WELLFIELD INFANT AND NURSERY SCHOOL

Admissions Policy

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Introduction

Wellfield Infant and Nursery School is a Community School with a standard number of 60 per year group as agreed with the Local Education Authority. We are an inclusive school that welcomes children from all backgrounds and with all abilities.

The following policy has been agreed by the Governing Body and applies to all classes at the school.

How Parents can apply for their child to be admitted to our school Reception Class

In Trafford, children enter the Reception class in the academic year they become five. There is one admission date per year – September 1st – although children will be admitted on a staggered basis over the first two weeks of September.

To be considered for a place at Wellfield Infant and Nursery School, parents must complete the Trafford Primary/Infant Common Application Form, which is available on line or from the school office or Trafford School Admissions Team. This form is used to record parents' preferences and other information that will be used by Trafford to allocate places to children.

This form must then be returned to Trafford's School Admission Team by the agreed date – usually **before** February half term.

Trafford will notify parents about the offer of places at Wellfield Infant and Nursery School by the end of the Spring Term.

All children whose statement of special educational needs (SEN) or Education, health and Care (EHC) plan names the school **must** be admitted.

If Wellfield Infant and Nursery School was oversubscribed the following criteria will be adopted.

1. "Looked after" children (as defined in the Education Act 2002 – Admissions) who live in the catchment area of the requested school.
2. Those children who live in the catchment area of the requested school with a sibling
3. Those children who live in the catchment area.
4. Children, who live outside the catchment area of the requested school, with an older sibling attending the requested school **at the time of the applicant's proposed admission**. (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).

5. Children who live nearest to the requested school, measured in a direct straight line on the appropriate Ordnance Survey map from the front door of the child's permanent place of residence to the main entrance of the school.

Further information is available in Trafford's 'Starting Primary School booklet which is available from the school office.

Nursery Class

Children are admitted to our Nursery in the September of the academic year they become four. The school has a 52 place Nursery providing full time and part time care.

Criteria for Admissions

These criteria have been laid down by the Governing Body of Wellfield Infant and Nursery School and places will be allocated based on the order in which they are listed.

1. Children with a statement of Special Education Needs;
2. Children with Special Educational Needs without a statement;
3. Looked After Children;
4. Children living in a family relationship at the same address as a child already attending the school or Wellfield Junior School;
5. Children of members of staff.
6. The distance from home to school, measured by the shortest walking distance.

As the criteria for Reception and Nursery admissions differ slightly, it must be remembered that although your child may be offered a place in the Nursery, if you do not reside in the catchment area, there **IS NO GUARANTEE** of a Reception place the following year. **PLEASE NOTE -**this will apply even if your child has a sibling at either school.

Admissions during the school year or into classes other than Reception

Parents of all children wishing to be admitted to our school will need to apply through the Local Education Authority.

Right of Appeal

Decisions made by Trafford's School Admissions Team will have been made according to the Government's School Admissions Code of Practice and to the policies and procedures agreed and published by Trafford LEA.

Members of the School Admissions Team do not have any discretionary powers and apply the procedures equally in all cases.

Under the terms of the 1998 Education Act you have the right to appeal against any decision made by Trafford LEA and an Independent Appeals Panel has been set up specifically for this purpose.

If you wish to exercise your right of appeal you must contact the Legal and Democratic Services Team, Town Hall, Talbot Road, Stretford, M32 0YT, telephone number 0161 912 4723, to obtain an appeal form. The closing date for the receipt of appeals is 28 days from the date of receipt of the decision letter.

The decision of the Independent Appeal Panel is binding on the LEA and the school.

Parents have similar rights of appeal against the decisions taken by the governors of Voluntary-Aided schools and further details of the relevant appeals procedure should be obtained from the Headteacher of the school concerned.

Qualifying Measures (Infant School Admissions)

The Government has passed legislation which means that, subject to certain limited exceptions, it is illegal for an infant class with a single qualified teacher to contain more than 30 pupils. To admit an extra child to an infant year group may cause the school to take "qualifying measures" to meet the infant class-size limit. For example by employing an extra teacher, by building an extra classroom or by a re-organisation of classes.

In these circumstances the powers of the Appeals Panel are limited and are only allowed to consider two factors.

The first factor is whether the admission authority followed its own rules which were published in its admission arrangements. If the admission authority broke its own rules, either deliberately or by mistake, then your appeal can succeed, **but only if your child would have been offered a place if the rules had been applied properly.**

The second factor is whether the admission authority acted unreasonably. The law defines "unreasonable" very carefully in these cases. For the decision to be "unreasonable" it must be completely illogical and perverse, or not based on the facts of the case.

You are free to talk about personal factors at the appeal hearing if you want to, **but in this type of appeal of the Appeal Panel cannot take them into account unless they are relevant to one or other of the two factors they are allowed to consider.**

The powers of the Statutory School Admission Appeals Panel have been curtailed by law to take account of these requirements. More detailed information about this will be provided to parents who lodge an appeal for a place at any school which is affected by this legislation.

This policy will be followed in accordance with our equality scheme.

Monitoring and Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local authority.