



**Admission Arrangements and Policy for  
Corsham Regis Primary Academy  
2020/21**

## To take effect from September 2019

### 1. General Information

The number of admissions for each academic year is 38 places. Places for the academic year 2020/21 are open to all children born between 1st September 2015 and 31st August 2016.

**RESPONSIBILITY** As an Academy we are the responsible authority for admissions and are required to act in accordance with the Schools' Admissions code. The Local Authority (LA) is responsible for coordinating admissions (known as the co-ordinated scheme) across all Wiltshire schools and we also commission them to act for us in relation to any appeals

Details to assist you can be found at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

**HOW AND WHEN TO APPLY** Applications for entry to our academy for the academic year September 2020 to August 2021 must be made through the LA.

Parents will be able to make an online application. Online applications will be made directly to County Hall, Trowbridge via [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk). If an online application has been submitted, a written application is not necessary. The online facility will be available from 1 September 2019 up until the deadline of 15 January 2020.

Unless an online application has been made, a Primary Common Application form (PCAF) must be used as a means of expressing one or more preferences by a parent wishing to apply for a school place for their child (either within or outside the county). The child must live in Wiltshire.

The LA will make arrangements to ensure:

- a. the PCAF is accompanied by written guidance notes explaining the co-ordinated admissions scheme for Wiltshire primary schools, and
- b. that copies are available on request from the LA and from all Primary schools in the LA area, and
- c. that an electronic version of the form is available for parents to make an online application.

The PCAF and accompanying guidance notes will invite the parent to express up to three preferences in rank order. Schools may be inside or outside Wiltshire, and to give their reasons for each preference, explain that the parent will receive no more than one offer of a school place and specify the closing date and the address to which it must be returned. They will also confirm that:

- a. a place will be offered at their highest ranked school at which they are eligible to be offered a place; or
- b. if a place cannot be offered at any one of their preferred schools, and the child is living in Wiltshire, a place at an alternative school will be allocated.

The Corsham Regis Local Governing Body (CRLGB) can ask parents who have expressed a preference for their school on the PCAF, to provide additional information on a supplementary form but only if the additional information is required in order to apply their oversubscription criteria to the application.

Where Corsham Regis receives a supplementary form it may not be regarded as a valid application unless the parent has also completed a PCAF which expressed a preference for Corsham Regis. The PCAF or an online application must have been returned to the LA by the deadline date.

The closing date for applications is 15 January 2020. **All completed PCAFs are to be returned directly to the LA.** Any PCAFs which are incorrectly returned to schools must be forwarded to the LA to be received by the deadline. Forms returned to schools and not received by the LA by 15 January 2020 will be treated as late applications.

The LA will send out an acknowledgement of receipt for each PCAF and all online applications. Applicants will be advised to contact the LA if they have not received an acknowledgement within 15 school days of posting their applications.

The dates and process of application conform to the co-ordinated scheme published by the LA. The application round for entry into Reception 2020 opens on 1st September 2019. The closing date for primary admissions is **midnight on the 15th January 2020** with offers posted out on the **16th April 2020**. Each child will be offered a place at their highest possible preference. The offer letter will provide a deadline date in which the parent (see glossary of terms) must respond to accept or decline an offer. This is **2<sup>nd</sup> May 2020**. Applications received after the deadline will only be considered after all those received by the deadline.

#### **ADDRESS**

The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

For Reception September 2020 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15 January 2020.

The only exceptions to this would be where a change of address has taken place between 16 January – 31 January, confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement – for a minimum of six months) must be received by 7 February 2020. In the case UK service personnel moving to a Wiltshire address after the deadline date a posting notice must be received before 7 February 2020. Any proof submitted after 7 February 2020 will not be considered for allocations purposes.

#### **SHARED PARENTAL RESPONSIBILITY**

Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in-year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

### **APPLICATIONS FOR CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)**

Applications for children of service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include the relocation date and the unit postal address or quartering area address.

Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area, however the LA is also not permitted to reserve places for these children.

Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations.

### **APPLICATIONS FOR CHILDREN FROM OVERSEAS**

Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have the right to abode in the country are entitled to apply for a place at a maintained school. The passport or visa should be made available for inspection before an offer of a school place can be made. Asylum Seekers should make available evidence of their right of abode as provided by the National Asylum Support Service.

Applications on behalf of children currently living outside the UK will be considered but until the child/ren are resident in the country their home address will be considered as being their place of residence outside the UK. Exceptions to this would be instances where the children are of parents returning from foreign postings, such as UK service personnel and other crown servants who have been posted abroad on a fixed term contract and who are returning to live within the UK. Proof of the future UK residency will be required if an application is made to an oversubscribed school.

## **THE APPLICATION PROCESS**

**First Round Applications** for Reception 2020 Intake (applications received before the deadline of 15 January 2020)

The LA will act as a clearing house for the allocation of places by the relevant admissions authorities in response to the PCAFs. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the PCAF where-

- a. it is acting in its separate capacity as an admission authority, or
- b. an applicant is eligible for a place at more than one school, or
- c. an applicant is not eligible for a place at any of the schools for which a preference was expressed.

The process by which the LA will allocate places is explained at paragraphs below:

- 15 January 2020, closing date for all common application forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.
- By 08 February 2020 the LA will notify Corsham Regis of every preference that has been expressed for that school.
- By 8 March 2020 Corsham Regis must have considered all of the preferences for the school, and provided the LA with a ranked list of all applicants in accordance with the oversubscription criteria.
- The LA will then match this ranked list against all other ranked lists and:
  - Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
  - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
- Where the child is not eligible for a place at any of the nominated schools and the child lives in Wiltshire, they will be allocated a place at a school. This will be their designated school if places are available or at another school (to which there would be an entitlement to free school transport if it were outside the statutory safe walking distance from the home). Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
- By 22 March 2020 the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.
- By 12 April 2020 the LA will inform Wiltshire schools of the pupils to be offered places at their schools.
- On 16 April 2020 (National Offer Date) letters will be despatched to all parents who submitted an application by 15 January 2020 offering a place at one school.
- These offer letters will give the following information:
  - a. the name of the school at which a place is offered;

- b. the reason why the child is not being offered a place at any of the other schools nominated on the PCAF;
- c. information about their statutory right of appeal against any decisions to refuse places at other preferred schools;
- d. contact details for the LA and the schools for which they expressed a preference.

- 2 May 2020 is the deadline for parents to accept the place offered. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.
- If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 2 May 2020, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

**Second Round Applications** for Reception 2020 Intake (applications received between 16 January 2020 and 23 April 2020)

Second round applications, i.e. those received between 16 January 2020 and 23 April 2020 for the Reception Intake round will not be considered until after all first round on time applications have been processed. Second round applications will be considered together with any applicant previously refused a place in the first round and if necessary will be prioritised using the oversubscription policy in place at the time.

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the second round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore if an offer is made to a child during the second round of allocations any offer made in the first round will automatically be withdrawn.

The LA will contact Corsham Regis if named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child (will) be allocated a place at their designated school if places are available, unless an alternative place is available within the safe statutory walking distance from their home address. The process explained in the paragraphs below will be followed:

- By 3 May 2020 details of second round applications received between the 16 January 2020 and 23 April 2020 to be sent to Corsham Regis.

- By 10 May 2020 Corsham Regis should provide the LA with a ranked list of second round applications.

On receipt, the LA will match the returns from all schools and will make an allocation of one place for each applicant:

- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
  - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
- By 31 May 2020 the LA will send out the second round offers for applications received between 16 January 2020 and 23 April 2020.
  - 11 June 2020 is the last date for offers to be accepted by parents. Parents should return their acceptance/decline slips back to the LA.
  - If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

**Third Round Applications** for Reception 2020 Intake (applications received after 23 April 2020)

Third round applications, i.e. those received after 23 April 2020 for the Reception Intake round will not be considered until after all the second round applications have been processed. Third round applications will be considered together with any applicant previously refused a place and if necessary will be prioritised using the oversubscription policy in place at the time.

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the third round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore if an offer is made to a child during the third round of allocations any offer made in the first or second round will automatically be withdrawn.

The LA will contact Corsham Regis if named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if a place is available, unless an alternative place is available within the safe statutory walking distance from their home address. The process explained in the paragraphs below will be followed:

- Applications received after the 23 April 2020 will be considered in date order of receipt and will be looked at after 28 June 2020 (i.e. once the second round of applications have been processed).
- If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

**Applications for Reception 2020 Intake (applications received after 25 July 2020 – end of term)**

Any applications received by the LA after 25 July 2020 which expresses a preference for Corsham Regis will be forwarded to the school within five school days of receipt at which time the process for in-year applications will apply.

**RIGHT OF APPEAL**

Parents who are refused a place at Corsham Regis have the right of appeal to an independent Admission Appeal panel.

The deadline dates for lodging appeals for CRLGB will be provided on the Corsham Regis website.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

**FINAL LIST OF EXPECTED RECEPTION PUPILS TO SCHOOLS**

On or before 31 August 2020 the LA will send out a list to all schools in Wiltshire showing those pupils expected to start in the school at the beginning of the 2020/21 school year.

**Admitting in-area children above Published Admissions Number (PAN)**

Wiltshire Council will always try and allocate a space at a child's designated school whenever this is possible. We cannot reserve places at any school nor can we guarantee that a space will be available at the designated school. Having enough spaces in schools for local children is a service priority for the School Buildings and Places team.

The LA has responsibility for the strategic management of school places across the county and has to ensure admissions do not compromise its ability to provide efficient and effective use of resources. It is often more economic to admit children to their designated school because this does not incorporate an additional transport cost which would be required were an alternative school be allocated.

For some schools, the next nearest school does not provide a reasonable alternative because it is beyond the statutory walking distance or the route is unsafe or there is no available transport. Any children who move into these areas might have to be admitted to the designated school despite any existing pressures upon it.

It may not always be possible to find a space at the designated school if this is already oversubscribed. In-area children will be given priority on any waiting list. If the designated area school is unable to accommodate any more children within the year group then the LA will allocate an alternative school which will be the next nearest school which has available places.

Transport would be made available for any children who had to be allocated a school because their designated school was full and the school that has been allocated is outside of the statutory safe walking distance for the age of the child. All other entitlements will be dealt with by the Passenger Transport Team.

### **THE IN-YEAR TRANSFER APPLICATION PROCESS**

In-Year Transfer Applications for year groups other than Reception 2020 Intake.

All In-Year transfer applications for all year groups, to Wiltshire Schools, should be submitted directly to Wiltshire Council. If a parent wishes to apply for a transfer to a school in another Local Authority then they should apply directly to the authority in which the school is situated in. The In-Year transfer application process for Wiltshire Schools is explained below.

1. The LA will make available copies of the Admissions Guide and PCAF through all primary and secondary schools and on request from County Hall.
2. All applicants who wish to apply for a school place must complete an application form which should be returned to the LA, once completed by the current school. The applicant may or may not live in Wiltshire.
3. Should a parent living in Wiltshire wish to apply for a school in another authority; they must contact that authority directly for details on how to apply.
4. Where a school receives an in-year application form expressing a preference for that school the form should be forwarded to the LA within five school days of receipt.
5. Where the LA receives an in year application form expressing a preference for Corsham Regis the application will be forwarded to the school within five school days of receipt.
6. CRLGB is responsible for deciding the outcome of the application and should advise the LA accordingly within 10 school days of the date of which the information was received by the school.
7. In all cases, Wiltshire Council will aim to send a decision letter out within 20 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.
8. A waiting list will be kept by Corsham Regis for all year groups in order of the relevant oversubscription criteria and not in date order of receipt.

In accordance with paragraph 2.21 of the School Admissions Code the LA is required to provide parents on request the availability of school places within its area. All schools must provide the LA with this information. This must be done on a termly basis with the first return to be sent by 6 September 2019.

### **RIGHT OF APPEAL – IN YEAR TRANSFER APPLICATIONS**

Parents who are refused a place at Corsham Regis have the right of appeal to an independent Admission Appeal panel.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

## **PROOF OF ADDRESS**

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

- A solicitor's letter stating contracts have been exchanged and specifying a completion date
- A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

## **IN-YEAR FAIR ACCESS PROTOCOL**

All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children. Further information on the In Year Fair Access Protocol, as well as a copy of the protocol, can be viewed at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

## **EARLY, DEFERRED OR DELAYED ADMISSION**

### **a. Early admission**

Admissions to school earlier than the term following the child's 4th birthday may be agreed in exceptional circumstances, such as medical or social factors that have an adverse effect on the child. The request must have the approval of the LA's professional adviser and there must be no suitable alternative pre-school provision available. Early admission will be agreed for a maximum of one traditional term before the next available normal entry date.

### **b. Deferred admission until later in the academic year**

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September of the academic year following their fourth birthday. In such circumstances, parents also have the option to start their child on a part-time basis or defer their child's entry until later in that academic year.

If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that a child reaches compulsory school age on the prescribed day following his or her fifth birthday [or on his or her fifth birthday if it falls on a prescribed day]. The prescribed days are 31 December, 31 March and 31 August). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.

Please note also that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year. The application can be submitted from April 2020 but will not be considered until June 2020.

Parents wishing to defer entry need to apply by the closing date 15 January 2020. Any request to defer or attend part-time should be made to the school as soon as an offer is received.

**c. Admission of children outside their normal age group**

All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.17a, 2.17b, which came into force on 19 December 2014:

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

All requests should be made from the September following the child's third birthday, in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 15 January.

All requests must be submitted to the Local Authority by 15 January 2020.

Parents of a summer born child may choose not to send their child to a school until the September following their fifth birthday and they may request that they are admitted outside their normal age group – to reception rather than year 1. All admission authorities are required to make clear in their admission arrangements the process for requesting admission outside of the normal age group.

The decisions on requests for applications outside the child's normal age group are made by the admission authority for any particular school, which in the case of Corsham Regis is the CRLGB. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case. All parents who wish to apply for delayed entry into reception for any Wiltshire school must first submit a formal application to the council.

Parents applying for a delayed entry at Corsham Regis, as well as submitting a formal application to the local authority should also contact their preferred school directly to discuss the request.

CRLGB will look at the following factors when an application for admission outside the normal age group and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned:

- the parent's views
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the following September. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and you are not offered a place, the local authority will make an alternative offer. However please note that delayed admission in to reception in the alternative school may not be possible.

If the parental request for delayed admission into reception is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, then after the offer of a school place had been made the parent can then inform the Local Authority and the school that they want to defer entry until later in the academic year as outlined above.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

### **Right of Appeal for admission of children outside their normal age group**

Parents who are refused a place at a school for which they have applied have the statutory right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry into reception they have the right to complain against the decision through the Council's complaints procedure for decisions made by council officers or under the school's complaints procedure where CRLGB is the admissions authority.

All reception places will be allocated using our normal over subscription criteria. The governors may ask for proof of residence (see glossary of terms).

**OUR OVERSUBSCRIPTION CRITERIA (IF WE DON'T HAVE ENOUGH PLACES)** The Governors will apply the following over subscription criteria when deciding to offer places. All applications will be considered equally irrespective of ability or need. Places will be awarded in the following priority order.

#### **1. Children in Care (Looked After Children):**

- a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provide 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).

#### **2. Vulnerable Children:**

- Children from families registered with the National Asylum Support Service.
- Children or families with a severe medical condition (where written evidence is available from a senior medical officer or the family's general practitioner or specialist showing it would be detrimental to the child or family's health not to admit him or her to the school) or children with particular educational needs where written evidence is available from Central SEN Services to show that it would be

detrimental to the child not to be admitted to the school. All children whose Education Health Care (EHCP) Plan or statement of special educational needs (SEN) that name the academy must be admitted. (For purposes of the above “family” is defined as those living at the address at the time of application and also living at the address on a permanent basis.)

**3. In-area siblings:**

- A sibling refers to brother or sister, half brother or sister, who shares one natural parent, legally adopted or fostered brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, who is living in the same family unit at the same address.

A child is considered under this criterion if:

- A sibling is on the roll of the preferred school as at the deadline date (providing that the sibling is not in their final year at the school); and
- the child lives within the designated area or shared area of the school at the same address as the sibling.

**4. Out of area Siblings (see 3 above for definition of sibling):**

- A sibling is on the roll of the preferred school as at the date of admission (providing that the sibling is not in their final year at the school)

**5. Designated Area and Shared Area Multiple Births:**

- Children who are twins (or other children of multiple births) applying for places at the same time and who are living at the same address which is within the designated area or shared area of the school.

**6. Other in-area children:**

- A child is considered in this category if they live within the designated (or discrete geographical area) or a shared area served by the school. Children who are twins (or children of other multiple births) applying for places at the same time and who live at the same address which is outside the designated or shared area for the school

**7. Children of members of staff**

- This priority is to enable us to recruit to fill a vacant post where there is a demonstrable skill shortage or for staff who have been employed at the school for a minimum of two years

**8. Other Children**

**TIE BREAK:** Children to whom none of the above criteria apply.

If there are more applications than places available within any of the criteria above then the straight-line distance from the child’s home address to the school will be used as a tie-break. Distances will be measured using Ordnance Survey eastings and northings (which are unique for each postal address) with the child being the shortest distance from the school being given higher priority. In the event that two or more distances are identical, the allocation of places will be decided by casting lots.

- The address that determines a child’s designated or shared area is the place where he or she is ordinarily resident at the deadline for applications.

- There is no guarantee that a younger sibling will obtain a future place in the same school as his or her brother or sister.

Places will be offered with due regard to the admission number of 38 but with the following exceptions.

**EXCEPTED PUPILS:** This includes multiple births or armed forces children who would otherwise have been excluded previously by the admission number. This applies only where a reasonable alternative is unable to be offered.

## **GLOSSARY OF TERMS**

### **Parent:**

A parent is any person who has parental responsibility for or is the legal guardian of the child.

### **Home address:**

A child's home address is where the child will normally be resident and spend the majority of their school week at the deadline date. We may ask for evidence in the form of a utility bill or bank statement. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it is found that an application has been made fraudulently, a school place which has been offered as a result of this application may be withdrawn.

### **Appeals:**

There are established arrangements for appeals against non-admission which are currently organised by the Local Authority. Details of how to appeal will be sent out with any refusal letter or are available from the school. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the Governors do not consider any further application in the same school year, unless there is a major change in circumstances eg change of address.

### **FAIR ACCESS PROTOCOL:**

The school participates in the Wiltshire's LA's Fair Access Protocol, details of which can be found by visiting the website at [www.wiltshire.gov.uk/admissions](http://www.wiltshire.gov.uk/admissions).

### **IN YEAR TRANSFERS:**

Applications for other year groups (including children already in a Wiltshire school or from children moving into the school area) are normally restricted to September, January or April. In the interest of safeguarding the local authority is coordinating all applications to schools. Therefore anyone wishing to apply to Corsham Regis Primary Academy should apply to Wiltshire Council (LA).

We work to ensure that our policy complies with all the relevant legislation concerning class sizes and equal opportunities.

### **CONTACT:**

See below for further contact:

For further information please contact

Corsham Regis Primary Academy, King's Avenue, Corsham, Wiltshire, SN13 0EG

Tel no: 01249 712294

## APPENDIX: 2019/20 TIMETABLE FOR PRIMARY CO-ORDINATION (WILTSHIRE)

15 January 2020:	<b>Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.</b>
8 February 2020:	Details of applications which include preferences for schools in other LAs to be sent to those LAs.
8 February 2020:	Details of applications to be sent to Corsham Regis of all first round applicants.
8 March 2020:	Corsham Regis to provide the LA with ranked lists of all first round applicants.  Between 8 March and 23 March the LA will match the ranked list from all schools and allocate places.
22 March 2020:	The LA will inform other LAs of any offers of places at Wiltshire schools to be made to applicants resident in their areas.
12 April 2020:	By this date the LA will provide schools with details of those children to be offered places at the school.
<b>16 April 2020:</b>	<b>Notification letters despatched and sent to parents for all first round applicants. Online applicants also able to view the outcome online.</b>
23 April 2020:	Deadline for second round applications.
2 May 2020:	Details of second round applications to be sent to Corsham Regis of all second round applicants.
10 May 2020:	Corsham Regis to provide the LA with ranked lists of all second round applicants.
31 May 2020:	<b>Notification letters despatched and sent to parents for all second round applicants.</b>
11 June 2020:	Last date for second round offers to be accepted by parents. Parents should return their acceptance/decline slips back to the LA.
30 June 2020:	Applications received after the 23 April will be considered in date order of receipt and will be looked at from today. Applications will be dealt with as soon as possible with allocations to a single school being made and offers being sent out by the LA as soon as practically possible.
31 August 2020:	On or before the 31 August the LA will send out a list to all schools showing the pupils expected to join the school at the beginning of the 2020/21 school year.

