



## **Admission to community, foundation/trust and controlled primary schools at other times in 2012**

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The Children's Services Authority (CSA) 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 are also some foundation/trust and church-aided primary schools who consider their own applications for admission – see 'Educating your child' for further details.

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### **Can my child change schools?**

You can ask for your child to change schools at any stage during their education. This may be because you are moving house, you wish to seek different provision for your child or, because of your child's relationship with their school, you feel that a 'fresh start' could help their education. We believe that, before you make a final decision concerning any move, you should consider the implications and effects it might have on your child's education and/or progress. A leaflet is available from the admissions team or the Council's website.

You may also wish to enquire about the availability of places from the admissions team before making a final decision and returning your application form. Some schools may be full, and although they may be your preferred choice the Local Authority may only be able to offer a place on a waiting list and the right of appeal against the refusal of a school place.

### **How do I apply?**

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You can obtain an application pack from School Admissions at County Hall, Newport. Alternatively, you can download an application form or apply on line using the website [www.iwight.com/admissions](http://www.iwight.com/admissions). You can also find out via the website an indication of which schools are full in your child's particular year group and which have vacancies available. However, you should always check with the School Admissions team for availability in your preferred community and controlled school as this data changes regularly.

It is very important that applications are completed correctly and returned with any relevant evidence, such as proof of house move.

### **What happens if I am moving with my family to the Island from the mainland?**

If you are moving to the Island from the mainland, we need one of the following before we can consider your child for a place at a primary school:

- a letter from a solicitor confirming that you have exchanged contracts 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
- a letter from a housing association confirming the address and date that you will be living on the Island.

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.

Should your 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 only consider your application once your move to the Island has taken place and you can provide evidence of your residence at a specific address on the island.

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.

**Important Note:** If your child has been attending an Island school and you move to the mainland their name will be removed from the roll of that school. Should you subsequently return to the Island and wish your child to be re-admitted to the same school this will only happen if there are vacancies. If the school is full your child will be offered admission to the nearest school where places are available.

### **Will my child obtain a place at my preferred school?**

If a vacancy exists within the admissions number of the particular year group at your preferred school, your child will receive a place there. However, we will only confirm a school place a maximum of four weeks, excluding school holidays, in advance of your child starting at a school, even if evidence of house move has been provided. Should the year group at the school be full you will receive a letter confirming this and advising you that you can:

- appeal against the decision to an independent panel (a booklet will be enclosed which gives full details of the process)

#### **and, at the same time:**

- your child's name will be put on the waiting list even if you are not resident on the Island but you have supplied the relevant evidence regarding your house move. Your child will be expected to take up the place within four weeks should a vacancy occur otherwise the offer may be withdrawn and the place offered to another child. The waiting list will operate until your child gains a place or until the end of the school year.

Further information about the appeals process and how waiting lists operate can be found in the booklet 'Educating your child'.

