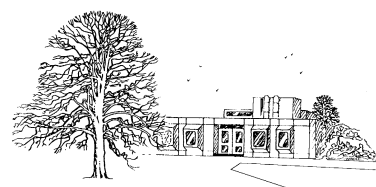


# Wyburns Primary School

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**Headteacher M. J. Pocock**

## Admissions Policy

With effect from 2011/12 school year, pupils will be admitted at the beginning (September) of the school year following their 4<sup>th</sup> birthday. No reference will be made to ability or aptitude. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Parents may also request that their child attends part-time until the child reaches compulsory school age. The parent will not be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Where entry to school is delayed, the school will honour the place and it will not be offered to another child.

The School will continue to operate on a catchment area basis, the area being the same as the one currently defined by the Local Education Authority.

Applications should be made using the Local Education Authority's common application form. A copy is available from the school office. This form should be completed and returned to the LA, at the address given, by the date published in the Primary Education in Essex booklet for the expected year of admission. Alternatively, parents can apply on-line by going to [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). For further information you can ring 0845 603 2200

*With effect from 11<sup>th</sup> April 2003 the net capacity for the school has been determined as 252 and the Number Intended to Admit (NIA), applying for the admission round commencing in September 2004, is 36.*

- 1 Priority will be given to looked-after children;
- 2 Where a child lives within the defined catchment area, a place at Wyburns will be offered, subject to the net capacity of the whole school and the Number Intended to Admit (NIA) for the relevant year group not being exceeded. Where a breach of capacity or NIA would be the result of a place being offered to a child living within the catchment area, priority will be given to those children:
  - a who have a sibling\* already attending the school;
  - b according to the distance that they live away from the school - those living closest being given priority (distance being measured by the shortest, safe walking distance).
- 3 Where a child lives outside of the school's catchment area, places will be offered if there is a suitable vacancy within the school (reference being made to the total capacity and the NIA for the particular year group) in the following order of priority:

- a Where the child already has a sibling\* attending the school;
- b Where there are social/medical/compassionate reasons, supported in writing by a Doctor, Social Worker or Education Welfare Officer, for admitting the child;
- c Other children, according to the distance that they live from the school, priority being given to those living closest being given priority (distance being measured by the shortest, safe walking distance).

*\*A sibling is defined as a child living in the same family unit in the same family household and address. This includes brothers and sisters, step brother and sisters. In addition, biological siblings are treated as siblings, irrespective of residence. The older sibling must be attending the school at the time the application is made and must be still attending the school at the time the younger child is admitted.*

*If an application is made from a child with a statement of special educational needs and that statement names Wyburns, the Governors are required to admit that child, subject to the DfES Code of Practice on School Admissions.*

On the 31st March the admissions criteria will be applied to all the names on the list, as outlined above. Should this result in the Number Intended to Admit (presently set at 36 children for any year group) being reached, the admissions for that particular year will be said to be full and any subsequent applications will be put onto a waiting list, in the order in which they are received, and a place offered if and when one becomes available. The waiting list will be operated by the LA until the end of the first full week of the autumn term, and then by the school until the end of the autumn term only.

Any applications received after the published closing date will be considered by the LA in accordance with the co-ordinated admissions scheme – a copy is available from the LA or through the school office.

Should the NIA not be reached on the 31<sup>st</sup> March the remaining places will be allocated to children as and when their names are entered onto the list.

Any appeals against non-admission will be considered by an independent appeal panel.

Last Reviewed February 2008  
Next Review 2010