

EDUCATING YOUR CHILD

A parents guide to applying for a school place on the Isle of Wight



2024 - 2025

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How to contact us

Our address: School Admissions, Isle of Wight Council, County Hall, Newport, Isle of Wight, PO30 1UD

Phone: (01983) 823455

Email: school.admissions@iow.gov.uk

Website: www.iow.gov.uk/schools-and-education/school-admissions/

Opening hours: 8:30am to 4:30pm Monday to Thursday, 8:30am to 4:00pm Friday

You can get information/advice on the following from the school admissions office:

- School admissions.
- School transport eligibility.
- Free school meals.
- Other general information about education on the Isle of Wight.

Our customer service charter

We aim to deliver an excellent and efficient service to you.

This charter is our promise to you that:

- we will be courteous and respectful and do all we can to respond appropriately to requests for service;
- we will help you to use our services, explaining what we can do and what we cannot do;
- we will give you straightforward information and use plain language;
- we will consult with you regularly and take account of your comments;
- we will treat everyone fairly;
- we will continuously aim to improve our services;
- we will learn from our mistakes, work hard to avoid making them again and aim to put things right should they go wrong.

Your commitment to us:

- To behave in a considerate and polite way so that we can give you and other customers the standard of service you would expect.
- Not to abuse staff, either physically or verbally.
- To attend an appointment on time or let us know if you cannot do so.

Isle of Wight schools

The Island has forty seven schools which compose of, community, controlled, voluntary aided, foundation trust, academy and free schools.

There are:

- thirty eight primary schools;
- one all through school (primary and secondary);
- six secondary schools all of which are all-ability day schools;
- two special day schools

Schools are grouped in local clusters which enable them to work closely together for the benefit of all children.

Primary schools (for pupils aged 4 to 11)

There are thirty eight primary schools which are composed of community, voluntary aided, controlled, foundation trust and academies. Most primary schools have a pre school on site or located nearby, attendance at a pre-school does not have any bearing on admission to any primary school on the Isle of Wight.

You will be required to complete a separate Supplementary Information Form if you are intending to apply for a voluntary aided primary school.

All through school (for pupils aged 4 to 16)

There is one all through school, which is a controlled Church of England school.

Secondary schools (for pupils aged 11 to 19)

Of the six secondary schools:

- two are foundation schools;
- two are academies;
- one, Christ the King College, is a Church of England and Catholic aided school - you will **also** be required to complete a separate Supplementary Information Form which must be returned direct to the school by the closing date;
- one free school - you will **also** be required to complete a separate Supplementary Information Form which must be returned direct to the school by the closing date;

Currently all the secondary schools, St George's School, the Isle of Wight College and other training providers work together to provide appropriate courses for all Island students aged 16+. Further information is available directly from any secondary school, the college and St George's School.

Special schools

We have two special schools both of which are in Newport:

- Medina House for children aged up to 11 with severe and complex learning difficulties.
- St George's for children aged 11 upwards with severe and complex learning difficulties.

School term dates 2024-25

The school year lasts 195 days, but 5 of these days are used for staff training so pupils attend school for 190 days. Your child's school will let you know when the 5 development days are due to take place.

Autumn term 2024

Schools open 2 September – 20 December 2024

Half term 21 October – 1 November 2024

Spring term 2025

Schools open 6 January – 4 April 2025

Half term 17 – 21 February 2025

Summer term 2025

Schools open 22 April – 29 July 2025

Half term 26- 30 May 2025

Which school should I send my child to?

Deciding which school you would like your child to go to is sometimes difficult. You will probably have an idea of some of the things about a school which are important to you and your child, and you may have talked with parents who already have children there. However, any decision as important as deciding your child's school should always be based on your own judgement. We strongly recommend that you attend school open days (dates are available from schools).

All the schools will give you a prospectus which will contain information about:

- the school's aims;
- the subject areas taught at the school;
- results of the national curriculum assessments;
- attendance figures;
- out of school activities;
- the school's policies on issues such as behaviour and discipline, special educational needs and equal opportunities.

Below we have listed some things you may want to consider when deciding which school you would like your child to go to:

- Does the school have a welcoming atmosphere?
- Does the school emphasise the importance of working with parents?
- Do staff have high expectations of the children and is there an emphasis on each child's achievements?
- Does the school actively plan to include all its pupils and their parents in the life of the school, and provide good support to meet special needs?
- Is a wide range of out-of-school activities available for pupils of all ages and abilities?
- Is the school well led by the head teacher and governors?
- Is there a plan showing how the school hopes to develop over the next few years?
- Is children's work displayed with care?

- Are governors fully involved in the life of the school and do parents have easy access to them?

This is not a full list and you will be able to judge a great deal from the atmosphere of the school during your visit.

Remember, all children and all schools are different. You will probably find it helpful to visit a number of schools before deciding which one is best for you and your child, however, places are limited in all schools and it is not always possible for us to agree to a place for your child at your preferred school.

A map of Island schools can be found on our website www.iow.gov.uk/schools-and-education/school-admissions/

School Inspections

The Office for Standards in Education (Ofsted) inspects schools. You can get a copy of a school's last inspection report from the head teacher. Ofsted's website at www.ofsted.gov.uk also includes copies of all school inspection reports.

Performance Tables

The Department for Education (DfE) publishes performance tables. You can see copies of these on the DfE website at <https://www.gov.uk/government/collections/statistics-performance-tables>. You can also view individual schools performance data on this website.

Year groups and key stages for school children

| School | Age | Year group | Key Stage |
|------------|-----|------------|------------------|
| Primary | 4+ | Reception | Foundation Stage |
| | 5+ | 1 | Key Stage 1 |
| | 6+ | 2 | Key Stage 1 |
| | 7+ | 3 | Key Stage 2 |
| | 8+ | 4 | Key Stage 2 |
| | 9+ | 5 | Key Stage 2 |
| | 10+ | 6 | Key Stage 2 |
| Secondary | 11+ | 7 | Key Stage 3 |
| | 12+ | 8 | Key Stage 3 |
| | 13+ | 9 | Key Stage 3 |
| | 14+ | 10 | Key Stage 4 |
| | 15+ | 11 | Key Stage 4 |
| Sixth Form | 16+ | 12 | |
| | 17+ | 13 | |

Online admissions

Parents of children who are due to start primary school or transfer to secondary school in September 2024 can apply online for a school place at www.iow.gov.uk/schooladmissions up until midnight on 31 October 2023 for a secondary school place and midnight on 15 January 2024 for a primary school place.

Parents will;

- be able to use the online system 24 hours a day, 7 days a week;
- receive confirmation by email that the application has been received;
- be able to change their preferences up to the closing date;
- receive the result of the application by email on National Offer Days.

These being 1 March 2024 for the secondary school place and 16 April 2024 for the primary school place. **Please Note: If you tick the box to opt out of receiving information from the Isle of Wight Council you will not receive an email on National Offer Day**

If you apply for a school place online do not apply on a paper application form.

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 schools are shown on a separate document at www.iow.gov.uk/schools-and-education/

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. The oversubscription criteria for community and controlled primary schools can be found on pages 22/23. Admissions policies for church-aided, foundation and academy primary schools can be found on the Admissions Policies tab on our website at www.iow.gov.uk/schools-and-education/

The following primary schools reached their published admissions number (PAN) on National Offer Day with applications received by the closing date for the September 2023 admissions round:

- Binstead Primary School
- Dover Park Primary School
- Gurnard Primary School
- Nine Acres Primary School
- Oakfield CE Primary School
- Shalfleet CE Primary School
- St Blasius Shanklin CE Primary Academy
- Summerfields Primary School

The following secondary schools reached their published admissions number (PAN) on National Offer Day with applications received by the closing date for the September 2023 admissions round:

- Carisbrooke College
- Cowes Enterprise College
- Ryde Academy
- The Bay CE School
- The Island Free School

Primary and Secondary school places were allocated to pupils whose parents applied by the closing date and who had the highest priority within the published oversubscription criteria in the first instance. Any remaining places were filled by applicants whose forms were received by the closing date but did not get a school of their preference and were allocated the nearest school to their home address with a place available. The remaining places were then allocated to those who made applications between the closing date and the offer date. The parents who had not made an application for a secondary school were allocated a place at their nearest school by direct distance with spaces.

What do I need to do if I do not require a school place for my child?

For September 2024 if your child will be home educated, attending an Independent School (i.e. Priory School, Ryde School) or you will be moving abroad – please email school.admissions@iow.gov.uk with your child's full name and date of birth and the education your child will be receiving in September 2024 or when they are statutory school age for starting primary.

Can I choose the school I want my child to attend?

Under the law, you cannot choose a school. Instead, you can state a preference to tell us the schools (**you can select up to three**) that you would most like your child to go to.

Equal preference scheme

For admissions in September 2024 local authorities have to operate an equal preference scheme. The Equal Preference system was created to prevent admission authorities giving higher priority to parents who make a particular school their first preference. It means that every school preference you express is treated as if it is a unique application meaning each one is treated as equal. The equal preference system does not mean that you stand a better chance of gaining a place at a school simply by naming it as a preference nor does it mean that all of your preferred schools ranked on your application form will stand an equal chance of success.

This means that all applications received will be considered equally against the school's admission criteria with no regard to the ranking the school was given on the application form. Therefore, the priority your child is placed in under the school's admission criteria is the most important factor when deciding whether a place is available at a school when applications are considered.

Community, Voluntary Aided, Foundation, Free and Academies have different admission criteria that must be applied to each application to determine the priority for admission and decide if they can offer your child a place at the school.

Sometimes there are not enough places at one school to offer every parent that applies for a place, this is what is meant when a school is "oversubscribed". We cannot guarantee that you will gain a place for your child at any of your preferred schools as this will depend on the admission criteria for the school and how it applies to your application and the number of applications that are received for each school.

What is stating a preference?

Stating a preference means you can name up to three schools you would prefer your child to attend. Your preferences must be listed in priority order, e.g., you should put the school you would most like your child to attend as your first preference.

Last year, on the Island, around 96.5% of parents obtained a place for their child at their first preferred primary school and 80.0% at their first preferred secondary school.

If you wish to change any of your preferred schools you can do so but, if you tell us after the closing date your application will become 'Late' and this could affect your chances of obtaining a place at the school you most want your child to attend.

Before you state a preference we recommend that you read our home to school transport policy available at www.iow.gov.uk/schools-and-education/school-admissions/admissions-policies/

Making an application Based on Medical Grounds

If your child or a member of your family living at the same address has a serious medical, physical or psychological need that means the child must attend the preferred school, then when applying online you must tick the medical box or the 'Are you applying for a place at any of your preferred schools on medical grounds?' box on the paper application form.

By the closing date please ensure that the school admissions office receive the supporting evidence from a registered health professional setting out the reasons why attendance at the preferred school is essential. **The preferred school must be named in the supporting evidence from the health professional.** Your application will not be considered under this criterion if you do not provide the supporting evidence.

General Data Protection Regulations (GDPR)

The Isle of Wight Council is committed to keeping your personal information safe and processing it in accordance with our obligations under the General Data Protection Regulations and related data protection legislation. The Isle of Wight Council is the data controller for the personal information you provide on this form. The council's Data Protection Officer is the Head of Legal Services and Monitoring Officer and can be contacted at dpo@iow.gov.uk. You can contact the council by phone on 01983 821000 or by writing to us at County Hall, High Street, Newport, IW PO30 1UD.

Your information will be used so that we can administer your application for School Admissions, Free School Meals, Early Years Funding, or School Transport or any other service that you apply for. Information supplied to the Virtual School will be used for all or any of the above as well as shared with Social Care, Schools and Colleges, Health Care, Welfare Call data collection and any other service as appropriate for your child's care. Your personal data may be shared with other teams within Isle of Wight Council and Hampshire County Council through the strategic partnership in children's services, such as transport or early years for the purpose of processing your application. We may also share it with other local authorities as students transfer to and from the Isle of Wight. We may share the data with third parties if we are required to do so by law. This may include the police or government agencies. We will also share some data with the Isle of Wight NHS Trust to enable them to carry out their legal obligation regarding immunising and monitoring children.

The Isle of Wight and Hampshire County Council also uses the information to derive statistics to inform decisions on (for example) to assess the performance of schools and help them set targets. The Isle of Wight Council may also share information between schools and colleges to ensure the safeguarding and education provision for all pupils.

We will keep your personal data for as long as we are required to do so in accordance with our operational requirements. You can view our retention schedule on our website <https://www.iow.gov.uk/schools-and-education/schools/privacy-notice/>

For further details on how your information is used; how we maintain the security of your information; and your rights, including how to access information we hold on you, and how to complain if you have any concerns about how your personal details are processed, please visit www.iow.gov.uk/about-us/legal/privacy-notice/ or email dpo@iow.gov.uk.

The Equality Act 2010

The Equality Act 2010 replaced most of the Disability Discrimination Act (DDA). However, the Disability Equality Duty in the DDA continues to apply.

Admissions authorities such as the Isle of Wight Council and aided schools are under a duty not to discriminate against any pupils in their access to education.

Admission authorities must not discriminate:

- in the arrangements they make when considering any pupil's admission to a school;
- in the terms on which they offer to admit a disabled child to a school;
- by deliberately omitting to accept an application for admission.

All schools have a duty of care under the Equality Act 2010 as well as the Equality Duty 2011 to ensure that all aspects of admissions to schools, and the educational services they provide are inclusive and accessible at all times.

Further guidance on this is given in the Equality Act Code of Practice (www.equalityhumanrights.com)

Equality standards for local government

The Isle of Wight Council has signed up to the equality standards for local government which highlights our commitment to ensuring that all services are both inclusive and accessible. The equality standards for local government are supported by the law.

Children with an Education, Health and Care Plan (EHCP)

The SEND Service administers the process of naming the school in your child's Education, Health and Care Plan (EHCP.) School Admissions are informed by the SEND Service once the school has been named.

Parents/guardians of children with an EHCP transitioning to primary or secondary education will be contacted by the SEND Service in September. The team will inform you of the process and closing date for you to submit your application. If you do not hear, please contact the service via email: sen.general@iow.gov.uk.

When you are informed you can submit an application, the form can be found at: www.iow.gov.uk/schools-and-education/school-admissions/sen-phase-transfer-application/

Local Offer

The Isle of Wight Council is committed to ensuring that all children and young people aged 0 to 25 have the best start in life.

All families need extra help from time to time. For children and young people who have special educational needs and disabilities (SEND), their differing needs mean varied levels of support are required at different times. Children and young people with the most complex needs and their parents and carers may need access to ongoing support and advice. We aim to provide a range of support so that children and young people with SEND can be educated and enjoy social opportunities alongside their peers, in their local community.

The Local Offer tells you what you can expect to be available for children and young people who have SEND on the Isle of Wight across education, health and social care services. There is a lot of help available and we aim to enable you to get the right support and advice when you need it most.

It is important to remember and acknowledge from the beginning that it is not just the professionals and specialist services that can help you and your family. For many people, it is the help of their family and friends, and the support of their community, that is most useful.

Within the Local Offer website there are services that everybody can use, such as the Family Centres, schools, leisure centres and your doctor's surgery. There are also a range of services that can provide very specialist support at times when it is most needed. e.g. drug and alcohol services, mental health etc.

It is a combination of informal and formal support that can provide your family with the help you need most and your child with the best opportunity to realise their potential.

To visit our Local Offer please go to www.iow.gov.uk/localoffer.

Home to school transport

During the summer term 2015 the Local Authority carried out its annual review of the Home to Education Transport Policy. The policy has not been changed for September 2024 school admissions.

The policy encompasses all aspects of Home to Education transport, including:

- Primary School Pupils (4-11 year olds)
- Secondary School Pupils (11-16 year olds)
- Post 16 students in Sixth Forms and Further Education (16-19 year olds)
- Children (4-16 year olds) with Special Educational Needs and Disabilities
- Transitional Arrangements
- Exceptional Circumstances.

The Home to School Transport Policy and Post 16 Transport Statement is available to be viewed on our website at www.iow.gov.uk/schools-and-education/school-admissions/admissions-policies/.

Alternatively, paper copies of the policy can be obtained from the School Admissions and Transport Team at County Hall.

How do I apply for free transport?

You can get an application form from your child's proposed school, the school admissions and transport office, County Hall, Newport or apply online at www.iow.gov.uk/schools-and-education/. After you have completed the form you should send it to us at County Hall, Newport. If your child qualifies for free transport, he or she should travel in school uniform on the first morning of term in September. They will not be charged a fare. A bus pass will then be given to your

child at school during the day. You must pay a replacement fee of £25 if your child's bus pass is lost or damaged, the parent needs to contact Scholars Team at Go South Coast by contacting their customer service centre on 01202 338420 and make this payment over the phone.

My application for free transport has been refused – can I appeal?

If you have applied for free transport and been refused you can appeal to the transport appeal panel. Further information on how to do this will be provided with your refusal letter.

What if my child needs special transport arrangements?

If your child goes to a school for special educational or medical reasons, we may agree to provide free transport even though you may live less than two miles from the school. If your child has an Education, Health and Care Plan (EHCP) you will need to contact the SEN Team at Thompson House and request an application form to enable you to apply for transport via them, the form will need to be returned to this team for assessment.

What about safety on buses to school?

The safety of pupils travelling to and from school is very important and we expect all pupils to behave in a responsible way. If your child does misbehave, we could withdraw their bus pass which means that you will have to make, and pay for, their transport arrangements. It is very important, therefore, that you make sure your child behaves responsibly when travelling to and from school.

School meals

We encourage all children to have a mid-day meal at school. The vast majority of Island schools offer a choice of menu each day. All meals provided follow nationally agreed nutritional standards.

Free school meals (Reception, Years 1 and 2)

From September 2014 all pupils in reception, year 1 and year 2 in state-funded schools in England are eligible for free school meals. This includes academies, free schools, pupil referral units and alternative provision as well as maintained schools.

Free school meals (Year 3 upwards)

Your children will be entitled to free school meals if you receive:

- income support;
- 'income based' jobseeker's allowance;
- income related employment and support allowance
- support under part VI of the Immigration and Asylum Act 1999;
- universal credit (with an annual household income of £7,400)
- child tax credit (provided you do not receive working tax credit and have an annual income, as assessed by Her Majesty's Revenue and Customs, that does not currently exceed £16,190)
- the guaranteed element of state pension credit.

You can request an application form from;

- your child's school
- by phoning us on 01983 823455
- or apply online at www.iow.gov.uk/schools-and-education/.

Free school milk is available if your child is under 5.

Paid Meals

If your child is not entitled to free school meals, you can pay for them to have a school dinner.

All schools provide facilities for children to eat a packed lunch brought from home.

School uniform

Each School has its own uniform policy. This is set out in the School Prospectus which the school you wish your child to attend will give to you. The Isle of Wight Council does not provide uniform grants.

School Governors

A school's governing board is responsible for the strategic leadership and accountability of the school. It is made up of representatives from the local community who are elected or appointed on the basis of the skills and abilities they have, to make a positive contribution to the effectiveness of the school. If you are interested in becoming a school governor, please phone the governor support section on 01983 817280 or visit our website by following the link at: www.iow.gov.uk/schools-and-education/school-governors/

Charges and Refunds for School Activities

School governing bodies have policies on charges for their own schools. These are available at each school. In general, the education provided in Island schools is free. However, there may be charges for school visits and extra music activities. You may also be expected to provide clothing for some activities, particularly PE, art and crafts. You will find more details in a school's policy documents.

Comments and complaints about our services

We want you to be totally satisfied with the service you receive from us. We very much hope that you will be. Whether you are or not, we would like you to tell us. This can help us improve our services for everyone as well as help you.

If you want to make comments about the service you have received you can write to us at School Admissions and Transport, Isle of Wight Council, County Hall, Newport, Isle of Wight, PO30 1UD or alternatively you can telephone us on 01983 823455.

Complaints about a school

If you have a complaint about your child's school, you should talk to a member of staff or the head teacher in the first instance. All schools have complaints procedures.

ADMISSION INFORMATION FOR APPLYING FOR A PRIMARY SCHOOL PLACE

Timetable for Primary September 2024 admissions

September 2023 to January 2024

Apply for a school place online via the local authority's website www.iow.gov.uk/schools-and-education/ and click on 'Primary school September 2024' tab. If you are applying for a place at a church-aided primary school you should also contact the school direct to request a supplementary information form and prospectus.

If you are unable to access the online application process, please contact School Admissions on 01983 823455 and a paper application form can be posted to you.

Make sure that the online application or paper application form is received by the School Admissions office at County Hall, Newport by midnight on 15 January 2024. The aided school supplementary information form must also be returned direct to the school by the time stated in their policy on 15 January 2024.

Midnight on 15 January 2024

This is the latest time by which the school admissions office at County Hall, Newport, needs to receive your application form or online application.

Please Note: It is also the latest date by which the aided school needs to receive your supplementary information form by the time stated in their policy.

Is a place available at one of your preferred schools?

Yes

16 April 2024 (National offer day)

The date that parents / guardians who applied online will receive an email from the local authority notifying them of the school where a place has been allocated for your child. Letters will also be sent 2nd class on this day to those parents / guardians who did not apply online and those who opted out of receiving an email.

No

16 April 2024

The date that parents / guardians who applied online will receive an email from the local authority notifying them of the school where a place has been allocated for your child. Letters will also be sent 2nd class on this day to those parents / guardians who did not apply online and those who opted out of receiving an email.

The information provided will also inform you of whether you have to write to the schools/s for which your child has been refused a place to be added to the waiting list.

You will be able to:

- appeal against our decision
- request, in writing, for a place at a different school.

May to July 2024

Appeal hearings take place.

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

The Isle of Wight Council is responsible for admissions to the community and controlled primary schools on the Island. This section tells you about admissions arrangements to those schools – their names and addresses can be obtained from www.iow.gov.uk/schooladmissions

There are also foundation trust, church-aided and academy primary schools who consider their own applications for admission – their names, addresses, admission policy and supplementary information forms (if required) can be found at www.iow.gov.uk/schooladmissions.

Nearest School

If you are not sure which the nearest school to your home address is you can look online via the local authority's website

www.iow.gov.uk/schooladmissions and click on 'Primary school September 2024,' and clicking on the nearest school search link or by contacting School Admissions on 01983 823455 to find out.

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 2.17 of the School Admissions Code 2021, 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 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 for 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.

For children born September - December, they must be in school full time by the start of the Spring Term in January. For children born January to August, they must be in school full time by the start of the Summer Term in April.

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 2021 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 have formally requested delayed entry and it has been approved prior to the closing date of 15 January 2024.

If you want to delay your child's entry in to school it is important that you complete the application form for Delayed Entry, which is available at www.iow.gov.uk/schooladmissions. You must state 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 decided to delay your child's entry and wish to apply for a school place for September 2025.

The closing date to request Delayed Entry to enable your child to start Reception class in September 2025 is 15 January 2024.

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

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

If your child is educated outside of their normal age group whilst in primary school, when your 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. It is your responsibility to contact the secondary school/s you will be listing as

a preference on your transfer to secondary school application form, this will enable you to be fully informed on the process to formally apply for your child to continue to be educated in the year group in which they are currently being taught.

Further information and an application form to download and complete requesting delayed entry into primary school is available on our website at www.iow.gov.uk/schooladmissions then click on 'Summer Born Children.'

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 academic year 2024/25.

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

No, attending the pre-school on a primary school site **does not** guarantee a place at the primary school. 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.iow.gov.uk/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 15 January 2024.
- If you are applying for a place at a church aided or controlled primary school you must also complete their supplementary information form and return it direct to the school by the closing time stated in their policy on 15 January 2024.

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

- complete the paper application form and return to School Admissions and Transport, County Hall by midnight on 15 January 2024.
- 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 15 January 2024.
- If you are applying for a place at a church aided primary school you must also complete their supplementary information form and return it direct to the school by the closing time stated in their policy on 15 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 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 online for a school place for my child after the closing date?

No. Once our closing date of midnight on 15 January 2024 has passed all applications, or change of preference, updating home address, must be made 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.

If you have submitted your application by the closing date and then request in writing any changes i.e. address, preferences and these are received in writing after the closing date, your application will be classed as 'Late.'

What address is used for school admissions purposes?

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

If the child resides with each parent/guardian during the week, the address used must be agreed by both parents/guardians and it is advised that the address used is the closest to the school being named as one of the preferences on the application. If you wish for further advice on this, please put your query in writing to school.admissions@iow.gov.uk.

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, 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 15 January 2024 your application will still be 'on time', if this is received after

midnight on the 15 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.

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.iow.gov.uk/schools-and-education/school-admissions/moving-to-the-island/

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/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 can not 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.

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 school/s are full and your child will be placed in the nearest school with a place available.

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 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.

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. 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 Educational, 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'¹ 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 condition², 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 15 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 staff³ 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 criterion 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 the closing date of midnight on 15 January 2024, confirming that your family attends their Church⁴ at least once a month and has done so for six months or more before you made the application.)
 7. Children for whom none of the previous oversubscription criteria apply.

¹A '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.

⁴Church 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 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:

www.iow.gov.uk/schools-and-education/educations-appeals/appeal-guide-for-parents/

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 apply or make any changes to your online application after our closing date of midnight on 15 January 2024. 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. 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 primary 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:

www.iow.gov.uk/schools-and-education/educations-appeals/appeal-guide-for-parents/

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

Parents / guardians who applied online by the closing date will receive an email from the local authority on the **16 April 2024** notifying them of the school where a place has been allocated for their child. Letters will also be sent 2nd class on this day to those parents / guardians who did not apply online and those who opted

out of receiving the email. Please do not opt out of receiving emails 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 school/s, you can appeal to an appeals panel which is totally independent of school admissions. 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 and view the booklet which explains how to make an appeal at <https://www.iow.gov.uk/schools-and-education/educations-appeals/appeal-guide-for-parents/>. 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.

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 (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, voluntary 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. 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 specified in the letter your child will be removed from the waiting list.

Where your child is placed on the school's waiting list depends upon the oversubscription criteria in the school admissions policy. Priority is not given 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 1 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 be aware 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.

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.iow.gov.uk/schooladmissions.

Admission to community and controlled primary schools at other times

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.

Northwood Primary School manages their own in year school admissions. Please contact the school direct to request a copy of their application form for an in-year admission and return this direct to the school.

Can I apply for a place outside of my 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 or by telephoning 01983 823455 to discuss this and how to make the application.

How do I apply?

You can apply online or download an application form from the local authority website at www.iow.gov.uk/schooladmissions. Alternatively you can obtain an application form from school admissions at County Hall, Newport on 01983 823455. Please 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.

Northwood Primary School manages their own in year school admissions. Please contact the school direct to request a copy of their application form for an in-year admission and return this direct to the school.

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 overseas, you can apply for a school place direct to us. You can do this at www.iow.gov.uk/schooladmissions and complete the In Year School Placement Application form.

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.iow.gov.uk/schools-and-education/school-admissions/moving-to-the-island/

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 an 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 nonattendance 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 an admission to the nearest school to your home address where places are available.

Will my child obtain a place at my preferred school?

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. 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.

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 can't 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. If you applied online and have requested a reply by email you will be able to download or complete an appeal form online and view the booklet which explains how to make an appeal at <https://www.iow.gov.uk/schools-and-education/educations-appeals/appeal-guide-for-parents/>. 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.

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.

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 remain on this list until your child is offered a place at the school, or you do not respond to the letter that is sent to you in July asking if you wish for your child to remain on the waiting list.

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.

ADMISSION INFORMATION FOR APPLYING FOR A SECONDARY SCHOOL PLACE

Timetable for Transfer to Secondary September 2024 admissions

September 2023 to October 2023

Apply for a school place online via the local authority's website

www.iow.gov.uk/schooladmissions then click on 'Secondary School Sept. 2023.'

If you are applying for a place at Christ the King College or The Island Free School you will also need to contact the school direct to request a supplementary information form.

If you are unable to access the online application process, please contact School Admissions on 01983 823455 and a paper application form can be posted to you.

Make sure that the online application or the paper application form is received by the school admissions office at County Hall, Newport by midnight on 31 October 2023.

The supplementary information form must also be received by Christ the King College or The Island Free School by the time stated in each of their policies on 31 October 2023.

Midnight on 31 October 2023

This is the latest time by which the School Admissions office at County Hall, Newport, needs to receive your online application or paper application form.

Please Note: Christ the King College and The Island Free School need to receive your supplementary information form by the time stated in each of their policies on 31 October 2023.

Is a place available at one of your preferred schools?

Yes

1 March 2024 (National offer day)

The date that parents / guardians who applied online will receive an email from the local authority notifying them of the school where a place has been allocated for your child. Letters will also be sent 2nd class on this day to those parents / guardians who did not apply online and those who opted out of receiving an email.

No

1 March 2024 (National offer day)

The date that parents / guardians who applied online will receive an email from the local authority notifying them of the school where a place has been allocated for your child. Letters will also be sent 2nd class on this day to those parents / guardians who did not apply online and those who opted out of receiving an email.

The information provided will also inform you of whether you have to write to the schools/s for which your child has been refused a place to be added to the waiting list.

You will be able to:

- appeal against our decision
- request, in writing, for a place at a different school.

May to July 2024

Appeal hearings take place.

Summer Term 2024

Schools contact parents about induction days.

September 2024

Autumn term starts.

Admission to Isle of Wight secondary schools for children due to transfer school in September 2024

In September 2024 seven secondary schools will have foundation, trust, academy, or free status, one will be a voluntary aided Church of England and Catholic and one will be a controlled Church of England. Although the majority of these schools will be their own admission authority the Isle of Wight Council will support the admissions processes of these schools.

Nearest School

If you are not sure which is your nearest school you can look online via the local authority's website www.iow.gov.uk/schooladmissions and click on 'Secondary School - Sept 2024,' and then click on the nearest school search link or by contacting School Admissions on 01983 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 2024.)

How do I apply for a place at secondary school for September 2024?

If your child is in Year 6 in September 2023 you should:

- Apply online at www.iow.gov.uk/schooladmissions by midnight on 31 October 2023.
- 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 each of their policies on 31 October 2023. If you do not complete their supplementary information form the school will be unable to obtain the information in order to rank your application in line with their oversubscription criteria and your application will be considered after those who have completed both application forms.

- 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 2023.

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

- Complete the paper application form and return to School Admissions and Transport, County Hall by midnight on 31 October 2023.
- 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 each of their policies on 31 October 2023. If you do not complete their supplementary information form the school will be unable to obtain the information in order to rank your application in line with their oversubscription criteria and your application will be considered after those who have completed both application forms.
- 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 2023.

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 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 31 October 2023 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.

If you have submitted your application by the closing date and then request in writing any changes i.e. address, preferences and these are received in writing after the closing date, your application will be classed as 'Late.'

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 2024 the relevant address will be where your child is living on **31 October 2023**.

If the child resides with each parent/guardian during the week, the address used must be agreed by both parents/guardians and it is advised that the address used is the closest to the school being named as one of the preferences on the application. If you wish for further advice on this, please put your query in writing to school.admissions@iow.gov.uk.

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, 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 2023 your application will still be 'on time' but if this is received after midnight on the 31 October 2023 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.

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.iow.gov.uk/schools-and-education/school-admissions/moving-to-the-island/

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/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.

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.

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 schools can I state a preference for?

You can state a preference for **three** secondary schools including foundation trust, church aided, church controlled and academy secondary 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.

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. All children allocated a place will be included in the admissions number of the school.

The majority 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.

The local authority is the admissions authority for The Bay CE School. 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 2024. 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.

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, Heath 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'¹ 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 condition², 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 31 October 2023. 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 staff³ 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 secondary school to their home address at the time of application.
- 6 Church of England Voluntary Controlled schools only: - None of the previous 5 oversubscription criterion 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 the closing date of midnight on 31 October 2023, confirming that your family attends their Church⁴ at least once a month and has done so for six months or more before you made the application.)
- 7 Children for whom none of the previous oversubscription criteria apply.

¹A '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).

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

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

⁴*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 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, even if it is your nearest school. If this happens you have the right to appeal. Also, your child's name will be placed on the waiting list for the schools for which the local authority manage the waiting lists, for the other schools you will have to write to the school to request to be added to their waiting list, full information will be provided in your allocation letter.

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 their supplementary information form the school will be unable to obtain the information in order to rank your application in line with their oversubscription criteria and your application

will be considered after those who have completed both application forms.

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 or email school.admissions@iow.gov.uk immediately. You cannot make any changes to your online application after our closing date of 31 October 2023. 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: www.iow.gov.uk/schools-and-education/educations-appeals/appeal-guide-for-parents/

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

Parents / guardians who applied online by the closing date will receive an email from the local authority on the **1 March 2024** notifying them of the school where a place has been allocated for their child. Letters will also be sent 2nd class on this day to those parents / guardians who did not apply online and those who will be receiving additional information. Please do not opt out of receiving emails 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 School Admissions. 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 and view the booklet which explains how to make an appeal at <https://www.iow.gov.uk/schools-and-education/educations-appeals/appeal-guide-for-parents/>. 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.

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?

If your child is refused a place, the school admissions team will automatically place your child on the waiting list for the schools that they administer the waiting lists for. For schools that manage their own waiting lists, you will need to write direct to the school to request your child is added to the waiting list. Full information will be provided in your allocation letter.

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

Waiting lists for September 2024 admissions will be established for the first time on 15 March 2024.

If you want to know where your child is on a waiting list you can contact the relevant admission authority. The majority of secondary schools are their own admissions authority and you may need to contact them direct. Further information will be in your allocation letter.

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.

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/schools-and-education/school-admissions/admissions-policies/.

Admission to Isle of Wight secondary schools at other times

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.

The Local Authority will be able to provide information on places available in the majority of secondary schools, even those that are their own admissions authority. Some schools may be full in certain year groups, and although they may be your preferred choice after making an application the admissions authority may only be able to offer a place on a waiting list.

Ryde Academy and The Island Free School manage their own in year school admissions. Please go to the school website, as you will need to submit an application direct to them. You can also contact the relevant school for further information or how to submit an application if you are unable to online.

How do I apply?

You apply on line or download an application form from the local authority website at www.iow.gov.uk/schools-and-education/ and completing the In Year School Placement Application form. Alternatively you can obtain an application form from School Admissions at County Hall, Newport on 01983 823455. However you should always check with the secondary school 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.

Ryde Academy and The Island Free School manage their own in year school admissions. Please go to the school website, as you will need to submit an application direct to them. You can also contact the relevant school for further information or how to submit an application if you are unable to online.

You will need to contact Christ the King College to obtain a copy of their supplementary information form, which needs to be completed and returned to the school direct as well as completing the local authority application form.

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 overseas, you can apply for a school place direct to us. You can do this at www.iow.gov.uk/schools-and-education/ and completing the In Year School Placement Application form.

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.iow.gov.uk/schools-and-education/school-admissions/moving-to-the-island/

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 an 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 nonattendance 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 an admission to the nearest school to your home address where places are available.

Will my child obtain a place at my preferred school?

If a vacancy exists within the admissions number of the particular year group at your preferred school, your child will receive a place there. However, we will only confirm a school place a maximum of four weeks, excluding school holidays in advance of your child starting at a school. 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. If you applied online and have requested a reply by email you will be able to download or complete an appeal form online and view the booklet which explains how to make an appeal at <https://www.iow.gov.uk/schools-and-education/educations-appeals/appeal-guide-for-parents/>. 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.

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.

and, at the same time:

- request to be put on the waiting list by writing to the secondary school/s for which you have been refused a place. The school will confirm with you how they manage their own waiting list and how long your child will remain on the waiting list. If the local authority maintains the waiting list for the school, your child will remain on this list until your child is offered a place at the school, or you do not respond to the letter that is sent to you in July asking if you wish for your child to remain on the waiting list.

Your child's name can be added to the waiting list even if you are not resident on the Island but as soon as you have an Island address please update us and the school 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

Can I apply for a place outside of my normal age group?

As stated in Section 2.18, 2.19 and 2.20 of the School Admissions Code 2021, parents may seek a place for their child outside of their normal age group for example if the child is gifted and talented or due to problems such as ill health. Your application will be processed for your normal year group and the decision will be made by the admissions authority for the school where your child has been allocated a place in consultation with the Headteacher to determine

whether your request is approved. Your child will be allocated a place in their normal year group, even if the request has been approved.

Parents have the statutory right to appeal against the refusal of a place at a school for which they have applied. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Terms used in this booklet

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 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 needs 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 group.

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-ordinated admission scheme

Ensures that a letter or email (for online applications) is dispatched on 1 March 2024 and 16 April 2024 to every child living on the Isle of Wight, who is due to transfer to secondary school or commence primary school, with the offer of a place. The scheme gives clear communications on school admissions between the local authority, the aided schools, academies, foundation schools 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.iow.gov.uk/schooladmissions and clicking on the appropriate page.

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 same address.

Supplementary Information Form (SIF)

The form which parents complete when applying for a school place at an aided, free 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.