for further details.

At what age can my child start primary school?

By law, every child has to receive full-time education from the beginning of the term following his or her fifth birthday. However, on the Isle of Wight, there is a policy where your child can start primary school in the September after they have reached the age of four.

For September 2013, this will apply to children whose fourth birthday falls between 1 September 2012 and 31 August 2013 i.e. they must have been born between 1 September 2008 and 31 August 2009.

Can I delay my child’s entry to primary school?

If you prefer, you can delay your child’s entry to primary school to the start of the term following his or her fifth birthday. For example, if your child reaches five in February 2013, you can delay entry until the start of the summer term in April 2014 (but no later). However, you must still apply by 4.30pm on 15 January 2013 so we can reserve a school place. It is important that you discuss delayed entry into primary school with the headteacher and the pre-school that your child attends.

If your child is four during the period 1 April to 31 August 2013 but you do not wish them to start school until September 2014 a place will not be reserved at this time. Instead, you should contact us after June 2014 for an application form. We recommend that you discuss this situation fully with the headteacher as it is likely that when your child starts school they will be admitted directly into Year 1, the second year at the school.

What happens if my child does not reach the age of four until after 31 August 2013?

Children whose fourth birthday falls between 1 September 2013 and 31 August 2014 cannot be admitted to primary school until September 2014. However, they will be eligible for funding to attend pre-school for the school year 2013/14. (See Early Education in Educating your child).

Is my child guaranteed a place at a primary school if they go to the local Pre-school?

No, we cannot guarantee that your child will get a place at a particular primary school if he or she goes to the pre-school on the same site. If we receive too many applications for a particular primary school, we will allocate places using the oversubscription criteria published in this policy.

What about class sizes in primary schools?

There are special rules for admission into primary school reception classes and Years 1 and 2 (Years 3 upwards are not affected). **The law says that no teaching class in these three year groups must contain more than 30 pupils.**

If a primary school has too many applications for the number of places available, we will use the oversubscription criteria to decide which children should be offered places.

How do I apply for a place at a primary school for September 2013?

If your child will be four by 31 August 2013 and you would like them to start school in the school year starting in September 2013 or would prefer to defer entry up to the beginning of the school term after your child turns five, you should:

- Complete the common application form (CAF) enclosed with the booklet 'Educating your child' and
- Make sure that the form and any supporting evidence is received by us (not the school) by 4.30pm on 15 January 2013 at the very latest.
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Alternatively you can:

- Apply on-line at www.iwight.com/admissions
- Make sure that your email and supporting evidence is received by 4.30pm on 15 January 2013 at the very latest

Please note that we cannot accept responsibility for forms posted, or emailed, but not received by the closing date. We advise you to return your form in good time (**with the correct postage – please note that postage is based on the size and weight of the envelope and may need to be weighed at the Post Office**) and enclose a stamped addressed envelope so we can confirm it has been received in the School Admissions Office. If you are applying for a school place on-line you will be sent confirmation by email that your application has been received.

Can I apply on-line for a school place for my child after the closing date?

No further applications can be made online after the closing date of 4.30pm 15 January 2013 has passed. Any further applications, or change of preference information will only be considered after the closing date, if evidence of a genuine reason for the application/change of preference (for example because the family has moved area) is notified to the CSA in writing.

If you are planning to move during the admissions process we can consider your child for a place at a primary school provided you can demonstrate that this is a genuine family relocation. Examples of suitable evidence of this include:

- A letter from a solicitor confirming that you have exchanged contracts on or before 15 January 2013 to buy a property on the Isle of Wight
- A tenancy agreement signed and dated by both the tenant and the landlord, confirming that you will be renting a property on the Island on or before 15 January 2013
- A letter from a housing association confirming the address and date that you will be living on the Island on or before 15 January 2013

and evidence that you will have sold, exchanged contracts for the sale or given up the tenancy of your previous home.

If you will be moving to the Island from the mainland, this last requirement will be waived. However, should a move to the Island not involve the purchase or renting of a property i.e. if you will be taking up residence with a person who already owns or rents a property here, we will consider your application once your move to the Island has taken place.

If you are moving to the Island from the mainland and your child is to reside temporarily with friends on the Island, then, provided that the above requirements are met, your child will be treated as residing in the new home on the Island to which the evidence relates.

What address is used for school admissions purposes?

The address you give on the application form must be the one on the Island where you and your child usually live i.e. in the case of admissions for September 2013 the relevant address will be where you and your child are living on **15 January 2013**.

The address of children who have parents with shared responsibility should be agreed by the parents. If no agreement can be reached then the address of the parent who is in receipt of the child benefit will be used by the Isle of Wight Council to establish the address of the child for school admission purposes.

N.B Any attempt to seek admission to a school on the basis of an address other than the normal family home (even if the other property is owned or rented by you) will be regarded as providing false information and will be treated accordingly (see below)

We cannot offer places based on a possible future address except in the limited circumstances set out below.

For children of serving UK Service Personnel and other Crown Servants, an official MOD, FCO or GCHQ letter declaring a relocation date and intended address to the area will be accepted as proof that the child will be living on the Island. If a letter declaring a relocation date and intended address is not available then the CSA will accept a unit postal address, or if appropriate a 'quartering area' address for applications from serving service personnel.

For your child to have priority for a place at a primary school for September 2013, the completed application form and relevant evidence must be received by us by the closing date of 4.30pm on 15 January 2013 whether you send us a completed application form or apply on-line via our website www.iwight.com/admissions.

If you are unable to supply the evidence in support of an admission application by our closing date your application will not be considered until such time as that evidence is received by the school admissions office.

How many schools can I state a preference for?

You can state a preference for three primary schools (including church aided primary and foundation/trust schools – see ‘Educating your child’). It is important to consider naming your closest school as one of your three preferred schools. If you do not do so, you may be offered a place at a school some distance from your home address if your three preferred schools are over subscribed and therefore we cannot offer you a place at one of those. You should also make sure you put the schools you would most like your child to attend in priority order.

Remember that, by law, we have to consider applications we receive by the closing date first. If you apply later, even a day later, we will not consider your application until after we have considered all those we received on time, even if your preferred school is the closest to your home address.

What happens if I give false information to get a place at a school?

We thoroughly check all applications. If we discover that you have used false information (such as an incorrect name or address or other details), after we have offered your child a place, we will withdraw that place.

How are places at a school allocated?

Pupils with special educational needs who have a particular school named in their statement must be admitted to the school. For further information please contact the Special Educational Needs Section on (01983) 823410 or SEN@iow.gov.uk. These children will be included in the admissions number of the school.

Further preferences for community and controlled schools will be considered by the Local Authority on the basis of the criteria listed below.

Preferences for aided and foundation/trust schools will be considered by the school’s governing body on the basis of the school’s admissions criteria. After all your preferences have been considered and if more than one place can potentially be offered the single offer is for the school ranked the highest on your application form.

1. Children who are in the care of a local authority or children who have previously been in care but immediately after being in care became subject to an adoption, residence or special guardianship¹ order;
2. Pupils with a specific medical condition, confirmed by a consultant paediatrician or similar health professional, which makes a particular school the most appropriate. (Any application for a place at a particular school for medical reasons must be supported by independent evidence supplied at the time of application confirming the reasons why attendance at the school is essential or that this school is most suitable and the difficulties that would be caused if the child had to attend another school);
3. Pupils who, at the time of application, have an elder sibling (brother or sister):

¹ An adoption order is an order under section 46 of the Adoption and Children Act 2001. A residence order is an order settling the arrangements to be made as the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child’s special guardian (or guardians).

- who is already at the school; and
 - who will still be in attendance at the school in September 2013
4. Children for whom the school is the closest primary school to their home address at the time of application.
 5. Controlled schools only: - Pupils for whom the school is not the closest primary school to their home address at the time of application but whose parents ask for a place for religious reasons. (Any application for a place at a particular school for religious reasons must be supported at the time of application by a letter from your church minister, confirming that your family goes to church at least once a month and has done so for the last six months or more before you made the application,
 6. Children for whom the school is not the closest primary school to their home address at the time of application.

If there are more applicants than remaining places within any of the above criteria the home-to-school distance will be used as a tiebreaker with those living closer being offered places first.

In the event of a tie between two or more children when applying home to school distance as a tie-breaker and where there are not enough places to offer all those children a place at the school a random allocation will be carried out by the local authority. This will be in the form of a "lucky dip" which will be overseen by an independent person from the Corporate Governance team. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

Home to school distance will be measured in a straight line using the local authority's Geographical; Information System (GIS) from the centre of the building of the home address to the centre of the school building.

What happens if I return the form late?

If you return the form after the closing date, even a day later, and the school is full as a result of applications sent in on time, your child will not get a place there, even if the school is the closest to your home address. If this happens you can appeal. Also, your child's name will be placed on a waiting list in a community, controlled or foundation/trust school or you can request to be placed on the waiting list of an aided school.

What happens if I want to change my preference after the closing date?

We recognise that some parents may wish to change their preferred school(s) after the closing date due to, for example, moving house. If you wish to do this you should write to the School Admissions Office at County Hall immediately. You cannot apply on-line for a change of preference after our closing date of 15 January 2013. Please remember, however, that your application will then be treated as late and children of parents who have applied for a place at a school by the published closing date will have priority for admission over those who change their preferences after the closing date. This means that, even though you may have moved into an area and a particular primary school is the closest to your home address, your child may not get a place there if it is already oversubscribed. If this happens you can appeal and your child's name will be put on the waiting list for a community, controlled or foundation/trust school or you can request to be placed on the waiting list of an aided school.

When will I hear whether I have got the place I wanted?

We will post the letter with the result of your application on 16 April 2013. If you applied on-line for a school place for your child the result will also be emailed to you.

My application has been refused - can I appeal?

If we cannot offer your child a place at your preferred school, you can appeal to an appeals panel which is totally independent of us. Enclosed with our letter, which tells you that there is no place available, will be a booklet which explains how to make an appeal. If you applied online and have requested a reply by email you will be able to download an appeal form and the booklet which explains how to make an appeal from our website at www.iwight.com/admissions. As well as making your appeal in writing, we recommend that you go to the appeal hearing to present your case. You can bring a friend to support you. The decision of an appeals panel is binding on us.

In exceptional circumstances, a second appeal may take place if the admission authority accepts a further application because of a significant and material change in the circumstances relating to either you your child or the school but has determined that the new application should also be turned down. As part of that appeal you may provide new evidence relating to the significant and material change of circumstances which could not have been introduced at the time of the original appeal hearing.

Can I put my child's name on a waiting list?

Children refused a place(s) at their preferred community, controlled or foundation/trust school will be automatically placed on a waiting list unless you specifically request that this must not happen. This list will be held for at least one term in the academic year of admission or until the end of the school year, whichever is the latest. If you subsequently accept a place at an alternative school, you will be asked if you wish to remove your child from the waiting list at your preferred school. In July a form will be sent to you to complete and indicate if you wish your child's name to remain on the waiting list. If you do not return this form by 31 August 2014 your child will be removed from the waiting list.

Where your child is placed on the school's waiting list depends upon the oversubscription criteria set out on page 4. We do not give priority on a first-come first-served basis. If you apply late but live very close to the school, your child may go to the top of the waiting list or very near to it. Please remember that your child's position on the waiting list can change, moving up and down as others join the list or are removed from it.

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

Waiting lists for September 2013 admissions will be established for the first time on 29 April 2013.

What happens if I move house after I have received the offer of a school place?

If you have received a letter offering your child a place at your preferred school, and you then move house, you can keep that school place. Please remember, though,

that you may be responsible for travel arrangements (including bus fares etc) to that school. If you would like to state a preference for a different school, please contact the School Admissions team immediately.

Fair Access Protocol

The Local Authority has a "Fair Access Protocol" which prioritises admissions for certain categories of school age children. This protocol relates to admission applications throughout the year. The protocol will take priority above the school's admission policy for those on a school's waiting list and the CSA may require schools to admit above their published admission limit. The policy can be found on www.iwight.com/admissions

Terms used

Admissions number

The maximum number of children a school can give places to each year.

Aided school

A school owned by trustees of a charity or a church and mostly maintained by the Children's Services Authority (CSA), (The school governing body controls admissions and religious education, also employ the staff).

Children's Services Authority (CSA)

Referred to as we, us, our, the Isle of Wight Council.

Common Application Form (CAF)

The form which all parents must complete when applying for school places.

Community School

A school which the CSA owns, funds and maintains.

Controlled school

A school owned by trustees of a charity or a church, but the CSA maintains and controls admissions. Religious education follows the CSA's agreed syllabus.

Co-ordinated admission scheme

Ensures that every child living on the Isle of Wight who is due to transfer school received the offer of a place on 16 April 2013. The scheme gives clear communications on school admissions between the CSA, the foundation and aided schools.

Distance

Distance for the allocation of school places will be measured in a straight line by the local authority's Geographical Information System (GIS) from the centre of the building of the home address to the centre of the school building with those living closer to the school receiving the higher priority. If distances are equal (for example with a block of flats) lots will be drawn by an independent person to determine the allocation.

Foundation/Trust school

A school which has foundation or trust status and the governing body controls admissions.

On Line Admissions

Parents can apply for a place for September 2013 via the Authority's website

www.iwight.com/admissions

Parents

A parent is any person who has parental responsibility for a child which is defined in the Children Act 1989 as all the rights, duties, powers, responsibilities and authority, which by law a parent of a child has in relation to the child and his property. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing the application form, and whose address will be used for admissions purposes.

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.