



The Vaynor First School An Academy Trust School Admissions Policy 2014 - 15



Policy adopted following consultation: 7th March 2013
Signed Chairman: Russell Thompson

Rationale

The Vaynor First School is itself situated in Headless Cross in Redditch, Worcestershire next to a large middle school, Walkwood Middle. It is an Academy Trust School and as such is its own admissions authority as part of the coordinated scheme with the Local Authority. This means it determines the priorities for admission should the school be oversubscribed, working alongside the Local Authority. Each application is considered on its own merit in accordance with our criteria. Being part of the coordinated scheme ensures that each child receives only one offer of a place as the Local Authority coordinates admissions across the county and admission in other local areas such as Studley, in consultation with neighbouring authorities.

The Vaynor First School continues to use the catchment area which pre-dates it becoming an Academy. Your child's catchment school can be obtained via <http://www.worcestershire.gov.uk/cms/school-information/school-search>. A map is also available at the school office.

Visiting The Vaynor First School

The school appreciates that parents need to choose their first, or subsequent school, carefully. To aid parents in this process the school offers an Open evening in the early Autumn Term and two Open Mornings to see the school in action. Please see our website or phone the school for confirmation of the dates for these. Additionally, there may be times when parents may wish to apply at other times of the school year and again, please contact the school for an appointment.

Pupil Admission Number (PAN)

The Pupil Admission Number for 2014-15 reception places is 90, organised into three classes. Children will be admitted to the school in the school year in which they will be 5 years of age, that is from September to September.

The Application Process

Prior to applying for a place so all parents are ***strongly advised to read 'The Information for Parents Book on Admissions and Transfers to Schools 2014-15'*** which is available at www.worcestershire.gov.uk/schooladmissions.

It can also be located in schools, libraries and at your local Worcestershire Hub. Although we would hope all applicants receive a place at The Vaynor, parents are strongly advised to name three schools on the form as should the school be oversubscribed the LA will assign a place at the nearest school with available places.

All parents living in Worcestershire wishing to send their child to The Vaynor First School will need to complete the Common Application Form county form (CA1) an online form, which can also be found on www.worcestershire.gov.uk/schooladmissions or via Worcestershire Hub Centre (Tel: 01905 822700) If a parent living outside of Worcestershire wishes to apply for a place at the school they will need to apply on their own authority's application form, who will ensure their details are passed onto Worcestershire Local Authority for consideration.

The closing date for applications received at Worcestershire County Council, or the parents local authority if this is different from Worcestershire is **15th January 2014**.

Procedures following Application

Any applications submitted to the home Local Authority naming The Vaynor First School in any order of preference will be forwarded to the school. The Governing Body will rank all applications against the published Admissions Criteria according to the information given by parents/carers on the application forms. Any forms received after the deadline above will disadvantage any application should the school be oversubscribed.

Applications will be sorted in descending order according to the Oversubscription criteria below. This list is returned to the LA for the coordination of all parental preferences for places to be allocated, according to the school where their child's name is the highest on the list of subscription lists. If it is possible to offer a place at more than one school, then the final offer will be for the school identified as the highest preference.

Parents will be informed, by offer letter by the LA on behalf of the Governing Body, posted on **16th April 2014** via second class postage. If parents named The Vaynor but were not offered a place they will be advised of their right to appeal against this decision, with the offer letter. Appeals will be heard by the end of the summer term 2014 (*see further information on page 5*).

Parents/ carers must complete and return the acceptance slip contained within the offer letter as soon as possible, but within **2 weeks**, indicating whether they are accepting the place at The Vaynor.

If you wish to withdraw your application for any reason, or wish to decline an offer of a place at The Vaynor you must inform the Headteacher and Pupils Admissions and Transfers at your home local authority immediately in writing.

Late Applications

Late applications received after the closing date will be given the lowest priority, no matter which criteria point they meet unless:

- A family has moved into the catchment area of the school, in which case a copy of the solicitors letter or tenancy agreement will be needed to evidence this
- There were exceptional circumstances that caused the delay, agreed by the Governing Body, evidence of these circumstances may be sought

Age of Entry to School

All children must legally be in school by the term following their fifth birthday. It is normal for all children to start The Vaynor First School in the September after their fourth birthday mostly full time, however we recognise that parents know their children better than we and therefore can accommodate children starting school part time. Normally this is for the first term, but in special circumstances this could be for longer. Please talk to the Headteacher regarding this if you feel it applies to you and your child.

Parents do have the right to defer entry to the term following their fifth birthday, however if parents are considering doing this we would strongly advise them to talk to the Headteacher about this decision, and should parents wish to defer after a place after being offered a place they must inform the Headteacher. Should this mean that your child would not enter school until September following their normal entry date, as their birthday is between May and August, the place cannot be guaranteed a year in advance, as it cannot be kept open. Parents would, in these circumstances, need to apply for a Year 1 place sometime between May and July 2015.

How to apply for year groups other than Reception, or for in year admissions

A parent can make an application to The Vaynor First School at any time, however places can only be allocated if the PAN is not full. The PAN is 84 for all year groups except Reception and Year 1, where it is 90.

As with applications to the new intake classes, The Vaynor First School asks parents to complete the Standard Application Form (CA1), found online at www.worcestershire.gov.uk or via the Worcestershire Hub Centre (Tel: 01905 822700) and forward it to the school. Parents from outside Worcestershire must apply via the application form in their own authority and they will forward this to Worcestershire for consideration.

The LA to forward the application onto the Academy for consideration. The Academy's Governing Body will notify LA of the decision whether to admit or not within 10 school days.

If more than one application is received at the same time for the same year group, each application will be assessed in accordance with the oversubscription criteria. The LA will notify parent of the decision, and if refusing the place, will offer the right of appeal. All appeals must be made in writing to the Governing Body of The Vaynor First School **within fourteen days of receipt of notification.**

For In-year applications, appeals will be heard within 30 school days.

Waiting Lists

The Vaynor First School operates a waiting list for any oversubscribed year group according to the following circumstances:

1. Parents will notify the school in writing that they wish their child to be placed on the waiting list for the relevant year group.
2. The school secretary will keep any such list, updating it as required. The information on the list will include the parent/guardian name(s) and contact details, including telephone number and email address (if available). It will also include the child's full name, date of birth, permanent home

address, details if looked after by the local authority and present school (if applicable). Also the name, date of birth and year group of any sibling(s) on roll at The Vaynor.

3. At the beginning of each term following being placed on the list, parents need to notify the school in writing that they wish their child's name to remain on the waiting list. Failure to do so will result in the name being removed.
4. As places arise, the school will contact parents, according to the priority on the list, to allocate the place. Should the place no longer be required, the place will be allocated to the next name on the priority list.
5. Parents will **not be informed** of their place on the waiting list, as this can change as new people join the list and others leave thus changing the priority of a child.

Oversubscription Criteria

The purpose of the published oversubscription criteria is to give everyone a fair and equal opportunity to apply for a place at the school, in line with the Local Authority's Fair Access Protocol. At The Vaynor First School the following criteria will be applied to all applications if they are in year or for the new intake. This ensures that should there be a case of oversubscription all applications are treated the same:

1. Children in care and children who ceased to be in care because they were adopted or made subject of a residence of special guardianship order
2. Children of members of teaching staff employed by the school for at least 2 years up to January 2013 or children of members of teaching staff recruited within the last 2 years to fill a vacancy where there was a skills shortage
3. Children with a sibling on roll at the time of application - the sibling must be attending the school at the time of entry for the younger child. A sibling is defined as a full, adopted half or step brother or sister living at the same address.
4. Children living in the school catchment area - this is defined as the address where the child is normally resident. In cases of shared custody the school will need to see the terms of the residency order to clarify the home address. Where there is no residency order, school will consider that residency is with the parent who has primary, day to day care. In this case evidence of where the child benefit is paid and where the child is registered with a GP may be required should there be any disputes.
5. Distance as measured by the shortest route as measured on the Google maps for walking from the Main gate on Tennyson Road B97 5BL to the pupils home address.
6. In cases of equi-distance places to be allocated by random lottery, supervised by an independent source.

A child whose statement names The Vaynor First School will be offered a place at the school.

All Early Years and Key Stage One classes are limited to a class size of 30 by law. However, there are exceptional circumstances where this can be exceeded. These are:

- The child has a statement admitted outside the normal admission round
- If the child is a relevant looked after child, or previously looked after child admitted outside the normal admissions round
- In circumstances of a procedural error made by the admission authority or local authority in the original application process
- The child has been admitted after an independent appeals panel upholds an appeal
- If the child moves into the area outside the normal admissions round and there is no other available school within a reasonable distance;
- The child is of a UK service person admitted outside the normal admissions round provided this is accompanied by an official letter regarding their relocation
- The child is a twin and the sibling has been offered a space as there is a vacancy

Appeals

All parents have the right to appeal the decision not to admit their child to The Vaynor First School. Appeals must be made in writing to the Chair of the Governing Body, c/o The Vaynor First School, Tennyson Road, Redditch, B97 5BL stating the child's name and date of birth, their own name and the year group they are appealing for.

The school uses an Independent Appeals Panel to manage its Appeals on its behalf. Appeals letters will be acknowledged, and the chance to put concerns in writing with evidence will be offered. Further notification will be received of the hearing date and parents will receive paperwork regarding the appeal in line with statutory requirements at this time. Parents will be invited to attend the appeals hearing to state their case in person. The school and parents will be bound by the decision of the appeal panel to admit or not.

Useful contacts:

The Vaynor First School

Tel: 01527 543187

Website: www.thevaynor.worcs.sch.uk

Email: office@thevaynor.worcs.sch.uk

Headteacher: Mrs Sue Foster-Agg

Worcestershire Pupil Admissions

Tel: 01905 765765

Web address: [www.worcestershire.gov.uk/school admissions](http://www.worcestershire.gov.uk/school%20admissions)

Online Postcode Catchment area check

Web address: <http://www.worcestershire.gov.uk/cms/school-information/school-search>

Parent Partnership Service: local information and independent advice on pupil admissions and transfers to schools

Tel: 01905 727940

Web address: www.ppsworcs.co.uk

ACE (Advisory Centre for Education): a national charity that provides independent advice for parents and carers of children aged 5-16
Tel: 0808 800 5793
Website: www.ace-ed.org.uk

Appendix 1 - Timeline for Reception Admissions Process

Process

- 1) July 2014: The online application process will open in Worcestershire [www.worcestershire.gov.uk/school admissions](http://www.worcestershire.gov.uk/school%20admissions). For other LA's please see their websites
- 2) 15th January: The closing date for applications is 15th January 2014.
- 3) 28th February: Last date at which Late Applications can be considered by the Governing Body as to whether application to be treated as Late or on-time.
- 4) **All applications** must be ranked, in accordance with oversubscription criteria (and not just up to PAN).
- 5) 16th April: LA to send out all decision letters, on behalf of the Academy's Governing Body
- 6) All unsuccessful applicants to be notified of their right to appeal by the LA.