



## Admission to The Bay CE School September 2022

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The Local Authority is responsible for admissions to The Bay CE School, which is an all-through school for years 0 – 11.

The Published Admissions Number for Reception is 60.

The Published Admissions Number for Year 7 is 180. The Year 6 students who are attending The Bay CE School, will automatically be allocated a place in Year 7 for September 2022. Therefore, in effect, there are 120 places for children applying from elsewhere. In the event that less than 60 children move from the primary phase more places become available until the total number of children holding offers is 180.

### **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 2022 your child must have been born between 1 September 2017 and 31 August 2018.

### **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 2022.)

If your child is currently on roll in Year 6 at The Bay CE School, they will automatically transfer in to Year 7 in September 2022. If you require a place at another Island Secondary School, you can make an application to attend this school for September 2022.

### **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 15 January 2022 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 at The Bay CE School.

### **My child is a summer born child, can I delay entry until September 2023 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 2022, but you do not wish them to start school until September 2023, 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 2023. 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 2023. 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 2023. Please contact school admissions during the admissions round if you have had your application for delayed entry approved wish to apply for a school place for September 2023.

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.

#### **How do I apply for a place for September 2022?**

You can apply online at [www.iwight.com/schooladmissions](http://www.iwight.com/schooladmissions) or alternatively you can request a paper common application form by telephoning 01983 823455.

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

- September 2022 Year 7 Intake – midnight on 31 October 2021.
- September 2022 Reception Intake - midnight on 15 January 2022.

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

No. Once the published closing date has past all applications will need to be a paper application form.

#### **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 2021** for a Year 7 place or for a Reception place where your child is living on **15 January 2021**.

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 (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 31 October 2021 for a Year 7 place or for a Reception place

by midnight on 15 January 2022 your application will still be 'on time', if the change is received after 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.iwight.com/schooladmissions](http://www.iwight.com/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 your preferred schools/s are full and your child will be placed in the nearest school with vacancies.

### **How are places at The Bay CE 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.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.

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 Educational, Health Care Plan (EHCP) where the school is named in the EHCP, the following criteria will be applied for the Reception Intake, 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 in September 2022.
4. Children of staff<sup>3</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. Church of England Voluntary Controlled schools only: - None of the previous 5 oversubscription criteria apply and parents ask for a place for religious reasons. (Any application for a place at a particular school for religious reasons must be supported by a letter from your Church minister by 31 October 2021 for a year 7 place and 15 January 2022 for a primary place, confirming that your family attends their Church<sup>4</sup> at least once a month and has done so for six months or more before you made the application.) During the Covid-19 Pandemic we recognise that attendance has not been possible so a supporting letter from your Church minister without timescales will suffice. Please complete the Supplementary Information Form, if you are applying for a place under this criterion.
7. 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).*

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

*<sup>3</sup>A staff member is any person employed by the school.*

*<sup>4</sup>Church is defined as worshipping fellowship who confess the Lord Jesus Christ as God and Saviour according to the Bible and therefore seek to fulfil together their common calling to the glory of one God: Father, Son and Holy Spirit, and who are members or participant observers of the World Council of Churches or the World Evangelical Alliance.*

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 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 multiple birth siblings.

### **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 to 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 31 October 2021 for a secondary place (Year 7) or midnight on 15 January 2022 for a primary place (Reception.) 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?**

The Local Authority will email all online applicants with the result of your application on 1 March 2022 for the Year 7 Secondary and 19 April 2022 for the Reception Primary school places (National Offer Days for England). Letters will also be posted on these days 2<sup>nd</sup> class.

### **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.

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 will automatically be added to the waiting lists for either Reception or Year 7. Your child will be removed from the list only on obtaining a place at the school, during the academic year for the application was made.

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 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. 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 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 2021 admissions will be established for the first time on 15 March 2021 for Year 7 Secondary and 3 May 2022 for Reception Primary school places.

If you want to know where your child is on a waiting list you can School Admissions on 01983 823455 or by emailing [school.admissions@iow.gov.uk](mailto:school.admissions@iow.gov.uk) to enquire.

### **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).

## **Terms used**

### **Admissions number**

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

### **Common application form**

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

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

Ensures that a letter or email (for online applications) is dispatched on 1 March 2022 to every child living on the Isle of Wight, who is due to commence secondary school and on 19 April 2022 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.

### **Multiple Birth**

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

**Online admissions**

Parents can apply for a place for September 2022 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.

**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.

**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.