

## **WIGMORE SCHOOL POLICY**

### **Admission Arrangements – Primary**

Currently, Wigmore Primary School's admission limit for reception age pupils is 30. Parents who wish their child to be admitted to Wigmore Primary School must complete their home local authority admissions form stating Wigmore Primary School as their preferred choice. For families residing in Herefordshire, this form is accessed via an online portal on the Herefordshire Council website

<https://www.herefordshire.gov.uk/schools-education/primary-school-admissions>

This form must be submitted to your home local authority by the appropriate date of the year preceding entry to Primary School. If the school is oversubscribed and if this deadline is missed, children may not gain a place at the school even if Wigmore is the nearest school.

Pupils of Wigmore Nursery must still complete their home local authority admissions form in order to transfer to the primary school.

When there are more applicants than places, children are to be admitted on the basis of the published oversubscription policy on the school website (Appendix 1) and listed in the local authority [guidance for admissions](#) document available on the Herefordshire Council website.

Full details of the local authority school admission policy are set out on the Herefordshire Council website.

All pupils allocated a place will be offered a home visit by a member of the primary school staff prior to starting school. In June each year all pupils who have been allocated a place are invited to attend induction sessions and an induction meeting is held for families.

The Executive Headteacher encourages all applicants to visit Wigmore Primary School to discuss their child's educational needs, show them around the school and discuss travel arrangements.

Parents of pupils who wish to transfer their child to the school after 1st September in Reception Class, or at any other stage of their child's education, should contact the Executive Headteacher or Head of School to request a place.

The Executive Headteacher will then consider whether or not the education of the existing pupils will be 'prejudiced' by a further admission. If the Headteacher decides not to allocate a place the parents must be informed of their rights of appeal to the Local Authority.

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|---------------------------|------------------|
| <b>Person Responsible</b> | Rebecca Williams |
| <b>Last Updated</b>       | February 2026    |
| <b>Review Date</b>        | February 2027    |

## **Wigmore Primary School Admissions**

Wigmore Primary School's Planned Admission Number (PAN) for Reception Year is 30.

Pupils will be offered a place on the basis of the following ranked criteria:

1. Children with an Education Health and Care plan (EHCP) / statement where Wigmore Primary School is named in the EHCP / statement
2. Looked after Children and Children who were looked after, but ceased to be because they were adopted or became subject to a residence order or special guardianship order
3. Siblings\* of pupils already attending the school
4. Children who attend Wigmore Nursery
5. Children who live in the catchment\*\* of Wigmore Primary School
6. Any other children

\* A sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or a child of the parents/carer's partner, and in every case the child should be living in the same family unit at the same address.

\*\* Living within the defined catchment area is defined as "a child residing with his/her Parent(s)/or carer(s) at his/her normal and genuine place of residence for the majority of the time".

### **Oversubscription policy:**

Distance from school\*\*\*, will operate as the tie break should either of our schools be over-subscribed from any of its designated priorities.

\*\*\* Home to school distances are calculated using the Herefordshire Council routing software Routefinder Pro, for full details please see: [Find a school – Herefordshire Council](#).

The Trustees are responsible for the School's admissions criteria. Wigmore Primary School will work in collaboration with the Local Authority in ensuring strict adherence to the national Code of Practice for Admissions within the local context. The school will exercise the right of an Academy School, within the remit of the Code of Practice, to establish its own admission preferences for students.

Anyone who is unsuccessful in securing a place will have the right of appeal through an independent panel often brokered with the support of the Local Authority. Dates will be organised by the Local Authority as required.

### **Late applications**

Wigmore Primary School will not accept late applications if the reason for lateness of the application is not genuine – e.g. moved to area after the deadline for applications. This is in line with Herefordshire Local Authority practice.