



# Admission Policy

Adopted by the GB at the meeting of the Curriculum, Community & Pupil Committee

Date of meeting: 23<sup>rd</sup> January 2018

Minute number: 14

Signed by: Carol Holman-Smith (Chair of committee)

Signature: .....

<b>Reviewed by</b>	MT	<b>Review Cycle</b>	1	<b>Legally Required</b>	✓	<b>Website</b>	✓
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## Admission Policy

The admission number for Wingrave Church of England Combined School is 30 in any academic year and the total permanent capacity of the school is 210.

Children are admitted to the school in accordance with Buckinghamshire County Council Education Committee Admissions Policy for County Voluntary and Controlled Primary Schools

Places are allocated according to the following criteria, in order of priority:-

Once children with statements of special educational need have been admitted to the school then places are allocated in accordance with the following oversubscription rules:

- A. Children in care.
- B. Children living within the area normally served by the school (Wingrave, Aston Abbotts, Cublington and Rowsham). Please note that this refers to the child's permanent address at the time of application. We regard the home address to be where the child spends the majority of the school week Monday to Friday including nights. Evidence of permanent address is required and may take the form of a utilities bill or other official document confirming name and address.
- C. Younger siblings of a child attending the school on the date of admission. Please note that this includes a brother or sister of the whole or half blood and any other child (including an adopted child) permanently residing at the address and for whom the parent also has parental responsibility.
- D. Children who have exceptional medical or social grounds (supported by written evidence from a doctor, social worker, education welfare officer or other appropriate person)
- E. Once the above criteria have been applied then any further places will be awarded according to the distance between the family's normal home address and the school's entrance gate; closest first. The shortest designated route is a public route with a proper made up surface, such as tarmac or concrete. If it is a road it does not have to have a pavement.

All admissions are handled by Bucks County Council:

<http://www.buckscc.gov.uk/education/schools/admissions-and-moving-school/>

Wingrave Church of England Combined School adheres to the Local Authorities Fair Access protocol in our Admission rules.

In the case of twins/triplets and other multiple births, if there were only 1 place left and the next child on the list is one of twins/triplets the school policy would admit both (or all in the case of triplets/larger numbers).

With regard to casual admissions, where places are available after the normal point of entry then places will be offered. Where year groups are full a waiting list will be held in admission rules order and parents will be offered a right to appeal.

Where the child is not of compulsory school age (the term after the child's fifth birthday) parents (as defined in the LA guide for parents) may request that entry is deferred to later in the school year 2015/16 providing admission numbers are not exceeded at the preferred time of entry. There are established arrangements for appeals against non-admission and those are dealt with by an Appeals Committee. Details are available from the school.

A waiting list will be maintained for those children not offered a place. The order of priority being the same as the criteria for over-subscription.

Late preferences are considered after preferences expressed by the deadline which will be in compliance with Buckinghamshire LA arrangements.

No child will be refused a place because of gender, race, disability, religious belief, academic ability or aptitude.

### **Class Organisation, Class Size and the Admissions Policy**

Children are organised within year groups as far as possible and, in order to be able to operate on a sound financial basis, the school needs to have year groups of about thirty children.

In practice this does not happen. Some year groups may be in the low twenties and to balance these small year groups it is necessary to exceed a class size of thirty in other year groups.

Taking into consideration both educational and financial factors the Governors and staff have decided that the aim will be to have a maximum class size of 32 children within Key Stage 2 in any one year group drawn from within the area normally served by the school ie the parishes of Wingrave with Rowsham, Aston Abbots and Cublington.

Class sizes in Key Stage 1 will be kept to 30 or less as required by legislation. All children are admitted in the September.

## Admission Policy

If a year group consists of less than 32 then places will be made available to children from out of the area normally served by the school until this ceiling is reached.

This policy may be reviewed as circumstances change.