




# Eton Wick C of E First School Policy Document

<b>ADMISSIONS: 2025 - 2026</b>	
<b>Category:</b> Statutory	Approved by Headteacher: 
<b>To be reviewed by:</b> Headteacher	<i>Date: June 2024</i>
<b>To be reviewed:</b> Annually	Overviewed by FGB:
<b>Next review due by:</b> June 2025	<i>Date:</i>

***Our ethos as a church of England School is captured in the vision of good seed growing in good soil. We endeavour to provide an environment in which we are all developing, learning and growing. Rooted in that vision, our policies have been developed.***

## 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or



- Became subject to a special guardianship order

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.

#### **4. How to apply**

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

**Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application through the borough must be made for a place in reception.**

#### **5. Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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 headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. 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.

#### **6. Allocation of places**

##### **6.1 Admission number**

The school has an agreed admission number of:

- 30 pupils for entry in Reception
- 26 pupils for Nursery

##### **6.2 Oversubscription criteria**

The Council strives to ensure fair allocations of school places according to criteria that have been set in advance.

Where a school receives more applications than there are places, the following are the criteria that will be applied to determine which children should be offered places.



A child who is the subject of an Education, Health and Care Plan will be admitted to the school named in his or her plan. Remaining places will be allocated in line with the published oversubscription criteria.

1. Children in care. This category includes a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order [note 1]
2. Children with exceptional medical or social reasons for requiring the school [note 2].
3. Children who live in the 'designated appropriate area' of the school and who have a sibling\* in attendance at the school at the time of the application and who is expected still to be attending the school at the time of entry [notes 4 & 5]
4. Children who live in the 'designated appropriate area' of the school [note 4].
5. Children with a sibling in attendance at the school. The sibling would need to be attending the school at the time of admission of the child for whom a place is sought [note 5]
6. Children of a staff member [note 6]
7. Voluntary controlled schools only - Children whose parents choose the school on denominational grounds [note 7]
8. Children whose parents have any other reason for their preference.

If a school does not have places for all the children in a particular category, the borough prioritises those applicants who live closest to the school. Proximity to the school will be measured in a straight line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school using the local authority's GIS system. In the event that two or more children live at the same distance from the school (for example families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s). The names will be drawn and the whole process scrutinised by persons independent of the authority.

Parents of children who are admitted for nursery provision at a nursery attached to a school or a co-located nursery must apply separately for a place at the school if they require a place at that school. Attendance at such a nursery does not confer any priority for or guarantee of a place at that school.

*Note 1 - Looked after children are children who are (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. Previously looked after children includes children who immediately after being in public care were adopted or subject to a child arrangement order under the terms of the Children Act 1989 or children subject to a special guardianship order which is defined under section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

*Note 2 – the social and medical reason can apply to the child or another member of the family, See pages 17-19 for full information on applying for priority under this criterion.*

*Note 4 - Designated Areas. Maps of the current designated areas may be viewed on the RBWM website, [www.rbwm.gov.uk](http://www.rbwm.gov.uk). Alternatively applicants can use the Neighbourhood View facility on the website for information on schools based on their address.*

*Note 5 – Sibling Criterion. A sibling would need to be attending the school at the time of admission of the child for whom a place is sought. The term 'sibling' includes a half or step child permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a*



*foster child. In the case of Infant and Junior schools, attendance of a sibling at either the Infant or Junior school qualifies as a sibling for the linked school. Linked schools are set out in note 2.*

*Note 6- Children of a member of staff. Priority will be given where the member of staff has a) 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 a demonstrable skill shortage. A SIF must be completed and returned to the Local authority at the time of application.*

*Note 7 - Where denominational grounds are a reason for the application, it will be necessary for at least one parents or carer of the child concerned to regularly attend a church that is part of the group of Churches Together in England, Scotland, Wales or Northern Ireland. This group includes the following types of church: Church of England, all the protestant non- conformist churches (e.g. Baptist, Methodist, United Reform) and Roman Catholic. Attendance does not include services of marriage, funerals or christenings (except for the christening of the child seeking entrance to the particular school). You will need to complete a supplementary information form (available at [www.rbwm.gov.uk](http://www.rbwm.gov.uk)) in order to confirm that you are applying to the school on denominational grounds. You must pass the form onto your local clergy for verification before it is sent the local authority's Admissions team.*

## **7. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions information can be found here:

<https://rbwm.afcinfo.org.uk/pages/community-information/information-and-advice/schools-and-education/school-admissions/changing-school-in-year-transfers>

## **8. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

## **9. Monitoring arrangements**

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing body will publicly consult on these changes.



Appendix 1:

