

# In Year Admission to Community and Controlled Schools Academic Year 2024 - 2025

Further information is available in our Educating your Child Book available online at [www.iow.gov.uk/schooladmissions](http://www.iow.gov.uk/schooladmissions).

## 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](mailto: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 Education, 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'<sup>1</sup> or a child who was previously looked after but immediately after being looked after became subject to an adoption, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted, or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989.) at the time of making an application to a school. All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. A specific medical condition<sup>2</sup>, confirmed and supported by a registered health professional, which makes a particular school the most appropriate. (Any application for a place at a particular school for medical reasons must be supported by independent medical evidence from a registered health professional and must be supplied at the time of application. The evidence must name the school and state the reasons why attendance at the school is essential and the difficulties that would be caused if the child had to attend another school.)
3. Children who at the time of application have an elder sibling who is already at the school and who will still be in attendance at the school at the time of application.
4. Children of staff<sup>3</sup> employed by the preferred school, in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
5. Children for whom the school is the nearest primary school to their home address at the time of application.
  6. Church of England Voluntary Controlled schools only: - None of the previous 5 oversubscription criteria apply and parents ask for a place for religious reasons. (Any application for a place at a particular school for religious reasons must be supported by a letter, at the time of application, from your Church minister confirming that your family attends their Church<sup>4</sup> at least once a month and has done so for six months or more before you made the application.) Please complete the Supplementary Information Form if you are applying for a place under this criterion.
  7. Children for whom none of the previous oversubscription criteria apply.

<sup>1</sup>A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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

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

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

If there are more applicants than remaining places within any of the above criteria the home-to-school distance will be used as a tiebreaker with those living closer being offered places first.

We will measure in a straight line using the local authority's Geographical Information System (GIS) from the home address to the centre of the school building, with those living closer to the school receiving the higher priority.

In the event of a tie between two or more children when applying home-to-school distance as a tiebreaker and where there are not enough places available to offer all those children a place at the school, a random allocation will be carried out by the local authority. This will be in the form of a 'lucky dip' which will be overseen by an independent person from the Corporate Governance Team.

If the distances are equal (for example with a block of flats), lots will drawn by an independent person to determine the allocation.

If only one place at a school is available within the admissions number and there are multiple birth in the family who have the next highest priority within the oversubscription criteria, we will offer places to all multiple birth siblings.

### **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.

You will need to contact Northwood Primary School direct, to request a copy of their application form for an in-year admission and return this direct to the school. They will inform the local authority of the application.

### **Can my child be admitted outside of their 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](mailto: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 on line using the website [www.iow.gov.uk/schooladmissions](http://www.iow.gov.uk/schooladmissions) or you download an application form. Alternatively if you do not have access to the internet you can request an application form from School Admissions at County Hall on 01983 823455. You can obtain an application form from School Admissions at County Hall, Newport. However, you should always 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.

You will need to contact Northwood Primary School direct, to request a copy of their application form for an in-year admission and return this direct to the school. They will inform the local authority of the application.

## **What address is used for school admissions purposes?**

The address you give on the application form must be the one on the Island where your child usually lives.

If you are moving address and are making an application with the new address, you must have already exchanged contracts or have signed a tenancy agreement for the address you have stated on your application.

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](mailto: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.**

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.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live within the area. The application will be considered if it is accompanied by an official letter i.e. MOD, FCO or GCHQ, that declares you will be posted to live within the area.

## **I am moving to the Island, how do I apply for a school place during the academic year?**

If you are moving to the Island from the mainland or abroad, you can apply for a school place direct to us. You can do this at [www.iow.gov.uk/schooladmissions](http://www.iow.gov.uk/schooladmissions) then click on the Do It Online Tab and complete the In Year School Placement Application form.

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 is a place available. If the school is full your child will be offered 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 is a place available. If the school is full your child will be offered admission to the nearest school to your home address where places are available.

## **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.

## **Will my child obtain a place at my preferred school?**

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.

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.

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. You can also download or complete an appeal form online at [www.iow.gov.uk/Residents/Schools-and-Learning/Education-Appeals/Tasks](http://www.iow.gov.uk/Residents/Schools-and-Learning/Education-Appeals/Tasks) and the booklet which explains how to make an appeal from our website at [www.iow.gov.uk/Residents/Schools-and-Learning/Education-Appeals/Appeals-Timetable](http://www.iow.gov.uk/Residents/Schools-and-Learning/Education-Appeals/Appeals-Timetable) and click on the 'Appeal Guide for Parents' tab. As well as making your appeal in writing, we recommend that you go to the appeal hearing to present your case. You can bring a 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 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.

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.

### **Can I make changes to my application once it has been submitted?**

If you wish to make any changes to your application once you have submitted it to School Admissions, you can make these these by emailing [school.admissions@iow.gov.uk](mailto:school.admissions@iow.gov.uk) stating the name of your child, their date of birth and with the changes you would like to make to the application, as any changes to an application must be received in writing.