

# Wixams Tree Primary

## Wixams Tree Primary School admission arrangements for 2017

### Introductory statement

Wixams Tree Primary is a new 420 place free school for reception to year 6 children which will serve the communities in and around Wixams. Education provision will be provided for pupils across the whole ability range. In 2017 the school will be admitting pupils in three year groups – details below. In 2018 and subsequent years, the school will admit pupils into the reception year only, where our admission number will be 60.

### Admission number(s)

In 2017, the school has an admission number of 30 for entry to reception. We will also be accepting in-year transfers to year 1 and year 2.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

### Application process

Wixams Tree Primary will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other choices of school in addition to a separate application for this school.

Applications for this school should be sent to Kay Rodger at the following address Wixams Tree Primary c/o Bedford College, FREEPOST BF356, Bedford MK42 9BR or e.mail [info@wixamstreeprimary.co.uk](mailto:info@wixamstreeprimary.co.uk)

### **The closing date for applications is 15/01/2017**

Offers will be made on 19/04/2017. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

The application form can be obtained from [www.wixamstreeprimary.co.uk](http://www.wixamstreeprimary.co.uk)

### Oversubscription criteria

The criteria in this section apply to entry at all phases of the school.

When Wixams Tree Primary school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the

school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Priority will next be given to the siblings of pupils attending the school at the time the application is received
3. Children of staff
4. Other children

#### [Tie- break](#)

Within each of the over-subscription categories 2 and 3, priority is given to those who live nearest to the Academy, as measured by the straight line distance using the Local Authority's computerised measuring system. The distance will be measured from the address point of the pupil's home to the front gate of the Academy regardless of the distance of travel. Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any individual case. This process will be overseen by someone independent of the Trust.

Where a pupil lives for part of each week at different addresses, the 'home' address shall be that address at which the pupil spends the majority of the Academy week.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

#### [Late applications](#)

All applications received by the 'school' after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

#### [Deferred entry for infants](#)

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

#### [Admission of children outside their normal age group](#)

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust 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 headteacher and any supporting evidence provided by the parent.

### Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust and 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact The School Business Manager at Wixams Tree Primary at [info@wixamstreeprimary.co.uk](mailto:info@wixamstreeprimary.co.uk) within 20 school days of receiving the decision letter for information on how to appeal. Information on the timetable for the appeals process is on our website at [www.wixamstreeprimary.co.uk](http://www.wixamstreeprimary.co.uk)

### Notes:

#### Home address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

#### Sibling

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, a foster brother or sister or other

child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of the final term of the school year for which the offer was made.

### Looked after child

A 'looked after child' is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of its social services functions (see the definition in section 22 (1) of the Children Act 1989) at the time of making an application to a school.

A previously looked-after child is a child who was looked after but ceased to be so because they were adopted immediately after being looked after.

A child 'subject to an adoption order' includes all children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Adopted children, for the purposes of admissions priority, also include children subject to the following orders immediately after being looked after:

a 'child arrangements order'; or

a 'special guardianship order'.