



## Admission to Isle of Wight secondary schools for children due to transfer school in September 2023

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For September 2023 four secondary schools are foundation/trust or academy status, one is voluntary aided Church of England and Catholic secondary school, one is a free school and one is a voluntary controlled all through school. Although the majority of these schools will be their own admission authority the local authority will support the independent admission processes of these schools. This section tells you about admissions to these schools.

You can search for the secondary school closest to your home address at: [SchoolsMap \(arcgis.com\)](https://www.arcgis.com)  
If you are not sure which your nearest school is, please contact school admissions on 823455 to find out.

### At what age does my child transfer to secondary school?

Your child will start secondary school (Year 7) at the beginning of the school year following their 11th birthday (i.e., they must be 11 years old by 31 August 2023.)

If your child is currently on roll in Year 6 at The Bay CE School, they will automatically transfer to Year 7 in September 2023. If you require a place at another Island Secondary School, you can make an application to attend this school for September 2023.

### How do I apply for a place at secondary school for September 2023?

If your child is in Year 6 in September 2022 you should:

- Apply online at [www.iow.gov.uk/schooladmissions](http://www.iow.gov.uk/schooladmissions) by midnight on 31 October 2022.
- 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 31 October 2022.
- If you are applying for a place at Christ the King College or the Island Free School you must also complete their supplementary information form and return it direct to the school by the time stated in the school admissions policy on 31 October 2022.

**PLEASE NOTE:** If you do not complete the local authority application form **AND** the supplementary information by the closing date your application will be classed as Late and will not be considered until after those that were received on time. If you do not complete both forms your application **will not** be able to be ranked in accordance with the oversubscription criteria of the school and will be processed after all those who have completed both the local authority application form and the supplementary information form, including those who were Late.

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 by midnight on 31 October 2022.
- 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 31 October 2022.
- If you are applying for a place at Christ the King College or the Island Free School you must also complete their supplementary information form and return it direct to the school by the time stated in the school admissions policy on 31 October 2022.

**PLEASE NOTE:** If you do not complete the local authority application form **AND** the supplementary information by the closing date your application will be classed as Late and will not

be considered until after those that were received on time. If you do not complete both forms your application **will not** be able to be ranked in accordance with the oversubscription criteria of the school and will be processed after all those who have completed both the local authority application form and the supplementary information form, including those who were Late.

**ADDITIONAL INFORMATION: 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 receive a reminder email to submit your application prior to the closing date, please do not ignore this, you may have double clicked and inadvertently unsubmitted the application. You can either log back into your account for confirmation or contact School Admissions who will check the status of your application.**

**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 on-line for a school place for my child after the closing date?**

No. Once our closing date of midnight on 31 October 2022 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 address where your child usually lives, e.g., in the case of admissions for September 2022 the relevant address will be where your child is living on **31 October 2022**.

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 based on 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 (see below)**

We cannot offer places based on a possible future address. 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. If this is received by midnight on the 31 October 2022 your application will still be 'on time', if this is received after midnight on the 31 October 2022 it will be classed as 'late'.

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?**

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.

If you are moving to the Island from overseas, you can apply for a school place direct to us. You can do this at [www.iow.gov.uk/schooladmissions](http://www.iow.gov.uk/schooladmissions).

If you are moving from overseas and you wish to apply for a state-funded school, please check that you have the 'right of abode' or the conditions of your visa permit you to access state-funded schools. Further information is available at: [www.gov.uk/guidance/schools-admissions-applications-from-overseas-children](http://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children)

### **Parental Responsibility**

All parents/guardians 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 the preferred schools/s are full and your child will be placed in the nearest school with a place available.

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

You can state a preference for **three** secondary 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 must 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 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 many pupils can a school give places to?**

Each school has a published admissions number (PAN). This is the maximum number of places available for the new intake each year.

Published admissions numbers for secondary schools are shown on a separate document at [www.iow.gov.uk/schooladmissions](http://www.iow.gov.uk/schooladmissions).

The published admissions number is the most important factor when the local authority, church-aided, foundation, or academy schools consider applications for places. However, if there are more applications than places available, the admissions authority for each school will use the oversubscription criteria stated in their Admissions Policy to allocate places.

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

Pupils with special educational needs who have a particular school named in their Education, Health and 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). These children will be included in the admissions number of the school.

Each of our secondary schools have their own Admissions Policies which set out their oversubscription criteria. These can be found at [www.iow.gov.uk/schooladmissions](http://www.iow.gov.uk/schooladmissions).

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 center 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.

After all your preferences have been considered and if more than one preference can potentially be offered, the single offer is for the school ranked the highest preference on your application form.

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

If you complete the form after the closing date, even a day later, and the school/s applied for are full as a result of applications completed and received on time, your child will not be allocated a place there. If this happens 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. You also have the right to appeal the decision, further information on the appeals process and to submit an appeal can be found at: <https://www.iow.gov.uk/Residents/Schools-and-Learning/Education-Appeals/Appeals-Timetable/>

This also applies to the supplementary information form you will need to complete and return to either Christ the King College or the Island Free School. If you do not complete the supplementary information form, your application **will not** be able to be ranked in accordance with the oversubscription criteria of the school and will be processed after all those who have completed both the local authority application form and the supplementary information form, including those who were Late.

### **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. You cannot make any changes to your online application after our closing date of midnight on 31 October 2021. 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). 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 or home address after the closing date. This means that, even though you may have moved closer to another secondary school, your child may not get a place there if it is already oversubscribed. If this happens 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. You also have the right to appeal the decision, further information on the appeals process and to submit an appeal can be found at: <https://www.iow.gov.uk/Residents/Schools-and-Learning/Education-Appeals/Appeals-Timetable/>

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

We will post the letter, from our office, with the result of your application on 1 March 2023 (National offer day.) If you applied online for a school place for your child the result will also be emailed to you on this date, as long as you did not opt out of receiving information from the Isle of Wight Council.

### **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 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 <https://www.iow.gov.uk/Residents/Schools-and-Learning/Education-Appeals/Appeals-Timetable/>

[Learning/Education-Appeals/Tasks](https://www.iow.gov.uk/Residents/Schools-and-Learning/Education-Appeals/Appeals-Timetable/) and the booklet which explains how to make an appeal from our website at <https://www.iow.gov.uk/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.

You can only appeal once for a place in the same school in the same academic year. However, if an admissions authority accepts a second application from you because there has been a significant change in circumstances but your child is not offered a place again, you can appeal this second decision.

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

Children refused a place(s) at their preferred secondary school will automatically be placed on a waiting list for that school unless you specifically request that this must not happen. In the case of Christ the King College and The Island Free School, you will have to request to be placed on their waiting list. The school will inform you how their waiting list is administered.

Where your child is placed on the school's waiting list depends upon the oversubscription criteria set out in the school admissions policy. The position on the waiting list is not 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 and down as others join the list or are removed from it.

Waiting lists for September 2023 admissions will be established for the first time on 15 March 2023.

If you want to know where your child is on a waiting list you can contact the relevant admission authority. The Local Authority currently maintain the waiting lists for the Year 7 intake for Cowes Enterprise College and The Bay CE School.

### **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 etc) 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 by following the link on [www.iow.gov.uk/schooladmissions](http://www.iow.gov.uk/schooladmissions).

## **Secondary September 2023 Coordination Dates**

31 October 2022	Closing Date for Secondary Applications
w/c 14 November 2022	LA Transfer of applications data to other LAs LA provide Christ the King College and The Island Free School the list of applications received
w/c 12 December 2022	Christ the King College and The Island Free School submit their ranked lists of applications to the LA
w/c 13 February 2023	Allocation sent to other LAs the allocated school for the application/s received for their LA children
1 March 2023	National Offer Day

1 March 2023	LA provide oversubscribed schools the list of the applications that were unsuccessful, for them to establish their waiting lists
14 March 2023	Waiting lists established for oversubscribed schools
Mid May 2023 onwards	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.

### Collaboration

Providers on the Island work together to enhance education provision for 14 to 19 year old students

### Community school

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

### Co-coordinated admission scheme

Ensures that a letter or email (for online applications) is dispatched on 1 March 2023 to every child living on the Isle of Wight, who is due to transfer to secondary 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. The funding agreement between a free school and the Secretary of State requires the free school's admissions policy and arrangements to be in accordance with, or consistent with admissions law and the school admissions code.

### **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 2023 via the Local Authority's website

[www.iow.gov.uk/schooladmissions](http://www.iow.gov.uk/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.

### **Published Admissions Number (PAN)**

The maximum number of children a school must give places to for Year Reception in Primary schools and Year 7 in Secondary schools for the new academic year, this number will not change in these year groups for the academic year.

### **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 address stated on the application form.

### **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.