

Queensgate Foundation Primary School



Admissions Policy

2017/2018

ADMISSIONS POLICY
Queensgate Foundation Primary School

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed and agreed by the Governing Body on 25th February 2016

It is due for review in Spring 2017(up to 12 months from the above date).

Signature **Head Teacher** **Date**

Signature **Chair of Governors** **Date**



Admissions to Queensgate Foundation Primary School can offer places for 60 pupils for each year group in Reception year and Key stage 1. These arrangements and the admissions criteria (below) are reviewed annually. When there are more applications than there are places available, the Governing Body will admit pupils according to the following criteria, which are listed in order of priority.

Please note Queensgate Foundation Primary School has agreed to follow the same admissions procedure as the Local Authority and parents should refer to the following documents from the Local Authority for general guidance with regards to applying for places.

Parents whose children are starting in Reception should send applications forms to the Local Authority (County Hall, Newport. Tele: 01983 **823455** – or apply on-line via www.iwight.com/schooladmissions) ensuring deadline dates are adhered to, who will pass the application to Queensgate Foundation Primary School.

Local Authority General Guidance can be accessed via the following links:

<http://www.iwight.com/schooladmissions>

Please note these links were correct at the time of publishing.

Criteria for allocation of places

Pupils with special educational needs who have a particular school named in their Educational Health Care Plan (EHCP) must be admitted to the school. For further information please contact the Special Educational Needs Section on (01983) **821000** or SEN@iow.gov.uk. These children will be included in the admissions number of the school.

Admissions Criteria Order of Priority:

1. Children who are in the care of a local authority
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 brother or sister who is already at the school and who will still be in attendance at the school in September 2017.
4. Pupils for whom the school is the nearest primary to their home address.

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 closest being offered places first.

Example: If we can offer places at a school to pupils in the first **three** criteria, but there are not enough places for all those children in criterion **four**, we will measure 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, with those living closest to the school receiving the higher priority. If the distances are equal (for example with a block of flats), lots will be drawn by an independent person to determine the allocation.

If only one place at a school is available within the admissions number and there are twins or multiple birth in the family who have the next highest priority within the oversubscription criteria, they will be treated as one applicant.

Late applications

If application forms are received late by the Local Authority, even a day later, and Queensgate is full as a result of applications sent in on time, your child will not get a place at Queensgate, even if you live in the priority area. If this happens you can appeal. Also, your child's name will be placed on a waiting list or you can request to be placed on the waiting list of an aided school.

In Year Admissions Criteria Order of Priority

The above criteria will be applied if in year vacancies arise during the school year and there are more applicants than places.