



## WENLOCK CHURCH OF ENGLAND JUNIOR SCHOOL

*Learning and growing together within the love of God*

### ADMISSIONS POLICY - 2018

---

The school has an admissions number of 90. Most year groups are organised into classes of 30 pupils.

Children are admitted to Wenlock Church of England Voluntary Aided Junior School using the criteria set out in the Admissions' Policy below. The admission of children to the school is the responsibility of the Governing Body.

Admission of children outside of their normal age group:

Parents seeking a place for their child outside of the chronological age group should submit their written case to the Admissions Committee. Parents should include information regarding the child's academic, social and emotional development and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application. Applications relating to the Year3 admissions round will also be discussed with relevant local authority professionals. Decisions will be made based on the circumstances of each case and parents will be informed of the reasons for the decision in writing.

Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

#### ADMISSIONS POLICY

Wenlock Junior School is a 360 place Church of England V.A. Junior School. The Governors will admit up to the admissions number of 90 in all year groups.

In the event of there being more applicants than there are places available, the Governors will apply the following criteria in the priority order of categories as listed below:-

1. "All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order whose carers fulfil the Admissions' criteria listed under 3 or 4 below.
2. Siblings of children already at the School at the date of proposed admission, whose parents/carers fulfil the admissions criteria listed under 3 or 4 below
3. (a) Children of parent(s)/guardian(s) who worship regularly in any of the Church of England Churches in the Luton Deanery at the time of application. For the purpose of this policy, "regularly" will be deemed at least once in each month for a period of six months or more.

- (b) Children of parent(s)/guardian(s) who worship regularly in a Church of England church who move into the Luton Deanery less than six months from the date of proposed admission.
- (c) Children of parent(s)/guardian(s) who live in Luton Deanery and who regularly worship in a Church of England Church outside Luton Deanery, but still within the Diocese of St. Albans.

A letter verifying the required level of attendance to support applications for admission under categories 3 (a) 3 (b) and 3(c) would be required.

- 4. Children of parent(s)/guardian(s) who are regular attendees at another place of Christian worship which, **at the time of application**, is a current paid up member of “Churches Together in Luton”. A letter would be required verifying the level of attendance to accompany applications in this category.
- 5. Any other children looked after by a Local Authority (LA) or children who were previously ‘looked after’ but immediately after being ‘looked after’ became subject to an adoption, child arrangement or special guardianship order.
- 6. Siblings of children already at the school at the proposed date of admission.
- 7. Children from Crawley Green Infants School catchment area as defined by the Local Authority (LA). Catchment area details can be found on the Council’s website at [www.luton.gov.uk/admissions](http://www.luton.gov.uk/admissions). Catchment area lists are also available from the Council by telephoning the Admissions Helpline on 548016.
- 8. Children from Crawley Green Infants School living outside the area as defined in Category 7 above.
- 9. Any other children.

In the event of there being an over subscription in any one of the above categories, the determining factor in that category will be the geographical proximity to the school as defined below, with the exception of note B below.

**NOTES**

- A. Geographical proximity will be determined on the shortest distance, measured in a straight line, between the main school entrance and the pupil’s home address, with those living closer to the school being accorded higher priority. The home address is measured from a point at the address identified in the Local Land and the Property Gazetteer.
- B. Children who have a Statement of Special Educational Needs or and Education, Health and Care Plan which names Wenlock Voluntary Aided C of E Junior School will be offered a place.

- C. Definitions of terms used throughout this policy are in accordance with the published Local Authority definitions.

All application forms for admission to Year 3 at the commencement of the school year will be forwarded to parents within the common transfer pack. Both the LA and our own additional application form (Appendix 1) should be completed and returned to the LA. Parents are responsible for meeting the relevant deadlines as specified in the pack. The LA will send out decision letters to parents. Application forms for admission to the school at other times and for other groups are available from the Council's Admissions Team.

Late applications will be processed as soon as possible after the offer date. Late applications for all Year 3 places must be sent to the Council's Admission Team.

#### ADMISSION ARRANGEMENTS:

Parents have the right to express a preference for the school they wish their children to attend. Wenlock operates an 'equal preference' methodology. All applications for places at Wenlock will be considered against the admissions criteria, regardless of ranked preference.

Parents are welcome to visit Wenlock School before making their application. All applications to Year 3 will be considered by the Governors and parents will be notified in accordance with the published LA timetable.

#### ADDITIONAL NOTES

The Governors have determined that:-

1. Applications for admission to any year group will be considered on the basis of places available in the relevant class groups. If there are more applicants than places, then the admissions policy will apply.
2. General  
If a vacancy occurs in any year group then:
  - a) the Admissions Policy priorities shall apply to any on the waiting list.
  - b) Years 4, 5 and 6  
Applications for places in Years 4, 5 and 6 to take effect at the beginning of the next school year, will not be considered until two weeks prior to the end of the preceding summer term.
3. In the event of a pupil arriving after the beginning of Year 3, we require a copy of the birth certificate, child benefit book or annual statement and a recent gas/electricity/water rates/council tax bill.

4. Unsuccessful applicants are informed in writing and the school will operate a waiting list activated as places become available based on the criteria above. For the new Junior intake (Year 3) the names will be held on the waiting list until 31<sup>st</sup> July 2019, parents will need to re-apply for a place after this date if they wish their child's name to be carried forward on the waiting list.

Waiting lists will also be kept for other oversubscribed year groups until the end of the academic year, however, applications received in the summer term 2019 will remain on the waiting list until July 2020. Parents will need to reapply for a place at their preferred school after this date if they wish their child's name to be carried forward on the waiting list.

5. On occasion pupils will be admitted to the School using Luton's In Year Fair Access Protocol for primary schools. Such placements override the normal admission arrangements; this includes admitting children above the published admission number.
6. **The Admissions Secretary should be informed in writing of any change of circumstances relevant to the application e.g. address, contact telephone numbers etc.** Children are admitted to Year 3 at the start of the Autumn Term and remain in this school until the end of Year 6 when they transfer to Key Stage 3 (Secondary/High Schools).

#### APPEALS PROCEDURE

If a place is not offered parents have the legal right to appeal to an independent appeal panel.

If you wish to exercise this right, your appeal should be sent to:-

Clerk to the Governors  
Wenlock Church of England Junior School  
Beaconsfield Road,  
LUTON.  
LU2 ORW

The envelope must be clearly marked '**ADMISSIONS APPEAL**'. In the first instance an appeal must be made in writing to the Clerk to the Governors within three weeks of receipt of the letter which stated that a place cannot be granted.

This Admissions Policy applies from 1st September 2018.

The school will not be required to consult on its admission arrangements for September 2019, unless it proposes any changes to its determined admission arrangements for 2018. The admissions timetable will be set out annually in Luton's co-ordinated admission schemes.

**SUPPORTING INFORMATION FOR ADMISSION TO  
WENLOCK CHURCH OF ENGLAND JUNIOR SCHOOL**

Please note that this supplementary form should ONLY be used when applying for a place at Wenlock  
Voluntary Aided Church of England Junior School

**CHILD'S SURNAME** \_\_\_\_\_ **FORENAME** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**POSTAL CODE** \_\_\_\_\_ **TELEPHONE NO.** \_\_\_\_\_

**INFANT SCHOOL ATTENDED** \_\_\_\_\_

**PARENT/GUARDIAN'S NAME** \_\_\_\_\_

**ADDRESS IF DIFFERENT FROM ABOVE**  
\_\_\_\_\_  
\_\_\_\_\_

**CATEGORY OF APPLICATION** \_\_\_\_\_

**Please refer to the admissions criteria within our admissions policy to determine under which category you are applying. If applying under categories 3 a,b,c or 4 a letter would be required verifying the required level of attendance to accompany applications.**

**Signature of Parent/Carer** .....  
=====

**For Wenlock School Office Use Only**

**Date of Receipt of Application** \_\_\_\_\_

**Category checked by:** \_\_\_\_\_

**Category No. Established**.....