



**Admissions
Policy
2018-2019**

The Wells Free School Admissions Policy

Pupil Numbers

The Wells Free School has an agreed admission number of 24 Reception pupils. All applicants will be admitted to reception if 24 or fewer apply. Provision will be made for the admission of all children in the September following their fourth birthday. Parents can request:

- That the admission date is deferred until later in the academic year or until the term in which the child reaches compulsory school age.
- That their child takes up the place part-time until the child reaches compulsory school age.

Oversubscription Criteria

Where the number of applicants for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of children with statements of Special Educational Need where The Wells Free School is named in the statement, places will be allocated to applicants in the following priority order:

1. Looked After Children and Previously Looked After Children. A child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who is the subject of a care order under Part IV of the Act.
2. Current Family Association. A brother or sister in the same school at the time of entry where the family continue to live at the same address as when the siblingⁱ was admitted - or - if they have moved - live within 1 mile of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion below.
3. Children of Founders of The Wells Free School. Children who have been granted this provision by the Secretary of State for Education. A full list of Founders is available from the school office.
4. Children of staff at The Wells Free School. Where the member of staff has 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Nearness of children's homes to school - we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.

Tie Break

In the event that distance from school results in several students eligible for the last place, then the last place will be allocated by ballot of those equidistant students. The ballot will be overseen by someone independent of the school. In the event that the last student admitted by distance is a twin or of multiple birth, then they would both/all be admitted.

Application Process Applications for The Wells Free School should be made through the child's home authority via the Primary Admissions Scheme. You will be required to complete the Reception Common Application Form (RCAF) either online through the website or by requesting a paper RCAF.

Appeal Procedure

Parents whose applications for places are unsuccessful will be given an opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance with the statutory provisions in force at the time. The determination of the Appeal Panel is binding on all parties. Full details of the procedure will be sent to parents whose application to The Wells Free School was unsuccessful on offer day.

Waiting List

A waiting list will be kept of those initially unsuccessful. Ranking on this waiting list will be in line with the oversubscription criteria. Parents will have the right to know their child's position on this list. The list will be kept until the last day of the academic year.

Other Admissions (in-year or casual admissions)

Applications for vacancies that arise outside the normal annual admission round will be considered at any time during the year. Information and application forms may be obtained from the school. Where there is more than one application for a vacant place, the offer of a place will be determined in accordance with the oversubscription criteria.

ⁱ Siblings are defined as brothers, sisters, half brothers, half sisters, step brothers, step sisters and any other child that is the legal responsibility of one of the parents or carers of the student already on roll at the time of entry and is living in the same family unit at the same address as that sibling.