

**Willoughby Primary School**  
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## **Willoughby Primary School**

### **Admissions Policy**

**2021/22**

Governors have agreed our Admission arrangements and in line with the admission arrangements for all maintained schools in the Nottinghamshire area provide as described below:

In paragraph 2.65 of the revised Code, it is stated that “for admission to the 2011–12 school year, **and subsequent years**, admission authorities for primary schools must provide for the ***admission of all children in the September following their fourth birthday***”.

Furthermore, the paragraph 2.69 provides that: “Admission authorities must allow parents of children who are offered a place at the school before they are of compulsory school age to defer their child’s entry until later in the school year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child”.

This policy is subject to parents’ statutory right to defer their child’s admission to compulsory school age. It also requires admission authorities to make it clear to parents that they may request part or full-time places for such children, until they reach compulsory school age.

Full Admissions Arrangements and criteria to determine which pupils should be admitted if we have limited space are outlined in the School Prospectus.

Chair of Governors : Sander Tiel

## ADMISSIONS ARRANGEMENTS

As a small village school we welcome new admissions. However, if we have limited space we would have to apply the following criteria to determine which pupils should be admitted to the school.

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school:

1. Children looked after by a local authority and previously looked after children.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or linked junior/primary school.
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment.

In the event of over-subscription within any criterion, preference will normally be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principle entrance to the main administrative building of the school.

### **Special Circumstances**

The following groups of children will be given special consideration in their application for a particular school:

- Children who have particular medical needs, mobility support needs, special educational needs or social circumstances, supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

The local Education Officer will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all but the first of the numbered criteria.

Children of nomadic Travellers will be allocated a place at their catchment area school.

### **Admissions to year groups other than the intake year**

Applications for admission to other year groups will normally be considered in relating to the published admission limit, which applied when the year group was first admitted to the school, although infant class size restrictions will also need to be considered. If places are available within the year group, applications will be considered in accordance with the above admission criteria. If places are available, the child will normally be admitted to the school. Further guidance on the way in which applications are dealt with including

- Preferences for more than one school
- Late applications
- The way waiting lists are maintained and used can be found in Nottinghamshire County Council's "Admissions to Schools" booklet