



## **Admissions 2024/2025 Policy February 2023**

## Admissions Policy 2024/2025 Queensgate Foundation Primary School

### Policy Review

This policy was adopted from IWC and 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 6<sup>th</sup> February 2023.

It is due for review on February 2024 (up to 12 months from the above date).



Signature ..... Head Teacher      Date: 6<sup>th</sup> February 2023.



Signature ..... Chair of Governors      Date: 6<sup>th</sup> February 2023.

### Policy control

Date	Amendments / additions	Reason
Feb 2021	Closing date amended	As per advice IWC
Feb 2021	National Offer Day amended	As per advice IWC
Sept 2021	Addition of In year application information	As per advice IWC
Sept 2021	Change to information related to LAC	As per advice IWC

## **Admission to Isle of Wight community and controlled primary schools for children starting school for the first time in September 2024**

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 criteria, which are listed in order of priority, in this policy.

Please note Queensgate Foundation Primary School has agreed to follow the same admissions procedure as the Local Authority.

### **At what age can my child start primary school?**

Every child has to receive full-time education from the beginning of the term following his or her fifth birthday. However, your child can start primary school in the September after they have reached the age of four. For September 2024 your child must have been born between 1 September 2019 and 31 August 2020.

### **Can I defer my child's entry to primary school?**

As stated in Section 2.16 of the School Admissions Code 2014, you can defer the date your child starts the primary school you have been allocated until later in the school year but not beyond the point at which they reach compulsory school age (their fifth birthday) and not beyond the beginning of the summer term of the school year for which the primary school place was allocated. However, you must still apply by midnight on 15th January 2024 so we can allocate a school place. It is important that you discuss deferred entry into primary school with the headteacher of your allocated school and the pre-school that your child attends, as you may wish them to remain at their current pre-school until they start primary school.

If you feel your child is not ready for full time education in the September, you can discuss opportunities for them attending school part time until your child reaches compulsory school age with the headteacher of your allocated school.

### **My child is a summer born child, can I delay entry until September 2025 and apply for a reception year place?**

Department for Education guidance and Section 2.17 of the School Admissions Code 2014 allows parents to delay entry of their children into the school system. School admission authorities are required to provide a place for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.

If your child is four during the period 1 April to 31 August 2024, but you do not wish them to start school until September 2025, a place will not be allocated at this time if you formally request delayed entry. If you want to delay your child's entry in to school it is important that you put in writing to School Admissions your reasons why you wish to delay starting school until September 2025. It is still advisable to apply for a school place in the correct admissions round, as your circumstances may change and you may wish your child to start sooner than September 2025. We strongly recommend that you discuss this situation fully with the headteacher of the school you are hoping your child will attend. Please be aware that although you will have had discussions with the Headteacher of a particular school, we cannot guarantee a place at that school in reception for September 2025. Please contact school admissions during the admissions round if you have had your application for delayed entry approved and wish to apply for a school place for September 2025.

School admissions authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on circumstances of the case.

If the child is educated outside of their normal age group whilst in primary school, when the child is due to transfer to secondary school it will be for the admission authority of the secondary school to decide whether to educate the child out of their normal age group e.g. they may require your child to transfer in their academic age group, which may mean a transfer at the end of year 5 or they will be able to transfer

at the end of year 6 and will have to commence year 8.

Further information and an application form to download and complete requesting delayed entry into primary school is available on our website at [www.iwight.com/schooladmissions](http://www.iwight.com/schooladmissions) then click on the 'Summer Born Children' tab.

There is no statutory barrier to children being admitted outside of their normal year group.

### **What happens if my child does not reach the age of four until after 31 August 2024?**

Children whose fourth birthday falls between 1 September 2024 and 31 August 2025 cannot be admitted to primary school until September 2025. However, they will be eligible for funding to attend pre-school for the school year 2024/25.

### **Is my child guaranteed a place at a primary school if they go to the local pre-school?**

No, we cannot guarantee that your child will get a place at a particular primary school if he or she goes to the pre-school on the same site. If we receive too many applications for a particular primary school, we will allocate places using the oversubscription criteria of the school.

### **What about class sizes in primary schools?**

There are special rules for admission into primary school reception classes and Years 1 and 2. **The law says that no class in these three year groups must contain more than 30 pupils.** If a primary school has too many applications for the number of places available, we will use the oversubscription criteria stated in the school admissions policy to allocate places.

### **How do I apply for a place at a primary school for September 2024?**

If your child will be four by 31 August 2024 and you would like them to start school in the school year starting in September 2024 you should;

- Apply online at [www.iwight.com/schooladmissions](http://www.iwight.com/schooladmissions).
- If you have ticked that your child is applying for the school under medical grounds and/or is LAC, supporting evidence must also be received by School Admissions and Transport, County Hall by midnight on 15th January 2024.
- If you are applying for a place at a church aided primary school, please check with the school direct as they may require you to also complete their supplementary information form and return it direct to the school by midnight on 15th January 2024.

Alternatively you can request a paper common application form by telephoning 01983 823455. You should then:

- complete the common application form and return to School Admissions and Transport, County Hall
- If you have ticked that your child is applying for the school under medical grounds and/or is LAC, supporting evidence must also be received by School Admissions and Transport, County by midnight on 15th January 2024.
- If you are applying for a place at a church aided primary school, please check with the school direct as they may require you to also complete their supplementary information form and return it direct to the school by midnight on 15th January 2024.

**Please note that we cannot accept responsibility for forms posted, or submitted online, that are not received by the closing date. If you are applying online, once the form has been fully submitted you will receive an email confirmation. If you are completing the paper common application form, we advise you to return your form in good time (with the correct postage – please note that postage is based on the size and weight of the envelope and may need to be weighed at the Post Office) and enclose a stamped addressed envelope so we can confirm it has been received in the school admissions office.**

### **Can I apply online for a school place for my child after the closing date?**

No. Once our closing date of midnight 15<sup>th</sup> January 2024 has passed all applications, or change of preference, must be notified to the local authority in writing. If it is a change of preference, a new application form does not need to be completed you can either send a letter with your changes to School Admissions and Transport, County Hall or an email to [school.admissions@iow.gov.uk](mailto:school.admissions@iow.gov.uk).

### **What address is used for school admissions purposes?**

The address you give on the application form must be the one on the Island where your child usually live, e.g., in the case of admissions for September 2024 the relevant address will be where your child is living on **15th January 2024**.

If the child resides with each parent during the week, the address on the application form must be the address at which they spend most of their time.

If there is a dispute over the address of the child, then you must provide a residency order, issued by the court, if you wish us to consider that address.

**NB – Any attempt to seek admission to a school on the basis of an address other than the normal family home (even if the other property is owned or rented by you) will be regarded as providing false information and will be treated accordingly (see below)**

We cannot offer places based on a possible future address. If you have already submitted your application and you move home, please inform school admissions in writing of your new address. If this change is received by midnight on the 15th January 2024 your application will still be 'on time', if the change is received after midnight on the 15th January 2024 it will be classed as 'late'.

If you are moving to the Island from the mainland, under Inter-Authority working you will need to apply for a place at an Island school via your current local authority. They will inform us of the application.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live within the area. The application will be considered if it is accompanied by an official letter i.e. MOD, FCO or GCHQ, that declares you will be posted to live within the area.

### **Parental Responsibility**

All parents/carers with parental responsibility for the child must agree on the preferred schools listed. If there is a dispute this cannot be resolved by the local authority and until a letter signed by all with parental responsibility or a court order stating the school or who has responsibility for determining the education, any application made will not be processed.

Please note: If the application is not made and agreed upon by the closing date it will be classed as 'late' and will not be processed until after all 'on-time' applications. This could mean that your preferred schools/s are full and your child will be placed in the nearest school with vacancies.

### **How many schools can I state a preference for?**

You can state a preference for **three** primary schools including foundation trust, church aided and academy primary schools. It is important to consider naming your nearest school as one of your three preferred schools. If you do not do so, you may be offered a place at a school some distance from your home address if your three preferred schools are over-subscribed and we cannot offer you a place at any of these.

By law we have to consider applications we receive by the closing date first. If you apply later, even a day later, we will not consider your application until after we have considered those we received on time.

### **What happens if I give false information to get a place at a school?**

We thoroughly check all applications. If we discover that you have used false information (such as an incorrect address or date of birth) after we have offered your child a place, we will withdraw that place.

### **How are places at a school allocated?**

Pupils with special educational needs who have a particular school named in their Education, Health Care Plan must be admitted to the school. For further information please contact the special educational needs section on (01983) 821000 or email: SEN@iow.gov.uk. All children allocated a place will be included in the admissions number of the school.

Further preferences for community and controlled schools will then be considered by the local authority on the basis of the criteria listed below.

Preferences for foundation trust, aided and academy primary schools will be considered by the school's governing body on the basis of the school's admissions criteria. After all your preferences have been considered and if more than one place can potentially be offered the single offer is for the school ranked the highest on your application form.

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions) and after the admission of pupils with Education, Health Care Plan (EHCP) where the school is named in the EHCP, the following criteria will be applied, in the order set out below, to determine which children to admit:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, or became subject to a child arrangements order or special guardianship order<sup>1</sup>. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their 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.
2. Pupils with a specific medical condition, confirmed and supported by a registered 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 medical evidence from a registered health professional and must be supplied by the closing date of midnight on 15th January 2024. The evidence must name the school and state the reasons why attendance at the school is essential and the difficulties that would be caused if the child had to attend another school.)
3. Children who at the time of application have an elder sibling who is already at the school and who will still be in attendance at the school in September 2024.
4. Children of staff<sup>2</sup> employed by the preferred school, in either or both of the following circumstances:
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
5. Children for whom the school is the nearest primary school to their home address at the time of application.
6. Children for whom none of the previous oversubscription criteria apply.

*<sup>1</sup>A 'looked after child'<sup>1</sup> or a child who was previously looked after but immediately after being looked after became subject to an adoption, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted, or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their 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. All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted*

*<sup>2</sup>A staff member is any person employed by the school.*

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 closer being offered places first. We will measure in a straight line using the local authority's geographical information system (GIS) from the home address to the centre of the school building, with those living closer to the school receiving the higher priority.

In the event of a tie between two or more children when applying home-to-school distance as a tiebreaker and where there are not enough places available to offer all those children a place at the school, a random allocation will be carried out by the Local Authority. This will be in the form of a 'lucky dip' which will be overseen by an independent person from the Corporate Governance Team.

If only one place at a school is available within the admissions number and there are multiple birth in the family who have the next highest priority within the oversubscription criteria, we will offer places to both.

If the distances are equal (for example with a block of flats), lots will be drawn by an independent person to determine the allocation.

### **What happens if I return the form late?**

If you return the form after the closing date, even a day later, and the school is full as a result of applications sent in by the closing date, your child will not get a place there. If this happens you can appeal. Your child's name will also be placed on a waiting list in a community or controlled school or you can write to a foundation trust, aided or academy school to request your child is added to the waiting list.

### **What happens if I want to change my preference after the closing date?**

We recognise that some parents may wish to change their preferred school(s) after the closing date due to, for example, moving house. If you wish to do this you should write to the school admissions office at County Hall immediately or email your updated preferences to [school.admissions@iow.gov.uk](mailto:school.admissions@iow.gov.uk). You cannot apply on-line for a change of preference after our closing date of midnight on 15th January 2024. Please remember, however, that your application will be treated as late and children of parents who have applied for a place at a school by the closing date will have priority for admission over those who change their preference after the closing date. This means that, even though you may have moved closer to another primary school, your child may not get a place there if it is already oversubscribed. If this happens you can appeal. Also, your child's name will be placed on a waiting list in a community or controlled school or you can request to be placed on the waiting list of a foundation trust, aided or academy school.

### **When will I hear whether I have got the place I wanted?**

We will email all online applicants with the result of your application on 17th April 2024 (National Offer Day for England). Some families may also receive a letter advising the outcome of their application.

### **My application has been refused – can I appeal?**

If we cannot offer your child a place at your preferred schools, you can appeal to an appeals panel which is totally independent of us. A 'Notice to Appeal' form appeal form will be enclosed with the letter you receive. If you applied online and have requested a reply by email you will be able to download or complete an appeal form online at [www.iwight.com/Residents/Schools-and-Learning/Education-Appeals/Tasks](http://www.iwight.com/Residents/Schools-and-Learning/Education-Appeals/Tasks) and the booklet which explains how to make an appeal from our website at [www.iwight.com/Residents/Schools-and-Learning/Education-Appeals/Appeals-Timetable](http://www.iwight.com/Residents/Schools-and-Learning/Education-Appeals/Appeals-Timetable) and click on the 'Appeal Guide for Parents' tab. As well as making your appeal in writing, we recommend that you go to the appeal hearing to present your case. You can bring a friend to support you. The decision of an appeals panel is binding on us.

In exceptional circumstances, a second appeal may take place if you are able to provide new evidence which could not have been introduced at the time of the original appeal hearing.

### **Can I put my child's name on a waiting list?**

Children refused a place (or places) at their preferred community or controlled school will be automatically placed on a waiting list for that school unless you specifically request that this must not happen. If you have been refused a place at a foundation trust, aided or academy school, you must write

to the school to request your child is added to their waiting list. Your child will be removed from the list only on obtaining a place at the preferred school or at the end of the school year. If you subsequently accept a place at an alternative school, you will be asked if you wish to remove your child from the waiting list at your preferred school. For community or controlled primary schools, in July a form will be sent to you to complete and indicate if you wish your child's name to remain on the waiting list. If you do not return this form by 31st August 2025 your child will be removed from the waiting list.

Where your child is placed on the school's waiting list depends upon the oversubscription in the school admissions policy. We do not give priority on a first-come first-served basis. If you apply late but live very close to the school, your child may go to the top of the waiting list or very near to it. Please remember that your child's position on the waiting list can change, moving up or down as others join the list or are removed from it.

Children who are the subject of a direction by a local authority or who are allocated a place in accordance with the fair access protocol will take precedence over those on a waiting list.

Waiting lists for September 2024 admissions will be established for the first time on 1st May 2024.

If you want to know where your child is on a waiting list you can contact the relevant admission authority (local authority or school). The Isle of Wight Council maintains waiting lists for its community and controlled primary schools.

### **What happens if I move house after I have received the offer of a school place?**

If you have received a letter offering your child a place at your preferred school, and you then move house, you can keep that school place. Please remember, though, that you may be responsible for travel arrangements (including bus fares) to that school. If you would like to state a preference for a different school, please contact the school admissions team in writing or by emailing [school.admissions@iow.gov.uk](mailto:school.admissions@iow.gov.uk).

### **Fair access protocol**

The Isle of Wight Council has a 'fair access protocol' which gives priority to admissions for certain categories of school age children. This protocol relates to admissions throughout the year. The protocol will take priority above the school's admission policy for those on a school's waiting list and the local authority may require schools to admit above their published admissions number. The policy can be found at [www.iwight.com/schooladmissions](http://www.iwight.com/schooladmissions).

## **Primary September 2024 Coordination Dates**

15 January 2024	Closing Date for Primary Applications
w/c 29 January 2024	LA Transfer of applications data to other LAs LA provide the Aided, Academy and Foundation primary schools the list of applications received
w/c 26 February 2024	Aided, Academy and Foundation Schools submit their ranked lists of applications to the LA
Early April 2024	Allocation sent to other LAs the allocated school for the application/s received for their LA children
16 April 2024	National Offer Day
16 April 2024	LA provide oversubscribed schools the list of the applications that were unsuccessful, in order for them to establish their waiting lists
1 May 2024	Waiting lists established for oversubscribed schools
Mid – Late May 2024	LA provide ATF Files to all schools containing allocated pupils records
Mid June onwards 2024	Appeals

## **Terms used**

### **Academy**

An academy is a state-funded school managed by an independent sponsor. The funding agreement between an academy company and the Secretary of State requires the academy's admissions policy and arrangements to be in accordance with, or consistent with admissions law and the school admissions code.

### **Additional/supplementary information forms**

All parents who list their preferred school on the Isle of Wight Council's common application form are regarded as having made a valid application. An additional or supplementary form will also have to be completed for applicants who are applying for church aided schools, this also needed to be returned to the appropriate school by the advertised closing date to ensure your application remains on time.

### **Admissions number**

The maximum number of children a school can give places to each year.

### **Aided school**

A school owned by trustees and mostly maintained by the local authority. The school governing body controls admissions and religious education.

### **Common application form**

The form which all parents must complete when applying for school places.

### **Community school**

A school which the Isle of Wight Council owns, funds and maintains.

### **Co-ordinated admission scheme**

Ensures that a letter or email (for online applications) is dispatched on 16 April 2024 to every child living on the Isle of Wight, who is due to commence school, with the offer of a place. The scheme gives clear communications on school admissions between the local authority, the aided, academy, foundation, trust and free schools.

### **Distance**

Distance for the allocation of school places will be measured in a straight line by 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 closer to the school receiving the higher priority. If distances are equal (for example with a block of flats) lots will be drawn by an independent person to determine the allocation.

### **Fair Access Protocol**

This protocol prioritises admissions for certain categories of school age children. This protocol relates to admission applications throughout the year.

### **Free School**

Free Schools are all-ability state-funded schools set up in response to what local people say they want and need in order to improve education for children in their community.

### **Foundation school**

A school which has foundation status and the governing body controls admissions.

### **Independent school**

A school which the Isle of Wight Council does not fund or maintain – a privately-owned school.

### **Multiple Birth**

Children born to the same parents with the same date of birth.

## **Online admissions**

Parents can apply for a place for September 2024 via the Local Authority's website [www.iwight.com/schooladmissions](http://www.iwight.com/schooladmissions).

## **Parents**

A parent is any person who has parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', both parents must agree on the school/s listed on the application. If there is a dispute then legal documentation will be required stating who will be responsible for the child's education. If a dispute has been lodged and parents come to an amicable agreement, written confirmation will be required from both parents with parental responsibility.

## **Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner, and in every case, the child should be living in the same family unit at the same address.

## **Studio School**

Studio schools offer academic and vocational qualifications, but teach them in a practical and project-based way. Study is combined with work placements at employers who are involved in the school.

## **Supplementary Information Form (SIF)**

The form which parents complete when applying for a school place at an aided school. Please ensure this is returned to the appropriate school by the closing date to ensure your application for a school place is on time.

## **Unique Identification Number (UID) – Secondary Schools only**

To apply for a school place online you will be able to log on to your child's record using the UID. This number will be in the letter sent to you in September, informing you of the transfer to secondary school.

## **We, us, our**

The Isle of Wight Council as the local authority.

## In Year Admission to Community and Controlled Schools Academic Year 2024 - 2025

Further information is available in our Educating your Child Book available online at [www.iwight.com/schooladmissions](http://www.iwight.com/schooladmissions).

### How are places at a school allocated?

Pupils with special educational needs who have a particular school named in their Education, Health Care Plan (EHCP) must be admitted to the school. For further information please contact the Special Educational Needs section on (01983) 821000 or email: [SEN.general@iow.gov.uk](mailto:SEN.general@iow.gov.uk). All children allocated a place will be included in the admissions number of the school.

Further preferences for community and controlled schools will then be considered by the local authority on the basis of the criteria listed below.

Preferences for foundation trust, aided and academy primary schools will be considered by the school's governing body on the basis of the school's admissions criteria. After all your preferences have been considered and if more than one place can potentially be offered the single offer is for the school ranked the highest on your application form.

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions) and after the admission of pupils with Education, Health Care Plan (EHCP) where the school is named in the EHCP, the following criteria will be applied, in the order set out below, to determine which children to admit:

1. A 'looked after child'<sup>1</sup> or a child who was previously looked after but immediately after being looked after became subject to an adoption, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted, or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their 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. All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted

2. A specific medical condition<sup>2</sup>, confirmed and supported by a registered 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 medical evidence from a registered health professional and must be supplied at the time of application. The evidence must name the school and state the reasons why attendance at the school is essential and the difficulties that would be caused if the child had to attend another school.)

3. Children who at the time of application have an elder sibling who is already at the school and who will still be in attendance at the school at the time of application.

4. Children of staff employed by the preferred school<sup>3</sup>, in either or both of the following circumstances: 2 a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.

5. Children for whom the school is the nearest primary school to their home address at the time of application.

6. Children for whom none of the previous oversubscription criteria apply.

<sup>1</sup>A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their 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 child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). Child arrangements orders are

*defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

*2The specific medical condition can be for the child or parent / guardian of the child.*

*3A staff member is any person employed by the school.*

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 closer being offered places first.

We will measure in a straight line using the local authority's Geographical Information System (GIS) from the home address to the centre of the school building, with those living closer to the school receiving the higher priority.

In the event of a tie between two or more children when applying home-to-school distance as a tiebreaker and where there are not enough places available to offer all those children a place at the school, a random allocation will be carried out by the local authority. This will be in the form of a 'lucky dip' which will be overseen by an independent person from the Corporate Governance Team.

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 multiple birth in the family who have the next highest priority within the oversubscription criteria, we will offer places to all multiple birth siblings.

### **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.

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 in certain year groups, and although they may be your preferred choice the admissions authority may only be able to offer a place on a waiting list.

You will need to contact the School direct, to request a copy of their application form for an in-year admission and return this direct to the school. They will inform the local authority of the application.

### **Can my child be admitted outside of their normal age group?**

As stated in 2.17 of the Admissions Code, parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or experience problems such as ill health.

If you are applying for a place outside of your normal age group, it is recommended that you speak to the Headteacher of the school you are seeking admission to.

Your child will be allocated a place by School Admissions in their chronological year group and it will be the Headteacher of the school in which your child has been allocated a place that will make the decision as to whether your child can be taught outside of their normal age group. The decision will be based following conversations between the parents/guardians and the Headteacher of the school, along with the evidence you provide to support your request.

Please contact the School Admissions team by emailing [school.admissions@iow.gov.uk](mailto:school.admissions@iow.gov.uk) or by

telephoning 01983 823455 to discuss this and how to make the application.

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

You can apply on line using the website [www.iwight.com/schooladmissions](http://www.iwight.com/schooladmissions) or you download an application form. Alternatively if you do not have access to the internet you can request an application form from School Admissions at County Hall on 01983 823455. You can obtain an application form from School Admissions at County Hall, Newport. However, you should always check with the school admissions team for availability in your preferred school as this data changes regularly.

It is very important that applications are completed correctly and returned with any relevant evidence, such as medical.

### **What address is used for school admissions purposes?**

The address you give on the application form must be the one on the Island where your child usually lives.

If you are moving address and are making an application with the new address, you must have already exchanged contracts or have signed a tenancy agreement for the address you have stated on your application.

If the child resides with each parent during the week, the address on the application form must be the address at which they spend most of their time.

If there is a dispute over the address of the child, then you must provide a residency order, issued by the court, if you wish us to consider that address.

**NB – Any attempt to seek admission to a school on the basis of an address other than the normal family home (even if the other property is owned and rented out by you) will be regarded as providing false information and will be treated accordingly.**

If you have already submitted your application and you move home, exchange contracts or have signed a tenancy agreement for a new address, please inform School Admissions in writing of your updated address.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live within the area. The application will be considered if it is accompanied by an official letter i.e. MOD, FCO or GCHQ, that declares you will be posted to live within the area.

### **I am moving to the Island, how do I apply for a school place during the academic year?**

If you are moving to the Island from the mainland or abroad, you can apply for a school place direct to IWC Admissions Department. You can do this at [www.iwight.com/schooladmissions](http://www.iwight.com/schooladmissions) then click on the Do It Online Tab and complete the In Year School Placement Application form.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live within the area. The application will be considered if it is accompanied by an official letter i.e. MOD, FCO or GCHQ, that declares you will be posted to live within the area.

**Important Note:** If your child has been attending an Island school and you move to the mainland their name will be removed from the school roll, once attendance at the mainland school is confirmed. 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 to your home address where places are available.

If your child has been attending an Island school and you move out of the country, you will need to inform the school in writing and include your child's last date of attendance. Your child will be removed from the school roll on the first day of non-attendance following the date stated in your letter. 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 to your home address where places are available.

## **Parental Responsibility**

All parents/guardians with parental responsibility for the child must agree on the preferred schools listed. The local authority will assume all parents/guardians agree on the application submitted unless informed otherwise. If there is a dispute this cannot be resolved by the local authority. If the local authority is informed of a dispute they will process the application made by the parent with whom the child resides the majority of the time, unless an official court document states otherwise.

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

If a vacancy exists in the year group at your preferred school, your child will receive a place there. Your child must start at the school within 4 school weeks, excluding school holidays.

It is important that you state the date you would like your child to start at the school, as a school place can only be confirmed a maximum of four weeks in advance of your child starting at a school, excluding school holidays.

You will be sent a letter to confirm the school that your child has been allocated and the letter will state the date by which your child must have started at the school.

If a problem occurs and your child is unable to start at the school by the date stated in your letter, please contact School Admissions as soon as possible to explain why and to enable us to liaise with the school. We cannot guarantee that the start date can be extended and if it cannot an explanation as to why will be provided.

Should the year group at the school be full, you will receive a letter confirming this and advising you that you can:

- Appeal to an appeals panel which is totally independent of us. A 'Notice to Appeal' form will be enclosed with the letter you receive. You can also download or complete an appeal form online at [www.iwight.com/Residents/Schools-and-Learning/EducationAppeals/Tasks](http://www.iwight.com/Residents/Schools-and-Learning/EducationAppeals/Tasks) and the booklet which explains how to make an appeal from our website at [www.iwight.com/Residents/Schools-and-Learning/EducationAppeals/AppealsTimetable](http://www.iwight.com/Residents/Schools-and-Learning/EducationAppeals/AppealsTimetable) and click on the 'Appeal Guide for Parents' tab. As well as making your appeal in writing, we recommend that you go to the appeal hearing to present your case. You can bring a family member, professional or friend to support you. The decision of an appeals panel is binding on us.

In exceptional circumstances, a second appeal may take place if you are able to provide new evidence, which could not have been introduced at the time of the original appeal hearing.

and, at the same time:

- Your child will automatically be placed on the waiting list/s of your preferred community or controlled school, unless you specifically request that this must not happen. If you have been refused a place at a foundation trust, aided or academy school, you must write to the school to request your child is added to their waiting list. Your child will be removed from the list only on obtaining a place at the preferred school or at the end of the school year. If you subsequently accept a place at an alternative school, you will be asked if you wish to remove your child from the waiting list at your preferred school.

Your child's name will be put on the waiting list even if you are not resident on the Island but as soon as you have an Island address please update us as this will alter your place on the waiting list.

Your child will be expected to take up the place within four weeks should a vacancy occur, excluding school holidays.

In July a form will be sent to you to complete and indicate if you wish your child's name to remain on the waiting list. If you do not return this form by the date stated on the reply form your child will be removed

from the waiting list.

**Can I make changes to my application once it has been submitted?**

If you wish to make any changes to your application once you have submitted it to School Admissions, you can make these by emailing [school.admissions@iow.gov.uk](mailto:school.admissions@iow.gov.uk) stating the name of your child, their date of birth and with the changes you would like to make to the application, as any changes to an application must be received in writing.