

WIGMORE SCHOOL POLICY

2.1 Pupil Admissions (Primary)

Currently the School's admission limit for reception age pupils is 30. Parents who wish their child to be admitted to Wigmore Primary School must complete the local authority (LA) form, stating Wigmore Primary School as their preferred choice. This form must be submitted to the LA by the appropriate date of the year preceding entry to primary School. Each year, if the School is oversubscribed and if this deadline is missed, children may not gain a place at the School even if they live within the catchment area.

Pupils of Wigmore Nursery automatically 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 LA guidance for admissions document available from Herefordshire Council, Children & Young People's Directorate.

Full details of the LA school admission policy are set out in the booklet 'Information for Parents- Admission and Transfers to Schools'. This is available from the LA office in Hereford and is annually updated.

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 evening meeting is held for parents.

The 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 Headteacher or Senior Deputy Headteacher to request a place.

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

Person Responsible	Sarah Steer
Last Updated	September 2017
Review Date	September 2018

Wigmore School Admissions

Primary School

The 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 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. For admission to Wigmore Primary School, children who attend Wigmore Nursery
5. Children who live in the catchment of Wigmore Primary school
6. Any other children

Oversubscription policy:

Distance from school, by the shortest available walking route by road or made up footpath, will operate as the tie break should either of our schools be over-subscribed from any of its designated priorities. These arrangements will be applied for admissions from September 2018.

The Governing Body is responsible for the School's admissions criteria. Wigmore 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 LA.