

**WIGGONBY C of E PRIMARY SCHOOL**

**POLICY for ADMISSIONS  
2025-26**



**Wiggonby School Mission Statement**

*With Grace and Love we Dream and Achieve*

At Wiggonby School we aim to provide a high quality education that enables all children to realise their full potential.

We believe the quality of relationships between pupils, parents, staff, governors, the church and wider community enables the children to become responsible citizens in a happy, safe, caring, Christian environment.



# Wiggonby CofE Primary School

## Our Vision

and **Achieve**

### With **Grace**

We work in full awareness of our human limitations; understanding our need for teamwork and mutual support.

We help children learn how to cope wisely when things go wrong; modelling a Christian desire for reconciliation when relationships are damaged.

### and **Love**

We recognise the value and uniqueness of every person as one of God's children, and do our utmost to ensure that all people in our school are treated with dignity and love.

We are committed to rigorous safeguarding as we strive to protect our children's physical and emotional well-being so that they thrive.

### **WE**

We endeavour to live well together- as a caring school family and in harmony with our wider community.

We nurture qualities in our children that enable them to build strong, healthy friendships.

### **Dream**

We provide inspiring opportunities to help our children expand their horizons; enabling them to develop bold, courageous ideas for the world and see their future roles as part of it.

We maintain a creative educational environment where curiosity is nurtured and learning is natural and engaging.

We equip our children with strong academic habits and skills, deep emotional intelligence and happy, playful minds.

We strive to guide our pupils on their pursuit of wisdom- where learning facts and gaining values work hand in hand to mould responsible, intelligent and highly contributing citizens.



The Governors of Wiggonby C of E Primary School are the Admissions Authority. Following consultation with the Diocesan Board of Education the Governors have set the published admission number for access to the reception class as **nine**. However, additional children may be admitted under limited circumstances in line with SAC, para 2.15.

An application for admission to our School should be made on the Local Authority Common Application Form [form SA1] or online and returned to the school or the LA by the closing date of **15th** January 2025 for entry in September 2025. If you wish your application to be considered under the faith criteria, then please also complete the supplementary form and hand it in to School. The parental information pack contains additional information.

Parents are encouraged to name three schools in order of preference on the application form. Places will be allocated according to this admissions policy and the Local Authority's Coordinated Admissions Scheme. Parents will be advised of their allocated school place by the Local Authority on **16th** April 2025. Parents of those children not offered a place at their preferred schools will be informed of the reason, offered the right of appeal against this decision and allocated an alternative school by the Local Authority.

In the event that there are more applicants than places the Governors will allocate places using the following criteria. These are listed in order of priority, and meet the requirements of reasonable, clear and objective nature of oversubscription criteria referred to in paragraph 1.8 of the Admissions Code.

The school PAN (Published Admissions Number) is 72 for the whole school.



## The Prioritised Criteria that School Governors use to inform Admission Decisions when over-subscription applies

1. 'Looked after children' and previously looked after children.  
'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 (section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order)
2. Children who have physical and/or medical needs who would be disadvantaged by traveling to another school. Need in these cases will be defined as such and evidenced in writing by a doctor, social worker or other relevant professional qualified to assess and prioritise relative levels of need. Written evidence from an appropriate professional would be required for the Governors to consider admission in this category.
3. Children living within the catchment area having brothers and sisters attending our School at the time of their admission, giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address, including step- and foster-children.
4. Children living within the catchment area who with their parents attend on a regular basis (i.e. at least twice a month for the last 2 years) a church recognised by Churches Together in Britain. [Attendance may be at more than one church.]
5. Children living within the catchment area.
6. Children living outside the catchment area having brothers and sisters attending our school at the time of their admission, giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address, including step- and foster-children.

7. Children living outside the catchment area who with their parents attend on a regular basis (i.e. at least twice a month for two years) a church recognised by Churches Together in Britain. [Attendance may be at more than one church.]

8. Children living outside the catchment area.

The criteria outlined above will be strictly followed with there being one exception. If a child has a statement of Special Educational Needs and/or an Education Health Care Plan naming Wiggonby Church of England School then, irrespective of the criteria, the child will be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.

### **Tie Break**

In some categories, where there are more applicants than places available, age will act as a determining factor but unless specified it will be distance. The distance is measured from the child's home to the main entrance door of the School. The distance is determined by the shortest walking route by road. The Governors will use the Local Authority measuring system to ensure consistency of measurement. The closest addresses will have priority.

### **Address of Child**

The address on the application form must be the current one at the time of application. Where a child can live at more than one address the home address is to be the one where the child sleeps and thus wakes up for all or the majority of the school week. Where there is any doubt, the Governors reserve the right to verify the information provided by the parent(s), for example, through the G.P. or the child benefit address.

### **Late Applications**

Late applications will be considered after all other applications, and if necessary placed on the waiting list.

### **Waiting List**

Those children who are not offered a place may, if the parents so wish, be placed on a waiting list. The names will be placed on the list in the order of the admissions criteria. However, places will be offered in accordance with prioritised criteria and not on the basis of the length of time they may have been waiting on the list.



Late applications will be slotted into the list according to the admissions criteria. It is thus possible for a child recently arrived in the area to have a higher priority than a child who has been on the waiting list for some time. Irrespective of whether an appeal has been submitted, if a place becomes available it will be offered to the child at the top of the list. The waiting list will remain open for the whole of the first term in the year to which it relates.

### **'In-Year Admissions' [formerly 'Non-Routine Admissions']**

Such admissions are those which occur outside the "normal" admission time. Parents who wish their child to attend Wiggonby C of E Primary School should visit our School. If the parents have an appropriate address they will be provided with admission details. In the event of no vacancies and an appeal being made, the latter will not be heard until the appropriate address is confirmed.

### **Fraudulent Applications**

If the Governors of Wiggonby C of E Primary School discover that a child has been awarded a place as a result of an intentionally misleading application from a parent ~ for example, an incorrect address ~ and as a result of it effectively denies a place to a child with a stronger claim, then the Governors will withdraw the offer of a place. The Governors will reconsider the application and the right of appeal offered if a place is refused.

### **Deferred Admission**

If your child's fifth birthday is between September and December, then, if you wish, admission may be deferred until the beginning of the Spring Term. If it is between January and April, admission may be deferred until the beginning of the Summer term at the latest, though it is recommended in your child's interests that deferment is no later than the start of the Spring Term. Thus, parents can request that the date their child is admitted to School is deferred until later in the academic year or until the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.



## **Appeals Procedure**

If the Governors are unable to offer your child a place because of over subscription, you as a parent have a right of appeal under the School Standards and Framework Act 2002. You should notify the clerk to the Governors at Wiggonby C of E Primary School within 20 school days of receiving the letter refusing a place. As a parent, you will have an opportunity to submit your case to an independent [of the Governors] appeals panel, both in writing and in person. You will normally receive 10 days notice of the time and venue for the appeal hearing. An independent appeal will be organised on behalf of the Governors by the Legal and Democratic Services Unit Carlisle.

## **"Excepted Pupils" and Multiple Births**

The Governors of Wiggonby C of E Primary School will ensure as far as possible that twins, triplets or those children born in the same year are not separated. Such children will be given priority in any particular category. While no infant class would normally contain more than 30 pupils, there are very precisely specified categories of 'permitted exceptions'. These admissions are not counted "...for the purposes of ascertaining whether or not the limit of 30 is exceeded." Such children include looked after children, those formerly looked after and the children of U.K. Servicepersons. They have the status of "excepted pupil" for the time they are in an infant class or until the numbers in that class fall back to the usual size limit. The same is the case for those children of multiple birth with a twin / other sibling admitted otherwise than as an excepted pupil; and for those with a "statement" of SEN naming our School.

